



**2009 ROAD RACE  
DIRECTORS MANUAL  
&  
SANCTIONING PACKAGE**

November 19, 2008  
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**TRACK & FIELD / ROAD RUNNING / CROSS COUNTRY**

214-200 Main St. Winnipeg, Manitoba R3C 4M2 Tel: 204-925-5743 Fax: 204-925-5792  
athleticsmb@shaw.ca www.athleticsmanitoba.com

**2009 ATHLETICS MANITOBA SANCTION & EVENT CONTRACT**

Athletics Manitoba is the provincial sport governing body for track & field, cross country and road running. By sanctioning with Athletics Manitoba the Race Director agrees to meet all safety guidelines, course measurement, timing, accuracy, age groups and award requirements outlined in the 2009 Race Directors Manual. Athletics Manitoba sanctioned races (run on certified courses) are recognized by Athletics Canada as qualifying races for national and international competitions.

**All fields of the application must be filled out and submitted by December 12, 2008.  
A cheque for \$200.00 postdated to April 1, 2009 must accompany application.**

**CONTACT INFORMATION**

Name of Organization Requesting Sanction: \_\_\_\_\_

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

City/Province/Postal Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Race Director(s) Name(s): \_\_\_\_\_

Email: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

**CALENDAR INFORMATION**

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Race Website: \_\_\_\_\_

Race Distances & Start Times: \_\_\_\_\_

**ROAD RACE INFORMATION**

Indicate the event(s) associated with the event:

- 1km walk    1km run    3km walk    3km run    5km walk    5km run    10km walk    10km run
- 15km run    Half marathon    Full marathon    Relay (indicate what distance): \_\_\_\_\_

Other distances/events: \_\_\_\_\_

Start of Times of each event: \_\_\_\_\_

**Start times should be within 5 minutes of posted time. Recommended start times for May-August is 8:00am; September-April is 9:00am.**

Which of the events will be timed? \_\_\_\_\_

Timing Method: \_\_\_\_\_

Event Sponsors: \_\_\_\_\_

**CLASSIFICATION**

***All Timex and Provincial Championships must be run on certified courses.***

Please indicate what type of race you are applying for (check all appropriate boxes):

\_\_\_\_\_ Fun Run

\_\_\_\_\_ Timex Series Race

\_\_\_\_\_ Provincial Championship - Indicate the Athletics Manitoba Championship you are bidding to host:

\_\_\_\_\_ Provincial 5km Road Race Championship

\_\_\_\_\_ Provincial 10km Road Race Championship

\_\_\_\_\_ Provincial Half Marathon Road Race Championship

\_\_\_\_\_ Provincial Marathon Road Race Championship

\_\_\_\_\_ Times race for youth series (1 to 5 Km)

How many years has the event been held? \_\_\_\_\_

History of the race: \_\_\_\_\_

Is the course certified: \_\_\_\_\_ Course surface: \_\_\_\_\_

Have you confirmed permit for location:  Yes  No Do you require road closure permits:  Yes  No

Estimated number of participants in featured race: \_\_\_\_\_

Estimated number of participants in all events: \_\_\_\_\_

Medical Plan (include medical personnel on site, ambulance information etc):

Proposed entry fees: \_\_\_\_\_

Proposed Age grouping: \_\_\_\_\_

***Please note: Timex races must use 5 year age groups.  
Please see Race Manual for age grouping criteria.***

Planned Post Event Activities (Food/Entertainment): \_\_\_\_\_

Awards/Prizes Offered: \_\_\_\_\_

***Please see Race Manual for awards criteria.***

**Sanctioning any event in Manitoba can be refused by Athletics Manitoba for any of the following reasons:**

- Failing to set course according to certification specifications
- Conflict of interest in sponsorship, partnership or representation of Sport Manitoba, Athletics Canada, Run Manitoba or Athletics Manitoba
- Concerns that the race management is not capable of meeting Athletics Manitoba sanctioning/safety considerations, or other factors indicating potential problems in race operations

**Upon acceptance, Athletics Manitoba provides the following:**

- Free certification of main race course if approved by Run Manitoba Committee (certification valid 10 years)
- Third Party Liability Insurance for Race Director, Organizing Committee, volunteers, sponsors and facility owners
- Accident insurance for all participants
- Use of Athletics Manitoba insured sports equipment (damage deposit required)
- Promotion of event, distribution of entry forms and posting of results through Athletics Manitoba's communication vehicles.
- Receive race entry forms at Athletics Manitoba during regular business hours
- Access to meeting rooms at Sport Manitoba for planning meetings & race kit pick up at no charge
- Assistance in booking facilities and contacting appropriate government agencies to organize event
- Results will be recognized for ongoing provincial ranking purposes, provincial awards and national championship selection

