



**ATHLETICS  
YUKON**

**4061 - 4<sup>TH</sup> AVENUE  
WHITEHORSE,  
YUKON  
Y1A 1H1**

**PHONE 867-668-  
2549**

[athleticsyukon@hotmail.com](mailto:athleticsyukon@hotmail.com)

**ATHLETICS YUKON**

**EVENT SANCTIONING PROCESS**

# TABLE OF CONTENTS

<u>1. Road Race Sanctioning Application</u> .....	<b>1</b>
<u>1.A Eligibility to conduct a Sanctioned Road Race</u> .....	<b>1</b>
<u>1.B Application for Road Race Sanction</u> .....	<b>2</b>
<u>1.C Sanction Criteria for Road Races</u> .....	<b>4</b>
<u>1.D Available Road Race Services</u> .....	<b>5</b>
<u>2. Cross Country Sanctioning Application</u> .....	<b>6</b>
<u>2.A Eligibility to Conduct a Sanctioned Cross Country Race</u> .....	<b>6</b>
<u>2.B Application for Cross Country Race Sanction</u> .....	<b>7</b>
<u>2.C Sanction Criteria for Cross Country Races</u> .....	<b>9</b>
<u>2.D Available Cross Country Race Services</u> .....	<b>10</b>
<u>3. Track and Field Sanctioning Application</u> .....	<b>11</b>
<u>3.A Eligibility to Conduct a Sanctioned Track and Field Event</u> .....	<b>11</b>
<u>3.B Application for Track and Field Event Sanction</u> .....	<b>12</b>
<u>3.C Sanction Criteria For Track and Field Events</u> .....	<b>16</b>
<u>3.D Available Track and Field Event Services</u> .....	<b>17</b>

# **1. ROAD RACE SANCTIONING APPLICATION**

## Introduction

This document outlines the policies and procedures for applying for an Athletics Yukon road race sanction. There are a number of privileges and responsibilities that go with a Sanction, and they should be fully understood before a Sanction is granted. All races receiving an Athletics Yukon Sanction must meet certain minimum technical standards. These standards are outlined in Section 1.C and should be referred to before the form below is completed. Certain services are available to Clubs who receive sanctioning approval from Athletics Yukon. These are outlined in Section 1.D.

The information requested on the attached application is necessary to confirm that the planned competition will meet Athletics Canada, IAAF and Athletics Yukon rules, regulations and expectations.

## **1.A ELIGIBILITY TO CONDUCT A SANCTIONED ROAD RACE**

Any club that is affiliated and in good standing with Athletics Yukon can apply for a road race sanction.

---

## 1.B APPLICATION FOR ROAD RACE SANCTION

---

### GENERAL INFORMATION

---

(Please type or print)

1. **Name of Club Requesting Sanction:** \_\_\_\_\_
2. **Race Director:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_
3. **Race Information:**  
Athletics Yukon Championship? Yes \_\_\_\_ No \_\_\_\_  
Name of Race: \_\_\_\_\_  
Proposed Date: \_\_\_\_\_  
Starting Time: \_\_\_\_\_

**Race Categories and Distances** (Please mark with an "X" the age categories and what distances for each category)

Category	Men	Distance	Women	Distance
<b>Masters III</b> (60 & over)				
<b>Masters II</b> (50 & over)				
<b>Masters I</b> (40 & over)				
<b>Senior</b> (20-39)				
<b>Junior</b> (18-19)				
<b>Juvenile</b> (16-17)				
<b>Midget</b> (14-15)				
<b>Bantam</b> (12-13)				
<b>Pee Wee</b> (11 & under)				

Laps \_\_\_\_\_ OUT and BACK \_\_\_\_\_ POINT to POINT \_\_\_\_\_

Is the Course Certified? Yes \_\_\_\_ No \_\_\_\_

If Yes, what is the Certificate No.: \_\_\_\_\_

**Note: Since all Yukon Championship events must be certified, if the course is not already Certified, please indicate when the course will be measured and an application for Certification filed. Athletics Yukon will attempt to provide a certified course measurer if one is not available in your community. Transportation, accommodation and meal costs will be paid by the Club requesting this service.**

Surface of Course: \_\_\_\_\_

Location of course, including the start and finish (Please attach a draft of the entry form and course description).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Awards Detail: How deep in each category?

