



Athletics Ontario Application for Sanctioning
Track & Field, Cross Country, and Road Walking Competitions

Generic Meet Details

Name of Competition: _____

Date of Competition: _____

Name of Club or Organization: _____

Facility Name: _____ Facility Address: _____

City: _____ Postal Code: _____

Contact Information

Meet Director Name: _____

Meet Director Email: _____ Meet Director Phone#: _____

Meet Contact Information (only complete if different from meet director)

Meet Contact Name: _____

Meet Contact email: _____ Meet Contact Phone#: _____

Attachment Required:

- Technical Package which must include:
 - See CONDITIONS OF SANCTION 5.a. for all information required in the technical package.

Sanctioning Fees:

- Check off which tier of sanctioning is required. If the competition also needs World Para Athletics Sanctioning, also check off as a requirement.

	<input type="checkbox"/> Gold Label	<input type="checkbox"/> Silver Label	<input type="checkbox"/> Bronze Label
<input type="checkbox"/> AO-member Provincial Sanctioning	<input type="checkbox"/> \$50 CAD	<input type="checkbox"/> \$50 CAD	<input type="checkbox"/> \$25 CAD
<input type="checkbox"/> World Athletics Sanctioning	<input type="checkbox"/> \$50 CAD	<input type="checkbox"/> \$50 CAD - Optional	Not eligible
<input type="checkbox"/> World Para Athletics Sanctioning	<input type="checkbox"/> Free - Included	<input type="checkbox"/> Free - Optional	Not eligible

Late sanctioning submissions are double the price outlined above. See SANCTION AND INSURANCE FEES for details

Date: _____ Signature: _____

For Office Use Only:

Approved By: _____ Date Received: _____



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CONDITIONS OF SANCTION
(Revised April 20, 2023)

1. Application submission
 - a. Gold & Silver Label Sanctioning **must** be submitted so they are received a minimum of 75 days prior to the date of the competition.
 - b. Silver Label Sanctioning **must** be submitted so they are received a minimum of 30 days prior to the date of the competition. If applying for World Athletics Sanctioning, applications **must** be received a minimum of 75 days prior to the date of the competition.
 - c. Bronze Label Sanctioning **must** be submitted so they are received a minimum of 30 days prior to the date of the competition.
2. Eligible athletes in sanctioned competitions
 - a. All athletes in Gold Label sanctioned competition must be a registered competitive member for the competition season/year.
 - b. All athletes in Silver and Bronze label sanctioning are recommended to have a recreational or competitive membership for the competition season/year. Competitions will be invoiced \$2 for each non-member that competes at Silver or Bronze label competitions.
3. Date, time, and location of competitions
 - a. 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 Athletics Ontario Competitions & Technical Manager must be notified.
 - b. Maximum 3 consecutive days of competition.
4. Naming of competitions
 - a. Competitions may not use the word "Ontario" in the name of their competition unless hosting a provincial championship.
 - b. Use of the word "championship" in the event name must be approved by Athletics Ontario.
5. Additional items that must be submitted before sanctioning is approved.
 - a. Technical package
 - i. includes appropriate Gold/Silver/Bronze Label Sanctioning logo as well as the World Athletics Sanctioning and or World Para Athletics logo if applicable. Review World Athletics logo regulations [here](#).
 - The following link must also be included for participants to find more clarity on the different tiers of sanctioning. <https://athleticsontario.ca/events/sanctioning/>.
 - ii. Generic competitions details such as the location, address, and contact emails/phone numbers.
 - iii. Facility and relevant information such as restrooms, parking, directions, or any facility specific or municipal regulations.
 - iv. Primary contact for questions about the competition.
 - v. A list of offered events and which age divisions or a tentative schedule of events.
 - vi. Method to register for the event.
 - If an online event registration page is not setup, a blank entry form and information sheet, or a contact for registering for the competition must accompany the application form. Athletes must submit their current AO/AC membership number. If the athlete is from out of country; must submit their membership number with their country's federation.
 - Cost breakdown for entries.