**The Race Director agrees to the following:**

- Recognizes Athletics Manitoba in all promotional materials, press releases, and ceremonies. The Athletics Manitoba logo (and Timex logo if a Timex race) must be on all entry forms, printed materials and internet promotions
- All promotional materials and entry forms will be submitted to Athletics Manitoba prior to distribution.
- Provide on-site medical supplies and services during the entire event including ice, first aid kit and emergency action plan.
- Supply Athletics Manitoba with a complete results package within 24 hours of completion of the event.
- Pay sanction fee (post-dated to April 1, 2009) and submit sanction application by December 12, 2008.
- Pay \$2.00 per participant to a maximum of \$500.00 following event.
- Secure damage deposit for Athletics Manitoba equipment by submitting a credit card number prior to equipment pick up (up to \$500.00 charge if equipment damaged).
- Offer Athletics Manitoba members a \$3.00 discount on race entry
- Return race equipment within 48 hours of event unless otherwise specified.

I understand that failure to comply with this contract will jeopardize future sanction applications.

\_\_\_\_\_  
Race Director

\_\_\_\_\_  
Athletics Manitoba

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

**FOR OFFICE USE ONLY:**

**Payment:**  Sanction Fee Date Paid \_\_/\_\_/\_\_  Equipment Damage Deposit Date Paid \_\_/\_\_/\_\_  
 Participant Fee Date Paid \_\_/\_\_/\_\_

Cash Amount \_\_\_\_\_ Cheque # \_\_\_\_\_

Visa  MasterCard \_\_\_\_\_ Exp \_\_/\_\_/\_\_ Pin \_\_\_\_\_

**SAMPLE WAIVER**  
**(All athletes must sign prior to participating in event)**

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I know that running or walking a road race is a potentially hazardous activity. I should not enter or participate in this event unless I am medically able and properly trained. I realize that the event is physically strenuous, that there may be adverse weather conditions and that there may be vehicles present on the course and at intersections. I nevertheless wish to compete and assume any and all risks associated with running or walking this event, including but not limited to, falls, contact with other participants, the effect of weather, including high heat and/or humidity, the condition of roads and the presence of traffic, all such risks being known and appreciated by me.

Knowing these facts and in consideration of acceptance of my entry, I hereby for myself, or for anyone else who may claim on my behalf, agree not to sue and to waive, release and discharge all persons participating in the operation of this event including without limitation (*insert name of your organization*, Athletics Manitoba, Sport Manitoba, (*insert Timex Canada - if your race is a Timex Event*), the City of Winnipeg or Town/Village, the Province of Manitoba, and any and all other organizations, sponsors and participating organizations and their personnel whether volunteer or otherwise, and anyone acting on their behalf (the Release's) for any and all claims, demands, causes of action, damages, or injuries, whether caused by the negligence of the Release's, or by any other cause, which may arise as a result of, or out of my participation in this event.

I also indemnify and hold harmless the Release's from any liability incurred by them and caused by myself. I attest that I am physically fit, and sufficiently trained for this event. I hereby grant permission for the use of my likeness participating in this event without obligation or compensation to me. As part of this Waiver and Release, I allow Athletics Manitoba to use my personal information (name and age only) to be used for final results that will be posted on our website and acknowledge that I have read and understood all of the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian if under 18 years of age

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**LOGOS**

TIMEX LOGO



ATHLETICS MANITOBA LOGO



NOTE: Electronic versions of the logos are available by contacting the AM office via email [athleticsmb@shaw.ca](mailto:athleticsmb@shaw.ca)

## Standards for Athletics Manitoba Runs/Races

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### Course Measurement

**TIMEX Races** - The Feature race in a Timex Series race must be certified by an Athletics Manitoba recognized course measurer and on the list of races certified races on the Athletics Canada web site. The Race Director must check the course before the race to ensure that it the same as the official race map.

**OTHER Races** - Measured by car or bicycle odometer, GPS system preferred

### Distance Markers

**TIMEX Races** - Course marshals with safety vest at all major interjections and turns. Distance markers clearly visible to runners and accurately placed at least every 5 km. The times should be given audibly at 1 km. Distance markers at each km or mile should be set for all races more than 10 km.

