



## **Athletics Ontario Sanction Kit - 2015**

(To be used for Track & Field, Road Walking and Cross Country Competitions)

1. In order to be recognized by Athletics Ontario (AO), a competition not conducted under the sanction or authority of any of the following jurisdictions and in which all participants are not covered by an insurance policy carried by same jurisdictions must be sanctioned by AO:

Royal Canadian Legion	Primary and Secondary School
Military	University and College
Ontario Masters Athletics	(Ontario) Minor Track Association
Athletics Canada	International Association of Athletics Federations

Competitions organized by the groups above may apply for **Approved** status. Please refer to the "**Athletics Ontario Competition Approval Kit – 2015**"

2. For liability reasons *Open* events conducted within competitions held under any of the above jurisdictions may not be sanctionable by AO.

Enquiries may be directed to Anthony Biggar, Manager of Communications & Public Relations.

3. Organizers of all AO-sanctioned competitions and events automatically receive liability insurance.
4. Athlete participants in AO-sanctioned meets or events must sign a waiver form and turn it in to meet organizers prior to competing. Athletes under the age of 18 years must, in addition, have a parent or legal guardian sign the form. If a Power of Attorney form is on file at AO an authorized person may sign on behalf of the athlete/parent.

Normally, a new waiver form is required for each meet. Athletics Ontario must be named in the waiver as a protected party and the forms must be kept on file for at least 10 years following the competition.

5. AO meet sanctions are primarily intended for events organized for members of AO or of other branches of AC or IAAF member countries. If meet organizers choose to make their events open to non-members they are required to pay an additional amount to cover insurance premiums. **It is recommended that non-AO-registered entrants be charged a higher entry fee to help recoup the sanction/insurance fee.**
7. The granting of sanctions by AO is subject to the meet organizers agreeing to the above conditions and to those in "Conditions of Sanction" below.
8. Events which are in conflict with AO Championships or other important competitions may be denied sanction for the date requested. Meet organizers whose competitions may conflict with other events on the schedule should apply early to allow AO officials sufficient time to assess possible impacts and offer solutions satisfactory to all involved.
9. Some competitions not conducted by clubs may apply for **Approved** Status. This mostly relates to recognition of results by Athletics Canada. Please note that Athletics Ontario conflict policy does not apply to AO-approved meets. Also, the meet organizers must have permission to use the competition facility and must have insurance coverage by the overseeing authority (university, board, school, etc.) in order for their competition to be eligible for Approved status.

For further information please see the information and application document attached.

# AO Sanction Policy Re: Date Conflicts

## Preamble

In the process of Sanctioning Athletics Ontario attempts to prevent conflicts in scheduling which could have any or all of the following effects:

- Fragmentation of the competition in one or more events, thus preventing the best possible competitive situation for the athletes
- Splitting of available limited human resources (i.e. officials)
- Creation of a distraction for an important or established competition
- Financial undercutting of an existing competition

To that end guidelines have been established to determine whether a competition may be automatically sanctioned upon application and payment of fees or whether any or all of the following variables need to be changed:

Date of competition / Venue of competition / Events offered / Age groups included

## Guidelines for Granting Sanctions:

Competitions with conditions listed are considered **not** to be in conflict with the stated category of competition:

### a. **All Provincial Championships, Trials and National Qualifiers**

- Any competition to be conducted outside a radius of 500km
- Any competition to be held at a site beyond a radius of 100km *and* in which the age group does not conflict
- Any competition in which track events of 400m and less in distance and all field events are scheduled with 2 clear days either before or after *and* in which track events of 800m to 3000m in distance are scheduled with 4 clear days either before or after *and* in which track events of more than 3000m in distance are scheduled with 6 or more clear days before and after.

### b. **All other competitions normally sanctioned or sanctionable by AO**

- Any competitions to be conducted outside a radius of 100km
- Any competition in which track events of 400m and less in distance and all field events are scheduled with 2 clear days either before or after *and* in which track events of 800m to 3000m in distance are scheduled with 4 clear days either before or after *and* in which track events of more than 3000m in distance are scheduled with 6 or more clear days before and after.

### c. **Competitions held under the auspices of Athletics Canada**

- Competitions which are not disapproved by Athletics Canada

### d. **Competitions held under the auspices of other associations or groups**

(ParaSport Ontario, Ontario Wheelchair Sports, Royal Canadian Legion, Ontario Minor Track, etc.)

- Competitions which are deemed, when held, not to impact negatively, primarily in terms of human resources (i.e., officials)

## Resolution

Where a sanction cannot be granted automatically due to a deemed conflict the applicant is notified and, if necessary, a meeting is organized for the purpose of achieving a solution. Special consideration will be given to competitions, which have a history of having been held on a certain date and in a certain place.



**APPLICATION FOR SANCTION  
TRACK & FIELD, CROSS COUNTRY + ROAD WALKING COMPETITIONS**

NAME OF COMPETITION: \_\_\_\_\_

DATE OF COMPETITION: \_\_\_\_\_

NAME OF CLUB OR ORGANIZATION: \_\_\_\_\_

MEET DIRECTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

BUS.( ) \_\_\_\_\_ RES.( ) \_\_\_\_\_ FAX:( ) \_\_\_\_\_

MEET CONTACT NAME:(If different from above) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

BUS.( ) \_\_\_\_\_ RES.( ) \_\_\_\_\_ FAX:( ) \_\_\_\_\_

SITE & LOCATION OF COMPETITION: \_\_\_\_\_

STARTING TIME: \_\_\_\_\_

WHAT ADVERTIZING HAS BEEN DONE FOR THE COMPETITION TO DATE?

\_\_\_\_\_

WHAT ADVERTIZING WILL BE DONE IN THE FUTURE?

