



Athletics Canada Supporter Program events may be assessed for the Athletics Canada Approved Event Badge. Event organisers fill out an online assessment of their emergency planning, medical planning, course planning, and financial and administrative organization. The assessment consists of 40 mostly yes or no questions, and requires races to upload planning documentation for review. The standards are listed below.

Upon completion of the online assessment, events will be informed if their event meets the standards for the Badge. A review of uploaded documentation will take place and a final approval will be given within one week. Successful events will be given a digital badge to display on all their marketing material and will be listed in the Athletics Canada calendar under the respective badge. If an event does not meet the standards, Athletics Canada provides resources and support to enable the event organizer to meet those standards in the future.

The Approved Race Badges are the primary vehicle through which Athletics Canada recognises and supports races which build community, promote and celebrate running, are safe, well-organised and technically sound, and offer a great participant experience. They aim to provide a uniform standard of race experience across Canada. The process of applying for the badge is intended to assist race organizations in reviewing current operations and educate on good practices within the sector to improve the overall quality of events.



The following are the standards required to receive the 2016 Athletics Canada Approved Event Seal. This is a pilot project and standards may be adjusted as we gain insight into the events participating in the project.

An Athletics Canada Approved Event must be sanctioned by their provincial branch if applicable.

To meet standards of emergency planning, an Athletics Canada Approved Event:

1. will have an Emergency Action Plan (EAP)

The Emergency Action Plan

2. will be communicated to all parties (staff, volunteers, participants, partners including municipality, police, fire, military, ambulance as required)
3. will include information on how emergency instructions will be communicated to the event community
4. will include an Event Alert System (EAS)
5. will outline shelter (muster) locations
6. will have a safety and security operations plan
7. that will include a clear command/responsibility structure
8. will include a plan to check the course the morning of the event for hazards and declare the course safe and open
9. will include a similar process to be followed before volunteers and others step down, knowing that all participants have passed (or failed to meet a cut-off and have been safely removed from the course)
10. will declare who makes the official decision that the race may start/has finished/must be cancelled
11. will declare who will communicate with the media in the event of an emergency

To meet standards of medical planning, an Athletics Canada Approved Event:

1. will have a medical plan

The Medical Plan

2. will be approved by the organization's medical lead
3. will lay out the names and contact information of all medical personnel, as well as their credentials
4. will include a map of the event area with first aid/medical deployments indicated
5. will include an inventory of medical supplies and equipment on hand
6. will include a medical post within 100m of the finish line staffed with at least one paramedic
7. will include a response team on the course.
8. Health volunteers (first-aiders) will be trained by medical professionals before the event
9. Health care professionals and trained health volunteers (first-aiders) along the course will be linked through a radio communication system
10. Your local hospital/emergency medical service will be notified that the event is taking place (by race or appropriate local authority)

Participant medical information



11. will be collected
12. will be available to event medical staff
13. will be kept securely and deleted after use.

To meet standards of course planning, an Athletics Canada Approved Event:

1. will have a course plan for each course

The Course Plan

2. will indicate signage, course markings, and any cones, barriers, tape, fencing, etc.
3. Signage will give clear indications and not confuse participants on the route to follow
4. The start and finish line areas are clearly marked
5. The start line remains wide for an appropriate length to allow unimpeded flow of participants
6. Your event has a lead vehicle (car or bike) to open the course
7. Your event has a trail vehicle (car or bike) to follow the last participant and close the course
8. There are distance markers on the course every 5k at a minimum.
9. The course is closed to traffic (at least one lane)
10. There are stations offering drinking water to all participants positioned at least every 5km along the course
11. Course maps are easily viewable and downloadable from the (mobile friendly) event website and a physical course map will be posted at the race site
12. Toilets are available in a ratio of 1 per 100 participants, spectators, staff and volunteers.

To meet standards related to Finance/Administration an Athletics Canada Approved Event:

1. must have a clearly stated transfer/refund policy
2. must have a General Liability Insurance of at least \$5 million

Responsibilities of Approved Event

After your event, you will be required to:

1. Provide a list of all registered participants by gender and age group for races insured by Athletics Canada
2. Report all incidents (medical/security/other, see reporting)
3. Report on charitable donations (if applicable)
4. Allow Athletics Canada to administer a participant feedback survey on your behalf to make race eligible for the Athletics Canada FUN Event Badge. (optional)