\_\_\_\_\_  
\_\_\_\_\_

Entry Fee: \_\_\_\_\_

Sponsoring Body(ies): \_\_\_\_\_

Will an Athletics Yukon Day of Event Membership (\$5.00 plus entry fee) be offered to non-members of Athletics Yukon?. Yes \_\_\_\_ No \_\_\_\_

#### 4. Declaration

I, on behalf of the organizing committee and the Athletics Yukon affiliated Club, declare that all qualifications for a sanctioned road race have been met and that all rules (IAAF, Athletics Canada, Athletics Yukon) will be adhered to.

I understand that Athletics Yukon reserves the right to apply such other terms and conditions to a Sanction as it deems appropriate for the best interest of Athletics Canada, Athletics Yukon and their programs and that Athletics Yukon may require a separate Memorandum of Agreement with this competition as a condition of Sanction.

**Name:** (please print) \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Mail completed application(s) to Athletics Yukon, 4061 4<sup>th</sup> Avenue, Whitehorse, Yukon, Y1A 1H1. Application must be received by Athletics Yukon no later than 45 days prior to the competition.

### 1.C SANCTION CRITERIA FOR ROAD RACES

1. **Medical Facilities** – St. John Ambulance or equivalent at race (Standard First Aid).
2. **Water/Aid Stations** – are to be available at the start and finish, plus: every 5 Km for winter races, every 3 kilometers for summer races (April through September).
3. **Traffic Control and Marshalling** – intersections with traffic lights controlled by police. Traffic controlled at all intersections and parking lots with access to the course. Lead vehicle with race official on board.
4. **Course Measurement** – race course must be accurately measured and certified if a championship event.
5. **Distance Markers** – markers placed clearly and accurately at 1 Km or 1 mile plus every 5 Km.
6. **Results** – full written results available to all runners and mailed to Athletics Yukon.
7. **Age Groups** – championship events must have all Athletics Age Groups. All other events must have minimum of 10 year age groupings and where numbers justify it 5 year age groupings.
8. **Memberships** – all race participants must be a member of Athletics Yukon. For Championship events a one day \$5.00 membership can be sold to non-members. For non-championship sanctioned events a one day \$1.00 membership for Pee Wee through Masters III will be sold. This is in addition to the race entry fee.
9. **Entry Form** – “Sanctioned by Athletics Yukon” must be clearly displayed on the entry form.
10. **Waivers** – All participants must sign a Waiver, Release and Indemnity, saving harmless both Athletics Canada, Athletics Yukon and the Club. Athletics Canada, Athletics Yukon must be named specifically.
11. **Compliance** – comply with all IAAF, Athletics Canada and Athletics Yukon rules and regulations.

## **1.D AVAILABLE ROAD RACE SERVICES**

1. **Insurance** – If an affiliated club, that is in good standing, requests sanctioning for an event, that they are organizing and the request is approved by Athletics Yukon, then the event will be covered by Athletics Yukon’s insurance policy.

2. **Equipment Loan** – clocks, watches, timing devices, officials vests and other equipment essential to your race
3. **Course Measurement** – Athletics Yukon will attempt to provide a certified course measurer if one is not available in your community. Transportation, accommodations and meal costs will be paid by the club requesting this service.
4. **Competition Numbers** – Athletics Yukon will lend identification numbers (bibs) to clubs organizing sanctioned events.
5. **Sample Waiver Form** – all races must require participants to sign a Release, Waiver and Indemnity. Phone or write for a sample waiver.
6. **Technical Support** – Athletics Yukon will provide technical support to your event.
7. **Officials** – Athletics Yukon will attempt to send officials to assist with your race. Funding is available to send officials to championship events. Transportation, accommodation and meal costs will be paid by the club requesting this service for races that are not championship events. A current contact list of officials will also be sent to your organizing committee.
8. **Entry Form Distribution** – distributed to all Athletics Yukon affiliates.
9. **Promotion** – Athletics Yukon will promote sanctioned road races through press releases and community service announcements to the media. Sanctioned races will be included in Athletics Yukon's calendar that is distributed to all affiliated clubs.