\_\_\_\_\_

LIST ALL OF THE EVENTS THAT WILL BE OFFERED (PRECEDE THE EVENT BY "M" FOR MEN AND "W" FOR WOMEN)

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Note: Requests for changes or additions to the above list must be communicated to the Manager of Communications & Public Relations prior to the commencement of the competition

**WILL NON-AO MEMBERS BE ALLOWED ENTRY INTO YOUR MEET? YES \_\_\_\_\_ NO \_\_\_\_\_**

Please send completed and signed application form along with appropriate fee, payable to Athletics Ontario, to:

Anthony Biggar  
Manager of Communications & Public Relations  
Athletics Ontario  
3 Concorde Gate, Suite 211  
Toronto, ON M3C 3N7 FAX: 416-426-7358 email: [office@athleticsontario.ca](mailto:office@athleticsontario.ca)

## CONDITIONS OF SANCTION

1. Applications must be submitted so that they are received a minimum of 14 days prior to the date of the competition.
2. Competitions must be conducted on the date, time and at the place indicated on the sanction application form. **A sanction is valid only for the date(s), time(s), and place(s) indicated.** If an event is cancelled the AO office must be notified.
3. All events to be included in the meet must be listed on the application form. **Changes to the list of events, including additions, must be communicated to the Manager of Communications & Public Relations prior to the event.**
4. A copy of the entry blank and entry information sheet must accompany the application form.
5. The entry blank must contain a space for the entrant's current AO/AC/USTFA number.
6. Sanction fee (max. 3 consecutive days per meet) is payable upon submission of application. Insurance fees are due 30 days upon receipt of invoice from Athletics Ontario. Please see fee schedule below.
7. Fees must accompany the application form or be forwarded so that they are received within 10 days of receipt of form. In any case, all **fees must be sent so that they are received by the Athletics Ontario office prior to the commencement of the competition.**
8. The competition must be conducted in accordance with IAAF/AC/AO rules. **Mixed events are permitted but must be noted as such in the results.**
9. The published meet schedule may not be advanced unless the published meet information includes a disclaimer warning entrants of possible changes, including the amount of time by which an event start time may be advanced. The maximum recommended time an event may be advanced is 30 minutes
10. All requirements concerning insurance & waivers must be adhered to.
11. The Competition Director must have legal access to the facility for the competition (through ownership, lease, rental, etc.).
12. Any athlete who is a registered member of AO may participate in a sanctioned competition unless the competition has been advertised as:
  - a) an intra-club or inter-club dual meet
  - b) an invitational with an entry standard and in which all invited competitors are currently registered with AO or another branch.
13. Hammer, discus and indoor weight events must be conducted from a properly constructed cage.
14. Only the first "run" of an event (track or field) that is repeated within a six-hour period **on the same date** shall be considered a legitimate competition. Qualifying rounds and timed sections in which the entrants compete only once are exceptions.
15. A Hy-Tek backup file including the results must be forwarded to the Manager of Communications & Public Relations within 3 days of the completion of the competition but preferably within 24 hours. Alternatively, the Competition Director may advise, within 3 days, the Manager of Communications & Public Relations of the website at which the results are downloadable. The results should be prepared so that they are consistent with the standard format required by AO. Computer files of "photofinish" pictures (where fully automatic timing was in use) must be available to AO upon request for a period of not less than 30 days following the completion of the competition.
16. Athletics Ontario reserves the right to grant or deny a sanction request as necessary.
17. Where admission fees are charged, Athletics Ontario is to be issued up to 8 complimentary passes to the event upon request.
18. Athletics Ontario must be recognized in all marketing and media communications and the Athletics Ontario logo must be included in such communications, not limited to posters, web site, tickets, event merchandise.

On behalf of the meet organizers I accept the conditions indicated above and understand that should there be a failure to meet any of the conditions performances from the competition may be voided and future applications for sanction may be denied.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of official applying

Name: \_\_\_\_\_

Address: \_\_\_\_\_

For Office Use only:

Approved by: \_\_\_\_\_

Date application received: \_\_\_\_\_ Date Approved: \_\_\_\_\_



## **SANCTION & INSURANCE FEES**

Sanction Fees: \$50.00 per competition

Early-bird discounts:

- SAVE \$40**      **Application for Sanction and payment received at or before the 2013 AO Annual General Meeting**
- SAVE \$30**      **Application for Sanction and payment received more than 3 months prior to the start of the event**
- SAVE \$20**      **Application for Sanction and payment received more than 1 month prior to the start of the event**

Insurance Fees\*:

Upon conclusion of the competition, you will be invoiced for an insurance fee for Athletes not registered with Athletics Ontario as a competitive athlete at a rate of \$1.50 each.

Please note:

1. Sanction fees are payable in advance and should be attached to sanction application form.
2. Make cheques payable to Athletics Ontario. Payment may be made by credit card. Please Athletics Ontario with credit card number.
3. An administration fee of \$10 will be added to fees in which payment is not included with sanction application and an invoice will be issued.
4. Upon conclusion of the competition, you are required to send the Hy-Tek results backup file and indicate the number of unregistered athletes that entered the competition. You will then be invoiced for an insurance fee for Athletes not registered with Athletics Ontario as a competitive athlete at a rate of \$1.50 each.
6. All fees are subject to increase without notice.
7. Send sanction application forms and sanction fees (if not paying by credit card) to:

Anthony Biggar  
Manager of Communications & Public Relations  
Athletics Ontario  
3 Concorde Gate, Suite 211  
Toronto, ON  
M3C 3N7

Fax 416-426-7358  
Email: [office@athleticsontario.ca](mailto:office@athleticsontario.ca)  
Tel. 416-426-7215