

FOR OFFICIAL USE ONLY

National Control # \_\_\_\_\_  
Association Sanction # \_\_\_\_\_  
Association Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_  
National Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Association Signature \_\_\_\_\_  
Championship \_\_\_\_\_ Assoc. \_\_\_\_\_ Regional \_\_\_\_\_ National \_\_\_\_\_



Date Received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Database \_\_\_\_\_ Assoc \_\_\_\_\_ National \_\_\_\_\_  
Association Contact Information:  
Maine USATF Association  
Valaree Foss  
417 Hartland Rd.  
Canaan, Me. 04924  
(207) 474-8876

**USA TRACK & FIELD APPLICATION FOR SANCTION**

*Please read the instructions on the back before completing this form. Your returned, approved copy of this form is proof of insurance coverage.*

Event Name \_\_\_\_\_ Date(s) of Event \_\_\_\_\_ Start Time(s) \_\_\_\_\_  
Site of event \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Event Organizer \_\_\_\_\_ USATF Organization Member: Yes No  
Website \_\_\_\_\_  
Contact Name \_\_\_\_\_ Contact Telephone Number ( ) \_\_\_\_\_  
Contact Address \_\_\_\_\_ Contact Email Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Contact Fax Number ( ) \_\_\_\_\_

1. Type of Event (circle) Road Course Certification # (if applicable) \_\_\_\_\_  
Indoor Track & Field Race Walking-Track Road Racing-Distance(s) \_\_\_\_\_  
Outdoor Track & Field Race Walking-Road-Distance(s) \_\_\_\_\_ Cross Country-Distance(s) \_\_\_\_\_

2. Age Divisions: Youth Open Masters 3. Sex: Male Only Female Only Male/Female

4. Estimate of number of finishers \_\_\_\_\_ 5. Fees: Association \$ \_\_\_\_\_ National \$ \_\_\_\_\_ (see fee schedule)

6. The safety precautions taken to protect the personal welfare of the athletes and spectators, including provisions for medical supervision, at the competition are (attached additional sheet if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

7. Organizer will require all participants and volunteers to sign a valid waiver of liability that releases the race organizers, volunteers and officials, and USATF from claims for damages. All waivers will be maintained in a secure location for at least five years (or longer if your state's statute of limitations on liability claims is longer than five years).

8. Organizer will file the required *Post-Event Report* within fifteen days of the event (enclosed with the approved sanction) and will submit electronic results to USATF (see www.usatf.org/events/results for instructions).

9. Upon approval of the sanction, the entry form will state that the event is sanctioned by USA Track & Field. The organizer may obtain a copy of USATF's Sanctioned Event insignia for this purpose at www.usatf.org/events/sanctions. Permission to use the USATF name and trademarks for any other purpose must be obtained from the National Office prior to such use.

10. The event shall comply with USATF's *Policy & Procedures for Accommodation Requests Pursuant to the Americans with Disabilities Act* available at www.usatf.org/groups/EventDirectors/ADA.

11. The Organizer will not transfer this sanction, if granted.

- Check if Organizer seeks an ELITE SANCTION (carefully read instructions on back) and attach *Elite Sanction Addendum*.
- Check if Organizer waives USATF Liability Insurance for this event – *you must attach Waiver of Liability Insurance form and a certificate of insurance naming USATF, its employees, directors, assigns & USATF Certified Officials as additional insureds.*

**Indemnification and Statement of Conditions**

\_\_\_\_\_(Organizer) shall indemnify, hold harmless, assume liability for, and defend USA Track & Field, Inc. (USATF), its member Associations, employees, officers, agents and volunteers from any and all damages, awards, costs and expenses including, but not limited to, attorneys' fees, court costs, and all other sums which USATF and its member Associations, employees, officers, and volunteers may pay or become obligated to pay on account of any and every demand, claim or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the sanction issued by USATF and/or its member Associations, on \_\_\_\_\_ (event date) or by any action or omission of \_\_\_\_\_ (Organizer), its members, agents, employees, volunteers, officers or directors in relation to the sanction.

Organizer represents and warrants that it is fully familiar with all the rules and regulations of USATF and the IAAF applicable to the event to be conducted, including USATF competition rules, Article 20 of the USATF Bylaws and USATF Regulation 14, and that it shall take all necessary precautions to protect event participants, spectators, volunteers and workers from harm of any kind. Organizer further warrants and represents that it has complied with all requirements applicable to USATF sanctioned competitions conducted by it, within the preceding four-year period. Organizer understands that USATF shall be under no obligation to grant a sanction to an organization that has failed in the past to abide by the rules and regulations of USATF, or has defaulted on its obligation to give prizes to athletes, as stated in any contract, entry form or advertising literature. Organizer warrants that the information provided herein is true to the best of its knowledge. Organizer warrants that it has received the proper permission and permits to conduct this event at the facilities which the event will be held.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Event Director or individual responsible for conduct of event* *Revised 11/07*

## **SANCTION INSTRUCTIONS**

A USATF Sanction is a certification which evidences a competition's intent to comply with the international and national rules and regulations of the sports of track & field, long distance running and race walking. An event may obtain a USATF sanction by filing a completed pre-printed USATF sanction application with the appropriate USATF Association, paying the requisite local and national sanctioning fees and complying with the requirements of obtaining a sanction. USATF will sanction only those events that agree to comply with the applicable IAAF and USATF rules and regulations ([www.usatf.org](http://www.usatf.org)), including USATF Bylaw Article 20 and Operating Regulation 14. Events which fail to meet all criteria will be denied a sanction.