## **2. CROSS COUNTRY SANCTIONING APPLICATION**

### Introduction

This document outlines the policies and procedures for applying for an Athletics Yukon cross country race sanction. There are a number of privileges and responsibilities that go with a Sanction, and they should be fully understood before a Sanction is granted. All races receiving an Athletics Yukon Sanction must meet certain minimum technical standards. These standards are outlined in Section 2.C and should be referred to before the form below is completed. Certain services are available to Clubs who receive sanctioning approval from Athletics Yukon. These are outlined in Section 2.D.

The information requested on the attached application is necessary to confirm that the planned competition will meet Athletics Canada, IAAF and Athletics Yukon rules, regulations and expectations.

### **2.A ELIGIBILITY TO CONDUCT A SANCTIONED CROSS COUNTRY RACE**

Any club that is affiliated and in good standing with Athletics Yukon can apply for a cross country race sanction.

---

## 2.B APPLICATION FOR CROSS COUNTRY RACE SANCTION

---

### GENERAL INFORMATION

---

(Please type or print)

1. **Name of Club Requesting Sanction:** \_\_\_\_\_
2. **Race Director:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_
3. **Race Information:**  
 Athletics Yukon Championship? Yes \_\_\_\_ No \_\_\_\_  
 Name of Race: \_\_\_\_\_  
 Proposed Date: \_\_\_\_\_  
 Starting Time: \_\_\_\_\_

**Race Categories and Distances** (Please mark with an "X" the age categories and what distances for each category)

Category	Men	Distance	Women	Distance
<b>Masters III</b> (60 & over)				
<b>Masters II</b> (50 & over)				
<b>Masters I</b> (40 & over)				
<b>Senior</b> (20-39)				
<b>Junior</b> (18-19)				
<b>Juvenile</b> (16-17)				
<b>Midget</b> (14-15)				
<b>Bantam</b> (12-13)				
<b>Pee Wee</b> (11 & under)				

Laps \_\_\_\_\_ OUT and BACK \_\_\_\_\_ POINT to POINT \_\_\_\_\_

Is the Course Certified? Yes \_\_\_\_ No \_\_\_\_

If Yes, what is the Certificate No.: \_\_\_\_\_

**Note: Since all Yukon Championship events must be certified, if the course is not already Certified, please indicate when the course will be measured and an application for Certification filed. Athletics Yukon will attempt to provide a certified course measurer if one is not available in your community. Transportation, accommodation and meal costs will be paid by the Club requesting this service.**

Surface of Course: \_\_\_\_\_

Location of course, including the start and finish (Please attach a draft of the entry form and course description).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Awards Detail: How deep in each category?

\_\_\_\_\_

Entry Fee: \_\_\_\_\_

Sponsoring Body(ies): \_\_\_\_\_

Will an Athletics Yukon Day of Event Membership (\$5.00 plus entry fee) be offered to non-members of Athletics Yukon?. Yes \_\_\_\_\_ No \_\_\_\_\_

#### 4. Declaration

I, on behalf of the organizing committee and the Athletics Yukon affiliated Club, declare that all qualifications for a sanctioned cross country race have been met and that all rules (IAAF, Athletics Canada, Athletics Yukon) will be adhered to.

I understand that Athletics Yukon reserves the right to apply such other terms and conditions to a Sanction as it deems appropriate for the best interest of Athletics Canada, Athletics Yukon and their programs and that Athletics Yukon may require a separate Memorandum of Agreement with this competition as a condition of Sanction.