**OTHER Races** - Directional and "caution foot race in progress" signs must be on course route

### Start Area

**All races** – Course map available for all runners. There must be a visible start line.

### Finish Area

**All races** - A safe finish area and a clearly visible finish line on the road surface. - A finishing chute that is wide at the finish line and narrows so that runners form a single line at the end of the chute. A system is required to ensure the finishing times are correctly recorded for all runners.

### Results

**TIMEX Races** - Digital Display at the finish of the run. Full results including time and position for all runners completed on site within an hour after the last runner finishes the race. They should be sent electronically to Athletics Manitoba within 24 hours.

**OTHER Races** - Digital display at finish of race

### Awards

**TIMEX races** - Overall top three Male and Female awards, 5 year age category awards to winners. Top three master athletes should be recognized (over 35)

**OTHER races** - Announce top three Male and Female finishers.

### Entry Forms

**All Races** - Entry forms available in electronic & hard copy format.

### Start Time

**TIMEX races** - Mandatory 15 and 5 minute warning of start time called out

**OTHER races** - Runners called to the start line when race to start.

### Race Kit

**All races** – Strongly encourage race kit pick up on race day.

### Course Surface

**All races** – Must be run on a safe suitable surface.

## COURSE MEASUREMENT

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The preferred method for measuring a running course is the Calibrated Bicycle Method using a Jones/Oerth Counter. The running course is defined as the shortest possible route that a runner can take without being disqualified. It should be measured along the shortest possible route, no more than 30 cm from curbs, cutting across the road to follow a direct tangent between turns. A short course prevention factor of 1m per km should be added. Measuring the course in this way ensures that all runners will run the stated course distance.

Instructions on measuring running courses can be obtained at <http://www.coursemeasurement.ca>. Obtaining a course measurement via car odometer, consumer-grade GPS or aerial survey maps is not acceptable.

## COURSE CERTIFICATION

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Athletics Canada recognizes Canada's national certification system; however, it functions independently and is funded solely through certification fees. A certified course (certified as accurate) is a course that is measured according to international standards. The measurement data is sent to Athletics Canada Chief Measurer and National Certifier (Bernie Conway [measurer@ican.net](mailto:measurer@ican.net)) who verifies it. If the data is found to be accurate, a certificate with course identification (ID) number will be sent to the measurer. A copy of the ID number, along with a course map will then be forwarded to the Race Director.

- All Manitoba Timex Series Races must be run on certified courses. New course requests must first be approved by the Run Manitoba Committee.
- Courses must be certified every ten (10) years or whenever road changes have been made.
- Courses not measured in the above manner, are not accurate and the event must be designated as a Fun Run.

The course map is the Race Director's most important piece of documentation. It should provide exact detail as to how the course is laid out and where the start, finish, and turn-around points are located in relation to identifiable landmarks. Race Directors choosing to utilize previously certified courses need a copy of the map to ensure the course is laid out correctly.

For information pertaining to course measurement, certification or presently certified courses in Canada, contact:

Laurent Lacroix  
IAAF/AIMS Grade "A" Measurer  
131 Sunnyside Blvd.,  
Winnipeg MB R3J 3M1  
(204)832-2301 or [llacroix@mb.sympatico.ca](mailto:llacroix@mb.sympatico.ca)

Patrick Riddell  
IAAF/AIMS Grade "B" Measurer  
8 Reinhard Place  
Winnipeg, MB R2G 1Y1  
(204) 669-2218



## CONTACT INFORMATION

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### Run Manitoba

Athletics Manitoba  
214-200 Main Street  
Winnipeg, MB  
R3C 4M2  
Telephone: 986-5140  
[diana\\_stevens@shaw.ca](mailto:diana_stevens@shaw.ca)  
[www.athleticsmanitoba.com](http://www.athleticsmanitoba.com)

### Results

If interested you can contact  
Steve Gajerski at  
[www.raceresults.ca](http://www.raceresults.ca)  
[timing@raceresults.ca](mailto:timing@raceresults.ca)

### Medical Services

Christian Clavelle  
Canadian First Aid Training  
(204) 955-9241  
[cclavelle@cfat-fesc.ca](mailto:cclavelle@cfat-fesc.ca)  
[www.cfat-fesc.ca](http://www.cfat-fesc.ca)

### City of Winnipeg Permits

the Planning Department  
(Permits for tents, booths, etc for events)  
**Unit 100 – 30 Fort Street**

### Public Works

(Road Closure permits)  
Telephone: 986-7472

### License Branch

(Permits for food permits)  
License Branch  
Telephone: 986-6420

St. John's Ambulance  
535 Doreen  
(204) 784-7000

## AGE GROUP CRITERIA AND AWARDS

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**Timex races must use 5 Year groups.** Top three overall and age group winners should be acknowledged at the awards ceremony. It is highly recommended that random draw prizes be presented as not everyone can be an award winner.