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- vii. Any changes to the technical package must be submitted to the AO Competitions and Technical Manager.
 - b. Website where competition updates will be posted.
6. Sanction fee
 - a. Will be invoiced by the Athletics Ontario Office Manager upon receipt of the sanctioning application and can be paid online via credit card. If the applicant wishes to pay by cheque, sanctioning fee is due within 10 days of the submission of the application. Insurance fees are due 30 days upon receipt of invoice from Athletics Ontario. Please see fee schedule below.
 - a. Fees paid by cheque must accompany the application form or be forwarded so that they are received within 10 days of receipt of the application form.
7. The competition must be conducted with WA/AC/AO rules. Mixed events are permitted but must be noted as such in the results.
8. 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.
9. All requirements concerning insurance & waivers must be adhered to.
10. The Competition Director must have legal access to the facility for the competition (through ownership, lease, rental).
11. Any athlete who is a registered member of Athletics Ontario, other provincial/territorial branch of Athletics Canada, or other national federation may participate in a sanctioned competition unless the competition has been advertised as:
 - a. An intra-club or inter-club meet.
 - b. An invitational with an entry standard and in which all invited competitors are currently registered with AO or another provincial/national branch.
12. Hammer, discus, and indoor weight events must be conducted from a properly constructed cage.
13. 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. Note: application may be made prior to the competition to the Manager of Competitions, Technical Specifications and Logistics to allow for the staging of "second runs".
14. Officials
 - a. Gold Label Sanctioned Competitions
 - i. All events disciplines must have a qualified chief in each discipline and appropriate referees.
 - At a minimum, there should be a track referee and a field referee.
 - ii. A full slate of supporting officials of various levels, registered for the competitive year, should be available for each event discipline offered in the competition.
 - iii. With the approval of the meet director, referee and/or chief from the specific event discipline, supporting officials may be substituted with provisional officials if there is a lack of qualified officials available. Both the meet director and lead official(s) in a specific event discipline must agree that supporting officials are sufficient to carry out the event in a fair, accurate and efficient manner and without affecting the integrity of WA/AC/AO competition rules.
 - b. Silver Label Sanctioned Competitions
 - iv. All events disciplines must have a qualified level 3 official or above in each event discipline.
 - The qualified level 3 official would be assigned the chief of their event.
 - v. It is recommended to have a full slate of supporting officials of various levels, registered for the competitive year, available for each event discipline offered in the competition.



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- vi. With the approval of the meet director and the recruited level 3 official in a specific event discipline, the supporting officials may be substituted with provisional officials or competent and knowledgeable volunteers if there is a lack of qualified officials available. Both the meet director and lead official in a specific event discipline must agree that the supporting officials or volunteers are sufficient to carry out the event in a fair, accurate and efficient manner and without affecting the integrity of WA/AC/AO competition rules.
 - c. Bronze Label Sanctioned Competitions
 - vii. It is recommended to recruit a level 3 official for each event discipline offered at the competition. Meet directors may run some or all event disciplines with officials below level 3.
 - viii. It is recommended to have a full slate of supporting officials, registered for the competitive year, available for each event discipline offered in the competition.
 - See breakdown for recommended number of officials (insert link for specific page from AO Procedures and Technical Rules)
 - ix. The meet director may fill some or all official roles with provisional officials or competent volunteers if there is a lack of qualified officials available.
15. Eligible Results for World and National Rankings
 - a. Only performances from Gold & Silver Label Sanctioned competitions will be accepted into World Athletics world rankings.
 - b. Bronze Label Sanctioned competitions are not eligible for World Athletics world rankings.
 - c. All Sanctioned competitions will be accepted into Athletics Canada national rankings.
 - i. U14, U12, U10, & U8 LTAD event results in Sanctioned competitions will be accepted into Athletics Canada rankings.
 - ii. Older age categories may be accepted into the national rankings if an Official Post Event Competition Survey is complete. Please see section 17 for more details on the survey requirements.
16. Eligible Results for National and Provincial Team
 - a. National Team
 - i. Eligible performances must appear on the World Athletics world rankings.
 - b. Provincial Teams
 - i. Results do not need to have eligible performances appear on World Athletics world rankings.
 - ii. Performances should appear on Athletics Canada national rankings.
 - iii. Provincial team selection criteria may allow for converted performances or eligible performances from an AO Sanctioned or Approved event that does not appear on the national rankings.
17. Eligible Results for Provincial/National Records
 - a. All national or provincial records broken at all levels of sanctioning (gold, silver, and bronze) are eligible for ratification.
 - b. Appropriate record application forms must be completed and submitted to the appropriate provincial or national contacts.
 - c. Normal provincial/national record requirements/procedures must be adhered to for new records to be accepted and ratified.