**Name:** (please print) \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Mail completed application(s) to Athletics Yukon, 4061 4<sup>th</sup> Avenue, Whitehorse, Yukon, Y1A 1H1. Application must be received by Athletics Yukon no later than 45 days prior to the competition.

## 2.C SANCTION CRITERIA FOR CROSS COUNTRY RACES

1. **Medical Facilities** – St. John Ambulance or equivalent at race (Standard First Aid).
2. **Water/Aid Stations** – are to be available at the start and finish, plus: every 5 Km for winter races, every 3 kilometers for summer races (April through September).
3. **Traffic Control and Marshalling** – intersections where a competitor can take a wrong turn are to be flagged and blocked off. Marshals shall be located on the course in areas where there is a strong potential for competitors to go off course. Controllers shall be stationed at key spots on the course and record the bib numbers of all competitors that go by them. Each control should have a radio and an accurate start-list.
4. **Course Measurement** – race course must be accurately measured and certified if a championship event.
5. **Distance Markers** – markers placed clearly and accurately at 1 Km or 1 mile plus every 5 Km.
6. **Results** – full written results available to all runners and mailed to Athletics Yukon.
7. **Age Groups** – championship events must have all Athletics Age Groups. All other events must have minimum of 10 year age groupings and where numbers justify it 5 year age groupings.
8. **Memberships** – all race participants must be a member of Athletics Yukon. For Championship events a one day \$5.00 membership can be sold to non-members. For non-championship sanctioned events a one day \$1.00 membership for Pee Wee through Masters III will be sold. This is in addition to the race entry fee.
9. **Entry Form** – “Sanctioned by Athletics Yukon” must be clearly displayed on the entry form.
10. **Waivers** – All participants must sign a Waiver, Release and Indemnity, saving harmless both Athletics Canada, Athletics Yukon and the Club. Athletics Canada, Athletics Yukon must be named specifically.
11. **Compliance** – comply with all IAAF, Athletics Canada and Athletics Yukon rules and regulations.

## **2.D AVAILABLE CROSS COUNTRY RACE SERVICES**

1. **Insurance** – If an affiliated club, that is in good standing, requests sanctioning for an event, that they are organizing and the request is approved by Athletics Yukon, then the event will be covered by Athletics Yukon's insurance policy.
2. **Equipment Loan** – clocks, watches, timing devices, officials vests and other equipment essential to your race
3. **Course Measurement** – Athletics Yukon will attempt to provide a certified course measurer if one is not available in your community. Transportation, accommodations and meal costs will be paid by the club requesting this service.
4. **Competition Numbers** – Athletics Yukon will lend identification numbers (bibs) to clubs organizing sanctioned events.
5. **Sample Waiver Form** – all races must require participants to sign a Release, Waiver and Indemnity. Phone or write for a sample waiver.
6. **Technical Support** – Athletics Yukon will provide technical support to your event.
7. **Officials** – Athletics Yukon will attempt to send officials to assist with your race. Funding is available to send officials to championship events. Transportation, accommodation and meal costs will be paid by the club requesting this service for races that are not championship events. A current contact list of officials will also be sent to your organizing committee.
8. **Entry Form Distribution** – distributed to all Athletics Yukon affiliates.
9. **Promotion** – Athletics Yukon will promote sanctioned road races through press releases and community service announcements to the media. Sanctioned races will be included in Athletics Yukon's calendar that is distributed to all affiliated clubs.

### **3. TRACK AND FIELD SANCTIONING APPLICATION**

#### Introduction

This document outlines the policies and procedures for applying for an Athletics Yukon track and field event sanction. There are a number of privileges and responsibilities that go with a Sanction, and they should be fully understood before a Sanction is granted. All races receiving an Athletics Yukon Sanction must meet certain minimum technical standards. These standards are outlined in Section 3.C and should be referred to before the form below is completed. Certain services are available to Clubs who receive sanctioning approval from Athletics Yukon. These are outlined in Section 3.D.