### Age Groups:

| 5 Year Age Groupings |         |     |
|----------------------|---------|-----|
| 14 & Under           | 45 - 49 | 80+ |
| 15 – 19              | 50 - 54 |     |
| 20 – 24              | 55 – 59 |     |
| 25 – 29              | 60 – 64 |     |
| 30 – 34              | 65 – 69 |     |
| 35 – 39              | 70 – 74 |     |
| 40 – 44              | 75 – 79 |     |

**\* Masters runner is defined as 35 years of age and over**

- Recommended age required for participation in 10 km events is 13 years of age. Beyond this distance it is recommended that participants be 16 years of age or older. Ensure that a parent or guardian signs waivers of all minor aged participants for all race distances.

## MEDICAL AND RACE SAFETY INFORMATION

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1. There **must be on site** medical personnel capable of performing CPR and administering First Aid, as well as making qualified medical decisions (volunteer or otherwise).
2. Medical supplies **must** be on hand at your event (first aid, ice, etc.).
3. Medical personnel must be at finish line awaiting communications from marshals and medical spotters on the course. They cannot be participating in the event.
4. City Ambulance Service and nearest designated hospital should be advised of your event (where and when).
  - Inform ambulance service of easiest access route to the run.
  - Ambulance no longer performs free “stand by” services. If they are required, you must call 911 and answer standard dispatch questions.
5. All volunteers on the course should watch for athletes experiencing medical problems. Medical help should be called any time there is a doubt of a person’s ability to safely complete the event.
6. Adequate number of washrooms for male and female participants.
7. Adequate number of water stations (you can’t go wrong with extra water stations).. Runners should be encouraged to drink water.
8. Cell phones are required to contact Emergency Vehicles if necessary.
9. Athletics Manitoba must be advised as soon as possible of any medical problems that were encountered during your event.
10. A time limit must be set for runners to finish races 5km (1 hour) 10km (2 hours) 15km & 10 mile (3 hours), half marathon closed course (4 hours), half marathon open course (3 hours) full marathon (6 hours).

## WEATHER WARNING

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In the event of extreme weather conditions prior to the run, or day of the run, the Race director should contact Environment Canada on the status of the race and impending weather conditions. Information available at [www.weatheroffice.gc.ca](http://www.weatheroffice.gc.ca)

Lightning is the most dangerous summer weather phenomenon in Canada. Prior to race starting use the 30/30 rule for safety. When you count 30 seconds or less between the lightning and thunder TAKE COVER. When 30 minutes or more have passed since the last sound of thunder SAFE TO GO OUTSIDE. Once race has begun, race directors must contact race course marshals to cancel race.

## MEDICAL AND GENERAL EMERGENCY PROCEDURES FOR RACES

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1. Report any incident immediately to Race Director.
2. Communicate the following clearly:
  - Your name, position, location and nature of incident
  - Wait for instructions back from race director
3. Take ownership of the situation
  - Stay calm
  - Protect your personal safety
  - Your area is your priority
4. Record all information on Incident Report Form
5. Ensure the situation has been handed over to the proper person
  - Race Director
  - Police/EMS

## WATER AND FOOD SAFETY

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All City and Municipal bylaws governing water and food handling must be observed. **No foods containing nuts be used at races.**

## VOLUNTEER COMMITTEES PRIOR TO RACE

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There are many volunteer positions that can be assigned prior to race day. These are some possible suggestions. The larger the event, the more job responsibilities should be delegated.