The following information is intended to assist an applicant in completing the Application for Sanction. USATF has available helpful publications that are available from your local Association. After completion of the Application for Sanction, *return this form and any required addenda to your local Association with required fees at least four (4) weeks prior to the date of the event.*

### **Conditions and Information**

1. **Type of Event:** Sanctions may only be issued for competition (one of the necessary attributes of a competition is that all participants are timed/scored) in track & field, long distance running, and race walking. Events such as stair climbs, walkathons, triathlons, etc. cannot be sanctioned by USATF. Long distance running is limited to foot races and USATF approved racing wheelchairs and does not include other methods of wheeled transportation such as roller blades, bicycles, etc. In compliance with liability insurance requirements, the coverage extends only to the athletics event(s) for which the Sanction is issued. The decision to allow persons with disabilities to compete using crank cycle racing wheelchairs is at the sole discretion of the race organization and/or race director.
2. **Age Divisions:** Youth – 18 & under; Open – no maximum age restriction; Masters – 35 & over.
3. **Sex:** Please indicate if the event is open to men, women, or both.
4. **Number of finishers:** Enter the number of expected finishers for the event.
5. **Sanction Fees:** *Association* – Each Association has the right to establish its own fee structure. Fees may vary based on the number of entrants, services provided by the Association, or other reasons. *National* – National Fees, which are determined by the estimated number of finishers, are sent by the local Association to the National Organization. The current fees can be found at [www.usatf.org/events/sanctions](http://www.usatf.org/events/sanctions). Both Association and National fees are to be sent to your local Association. Adjustments in fees will be made when the number of finishers varies from the estimates used in this application. These adjustments, if necessary, are paid when the Post-Event Report Form is filed by the Organizer within fifteen (15) days after the event.
6. **Safety Precautions and provisions for medical supervision:** USATF requires that all sanctioned events take the appropriate safety precautions and provide for appropriate medical supervision. A summary of safety recommendations is available at [www.usatf.org/events/sanctions](http://www.usatf.org/events/sanctions). Upon request, your local Association can provide additional guidelines to help you ensure a safe and successful event.
7. **Participant waivers of liability:** To reduce the organizer's and USATF's exposure to potential lawsuits, Organizer is required to have all participants and volunteers sign a valid waiver of liability that releases the race organizers, volunteers and officials, and USATF from claims for damages. While the USATF insurance policy covers many risks it does not cover every possible risk, so a valid waiver is important to the Organizer. All waivers will be maintained in a secure location for at least five years (or longer if your state's statute of limitations on liability claims is longer than five years). Organizer should consult with local legal counsel for specific waiver language.
8. **Post event report:** The appropriate form will be enclosed with your approved sanction and must be completed and returned to the local Association within fifteen (15) days after the event.
9. **USATF name, logo and trademarks:** The entry form must state the event is sanctioned by USA Track & Field. The entry form, promotional publications such as posters or advertisements may also use USATF's Sanctioned Event insignia. The organizer may obtain a copy of the USATF Sanctioned Event insignia for this purpose at [www.usatf.org/events/sanctions](http://www.usatf.org/events/sanctions). Permission to use the USATF name and trademarks for any other purpose must be obtained from the National Office prior to such use.
10. **Transfer Rights:** The event organizer does not have the right to transfer the sanction to conduct this event to anyone.

Check boxes – please read carefully:

**Elite Sanctions:** In accordance with USATF Operating Regulation 14, events that anticipate at least one of the following must complete an Elite Sanction Addendum:

- a) Award cash or prizes with a value of more than \$500 for any *individual* performance or participation (note that total prize money may exceed \$500 as long as any single prize, bonus or appearance fee does not exceed \$500);
- b) Invite non-resident foreign athletes;
- c) Serve as a National Championship or trials competition for the selection of USA international teams (other than Youth and Masters);
- d) Subject to formal drug testing controls.

Questions regarding Elite Sanctions and related requirements should be directed to your local Association or the USATF National Office. Compliance with Elite Sanction requirements are necessary to maintain the eligibility of all athletes under both USATF Bylaws and IAAF Regulations.

**Waiver of Insurance:** Under certain circumstances, organizers can waive USATF's liability insurance coverage and pay a reduced national sanction fee. RRCA clubs can also waive liability insurance coverage. Complete the *Waiver of Liability Insurance* form and refer to those separate instructions.

*Revised 11/07*