The information requested on the attached application is necessary to confirm that the planned competition will meet Athletics Canada, IAAF and Athletics Yukon rules, regulations and expectations.

#### **3.A ELIGIBILITY TO CONDUCT A SANCTIONED TRACK AND FIELD EVENT**

Any club that is affiliated and in good standing with Athletics Yukon can apply for a track and field event sanction.

---

### 3.B APPLICATION FOR TRACK AND FIELD EVENT SANCTION

---

#### GENERAL INFORMATION

---

(Please type or print)

1. **Name of Club Requesting Sanction:** \_\_\_\_\_
2. **Race Director:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_
- Meet Manager:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_
- Official Chairperson:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_
3. **Event Information:**  
Athletics Yukon Championship? Yes \_\_\_\_ No \_\_\_\_  
Name of Race: \_\_\_\_\_  
Proposed Date: \_\_\_\_\_  
Starting Time: \_\_\_\_\_

**Race Categories and Distances** (Please mark with an "X" the age categories and what distances for each category)

Category	Men	Distance	Women	Distance
<b>Masters III</b> (60 & over)				
<b>Masters II</b> (50 & over)				
<b>Masters I</b> (40 & over)				
<b>Senior</b> (20-39)				
<b>Junior</b> (18-19)				
<b>Juvenile</b> (16-17)				
<b>Midget</b> (14-15)				
<b>Bantam</b> (12-13)				
<b>Pee Wee</b> (11 & under)				

Awards Detail: How deep in each category?

---



---

Entry Fee: \_\_\_\_\_  
 Sponsoring Body(ies): \_\_\_\_\_

Will an Athletics Yukon Day of Event Membership (\$5.00 plus entry fee) be offered to non-members of Athletics Yukon?. Yes \_\_\_\_\_ No \_\_\_\_\_

4. **Track Details:**

Size of Track: \_\_\_\_\_ Type of Surface: \_\_\_\_\_  
 Width of Lanes: \_\_\_\_\_ No. of Lanes: \_\_\_\_\_  
 Regulation **Steeplechase** Water Jump: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Regulation **Discus** circle? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If non-regulation, will a portable ring be Used? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Circle surface material: \_\_\_\_\_  
 Regulation **Shot Put** circle? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Circle surface material: \_\_\_\_\_  
 Regulation **Hammer** circle? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Circle surface material: \_\_\_\_\_  
 Type of **Javelin** runway: \_\_\_\_\_  
 Type of Javelin Throwing Arc: wood/metal/line  
 Length of Javelin runway: \_\_\_\_\_  
 Type of **Long Jump** runway surface: \_\_\_\_\_  
 Width of Long Jump pit: \_\_\_\_\_  
 Length of Long Jump runway: \_\_\_\_\_

Distance from take-off board to end of pit: \_\_\_\_\_  
 Type of **Triple Jump** runway surface: \_\_\_\_\_  
 Width of Triple Jump pit: \_\_\_\_\_  
 Length of Triple Jump runway: \_\_\_\_\_  
 Distance from take-off board to end of pit: \_\_\_\_\_  
**High Jump** approach surface: \_\_\_\_\_  
 Details of landing area size & material: \_\_\_\_\_  
**Pole Vault** runway surface: \_\_\_\_\_  
 Height to which bar can be raised: \_\_\_\_\_  
 Distance between vertical posts: \_\_\_\_\_  
 Length of runway: \_\_\_\_\_  
 Details of landing area – size & material: \_\_\_\_\_

5. **Equipment:**

Will you provide all throwing implements? Yes \_\_\_\_\_ No \_\_\_\_\_

Will athletes be permitted to use their own implements, if approved by the Technical Referee? Yes \_\_\_\_\_ No \_\_\_\_\_

Will windgauges be used for sprints, Hurdles, and long/triple jump? Yes \_\_\_\_\_ No \_\_\_\_\_

Make of hurdles to be used: \_\_\_\_\_

Heights to which hurdles can be Adjusted: \_\_\_\_\_ 2'6" (.762m)