1. Race Director of Local Organization Committee
  - sets the meetings
  - sets the agenda/chairs meeting
  - contacts individuals to ensure that all tasks are allocated and completed
  - gathers time-lines from all committee members and correlates information to set deadlines
  - liaison with Athletics Manitoba
2. Registration Coordinator
  - enter all participants in Race Director computer program (training available)
  - create and distribute entry forms
  - organize and set-up pre-registration and race day registration
  - race kit preparation and pick-up
  - train and supervise volunteers for late registration and kit pick-up
3. Route Coordinator
  - determine route
  - check if route is certified
  - submit permit request with Athletics Manitoba
  - establish start/finish area
  - determine the number of course marshals needed to have a secure course
  - arrange tables for water stations include water supply, cups, sponges, garbage cans
  - assign volunteers to water stations
4. Recruitment Coordinator
  - recruit enough volunteers to fulfill all committee requirements
  - maintain lists of all volunteer contact information & set up volunteer training opportunities prior to event
  - contact all volunteers prior to event to outline responsibility
  - organize crowd control
5. Finish Line Coordinator
  - establish the number of volunteers needed to properly run the finish line & instruct volunteers
  - arrange for timing and clock set-up
  - have all arrangements made for proper timing and results
6. Medical Coordinator
  - arrange medical aid
  - set emergency action plan
  - in charge of medical issues on race day
7. Sponsorship coordinator
  - secure local product and service donations
  - maintain good relationship with sponsors
8. Promotions and media coordinator
  - distribute entry forms and posters & send out press releases to media
  - act as overall promotions coordinator

9. Food Coordinator

- procure food services for event via donations or sponsorship
- send a letter, containing information about the race and specifically ask for donations ~ follow up with a phone call
- send letter of confirmation of donations
- arrange delivery and pick up of food
- arrange storage of food
- secure volunteers

10. Entertainment Coordinator

- responsible for recruiting entertainment for the event
- arrange all necessary equipment requirements

11. Ceremonies coordinator

- in charge of opening and closing ceremonies
- handles all stage pre-race announcements
- assigns emcee
- organize post-race stage presentations
- responsible for security & distribution of prizes, medals, etc.
- secure a stage and sound system
- arrange placement of all sponsor's banners
- after race ceremonies take down all banners, stage and clean area

12. Safety Officer

Works with all committee coordinators to ensure:

- water quality, water quantity
- food safety
- traffic control
- runner safety (lead and end accountability of runners)

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**COMMITTEE CONTACT INFORMATION**

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Every race must go over their emergency action plan with volunteers and hand out a contact list to all of their volunteers on race day with the following information:

|                         |          |
|-------------------------|----------|
| Police/Fire/Ambulance   | ***      |
| Race Director           | *** **** |
| Medical Coordinator     | *** **** |
| Lead Vehicle            | *** **** |
| Trail Vehicle           | *** **** |
| Finish Line Coordinator | *** **** |
| Safety Officer          | *** **** |

## COURSE RACE DAY

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1. Have Certified Course map for set up and planning.
2. Markers at every kilometer (or mile if more appropriate) according to Certified Course map.
3. Course marshal located at all major intersections and all course turns.
4. Water station at least every 5 kilometers.
5. Lead and trail vehicle (can be a bike) to ensure everyone who started race is accounted for at finish line.
6. Medical spotters on the course with communication equipment. Pre-plan how to transport medical person located at finish line to athlete with problems on race course.
7. The start line and the finish line (as shown on Certified Course map) should be clearly marked.
8. Sufficient volunteers at finish line chute to avoid pile up.
9. Two timers at finish line to account for timing error.
10. Manual random timer to substantiate timing accuracy.
11. Assistant to tag stringer when finishers are coming in quickly.
12. Judge at finish line "Judged as finished when any part of torso (not head, neck, shoulder, arms, hips, or legs) reach the perpendicular line".
13. Control crowd involvement in finish line area.
14. Course map posted close to start line.

## REGISTRATION RACE DAY

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It is strongly recommended that races allow race day registration and race kit pick up. There should be two hours allocated before the race for registration and it should be completed half an hour prior to race start.

1. Ensure volunteers arrive 30 minutes prior to registration for proper job assignment.
2. Supplies you will require include: pens (gel tip in cool weather), calculators, paper, cash box, masking tape to hang signs.
3. Have a large float. There is nothing worse than having people waving money at you 10 minutes to race time and not being able to give them change.
4. Delegate only a small number of volunteers to handle the cash.
5. All entry forms should be marked received, including amount paid and entry form number should be clearly printed on form.
6. Make signs prior to race day to direct runners through registration process.
7. Keep your cool - most mistakes can be corrected!