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18. Official's Post Event Competition Survey
 - a. For Gold and Silver Label Sanctioned Competitions, the completion of an Official's Post Event Competition Survey must be completed by each chief in each event discipline or the appointed referee.
 - i. The Official's post event competition survey can be accessed here:
<https://www.surveymonkey.com/r/825DK62>
 - ii. Failure to complete and submit the check list may result in results being withheld from the Athletics Canada rankings.
 - b. Bronze Label competitions are not required to complete the Official's Post Event Competition Survey.
19. Where admission fees are charged, Athletics Ontario is to be issued up to 12 complimentary passes to the event upon request. These passes are restricted to Athletics Ontario staff or individuals representing Athletics Ontario.
20. 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.
21. Athlete participants in AO-sanctioned meets or events must complete either an online or in physical waiver and have it completed before the start of the competition. 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 7 years following the competition.
22. AO meet sanctions are primarily intended for events organized for members of AO or of other branches of AC or WA 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.
23. The granting of sanctions by AO is subject to the meet organizers agreeing to the above conditions and to those in the "Conditions of Sanction" section.
24. Events which 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.
25. Athletics Ontario reserves the right to grant or deny a sanction request as necessary.



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CONDITIONS OF SANCTION – DATE CONFLICTS

Preamble

In the process of sanctioning, Athletics Ontario attempts to prevent conflicts in scheduling which could have any or all 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 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 conflict with the stated category of competition:

1. 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.

Note: * 2 clear days means there are 2 days between the competition days (i.e., Wednesday and Saturday can be competition days, with Thursday and Friday as the clear days.) and 4 clear days means there are 4 days between the competition days. (i.e., Monday and Saturday are the competition days, with Tuesday – Friday as the clear days.) Note: 1500m and 1600m are considered equal events.

2. 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.
3. Competitions held under the auspices of Athletics Canada
 - Competitions which are not disapproved by Athletics Canada
4. Competitions held under the auspices of other associations or groups (ParaSport Ontario, Ontario Wheelchair Sports, Royal Canadian Legion, USports, 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 applicants are notified and, if necessary, a meeting is organized for the purpose of achieving a resolution. Where a resolution is not achieved between the applicants involved, the Competitions Committee will review the conflict and provide the binding resolution.



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SANCTION AND INSURANCE FEES

Indoor Meets

Commitment to Host: Including the complete sanction application, attachments, and payment of the Sanction Fee.
Sanctioning fees for applications received on or before October 31

	Gold Label	Silver Label	Bronze Label
World Athletics Sanctioning	\$50 CAD	\$50 CAD - optional	Not eligible
AO-member Provincial Sanctioning	\$50 CAD	\$50 CAD	\$25 CAD

Sanctioning fees for applications received after October 31

	Gold Label	Silver Label	Bronze Label
World Athletics Sanctioning	\$50 CAD	\$50 CAD - optional	Not eligible
AO-member Provincial Sanctioning	\$100 CAD	\$100 CAD	\$50 CAD

Outdoor Meets

Commitment to Host: Including the complete sanction application, attachments, and payment of the Sanction Fee.
Sanctioning fees for applications received on or before March 31

	Gold Label	Silver Label	Bronze Label
World Athletics Sanctioning	\$50 CAD	\$50 CAD - optional	Not eligible
AO-member Provincial Sanctioning	\$50 CAD	\$50 CAD	\$25 CAD

Sanctioning fees for applications received after March 31

	Gold Label	Silver Label	Bronze Label
World Athletics Sanctioning	\$50 CAD	\$50 CAD - optional	Not eligible
AO-member Provincial Sanctioning	\$100 CAD	\$100 CAD	\$50 CAD

World Athletics sanctioning requests must be sent a minimum of 90 days before the scheduled competition

Please note:

1. Sanction fees may be paid by credit card and must be paid within 10 business days of the submission of the sanctioning application. Sanctioning fees may also be paid via cheque.
 - a. If paying by credit card, an invoice will be emailed to the applicant from the AO Office Manager with an online credit card payment option.
 - b. Payments made by cheques are payable to Athletics Ontario.
2. Insurance Fees: Upon conclusion of the competitions, you are required to send a Hy-Tek results back up file to the AO Competitions & Technical Manager. You will then be invoiced an insurance fee for non-registered athletes (non-members) at a rate of \$2.00 each.
3. All fees are subject to increase without notice.
4. Send the sanction application forms and sanction fees (if not paying by credit card) to:

Competitions and Technical Specifications Manager	Email: randolphajardo@athleticsontario.ca
Athletics Ontario	Phone: 647-352-7208
3701 Danforth Avenue	
Scarborough, ON	
M1N 2G2	