\_\_\_\_\_ 2'9" (.84m)

\_\_\_\_\_ 3' (.914m)

\_\_\_\_\_ 3'3" (.990m)

\_\_\_\_\_ 3'6" (1.067m)

Will hurdles be weighted? Yes \_\_\_\_\_ No \_\_\_\_\_

6. **Declaration**

I, on behalf of the organizing committee and the Athletics Yukon affiliated Club, declare that all qualifications for a sanctioned track and field event have been met and that all rules (IAAF, Athletics Canada, Athletics Yukon) will be adhered to.

I understand that Athletics Yukon reserves the right to apply such other terms and conditions to a Sanction as it deems appropriate for the best interest of Athletics Canada, Athletics Yukon and their programs and that Athletics Yukon may require a separate Memorandum of Agreement with this competition as a condition of Sanction.

**Name:** (please print) \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Mail completed application(s) to Athletics Yukon, 4061 4<sup>th</sup> Avenue, Whitehorse, Yukon, Y1A 1H1. Application must be received by Athletics Yukon no later than 45 days prior to the competition.

### **3.C SANCTION CRITERIA FOR TRACK AND FIELD EVENTS**

1. **Medical Facilities** – St. John Ambulance or equivalent at race (Standard First Aid).
2. **Water/Aid Stations** – are to be available at the start and finish, plus: every 5 Km for winter races, every 3 kilometers for summer races (April through September).
3. **Lap Markers** – lap markers are to be used for all events longer than 1 lap. Laps are to be counted down to 1 to go and a bell sounded with 1 lap to go.
4. **Results** – full written results available to all runners and mailed to Athletics Yukon.
5. **Age Groups** – championship events must have all Athletics Age Groups. All other events must have minimum of 10 year age groupings and where numbers justify it 5 year age groupings.
6. **Memberships** – all race participants must be a member of Athletics Yukon. For Championship events a one day \$5.00 membership can be sold to non-members. For non-championship sanctioned events a one day \$1.00 membership for Pee Wee through Masters III will be sold. This is in addition to the race entry fee.
7. **Entry Form** – “Sanctioned by Athletics Yukon” must be clearly displayed on the entry form.
8. **Waivers** – All participants must sign a Waiver, Release and Indemnity, saving harmless both Athletics Canada, Athletics Yukon and the Club. Athletics Canada, Athletics Yukon must be named specifically.
9. **Compliance** – comply with all IAAF, Athletics Canada and Athletics Yukon rules and regulations.

### **3.D AVAILABLE TRACK AND FIELD EVENT SERVICES**

1. **Insurance** – If an affiliated club, that is in good standing, requests sanctioning for an event, that they are organizing and the request is approved by Athletics Yukon, then the event will be covered by Athletics Yukon's insurance policy.
2. **Equipment Loan** – clocks, watches, timing devices, officials vests and other equipment essential to your race
3. **Course Measurement** – Athletics Yukon will attempt to provide a certified course measurer if one is not available in your community. Transportation, accommodations and meal costs will be paid by the club requesting this service.
4. **Competition Numbers** – Athletics Yukon will lend identification numbers (bibs) to clubs organizing sanctioned events.
5. **Sample Waiver Form** – all races must require participants to sign a Release, Waiver and Indemnity. Phone or write for a sample waiver.
6. **Technical Support** – Athletics Yukon will provide technical support to your event.
7. **Officials** – Athletics Yukon will attempt to send officials to assist with your race. Funding is available to send officials to championship events. Transportation, accommodation and meal costs will be paid by the club requesting this service for races that are not championship events. A current contact list of officials will also be sent to your organizing committee.
8. **Entry Form Distribution** – distributed to all Athletics Yukon affiliates.
9. **Promotion** – Athletics Yukon will promote sanctioned road races through press releases and community service announcements to the media. Sanctioned races will be included in Athletics Yukon's calendar that is distributed to all affiliated clubs.

