



Athletics Nova Scotia Sanction Kit

1. A competition not conducted under the sanction or authority of Athletics Nova Scotia would not be covered by the Athletics NS insurance policy.
2. Organizers of all Athletics Nova Scotia sanctioned competitions and events automatically receive liability insurance.
3. Athletics Nova Scotia meet sanctions are primarily intended for events organized for members of Athletics Nova Scotia or of other branches of AC or IAAF 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-ANS-registered entrants be charged a higher entry fee to help recoup the sanction/insurance fee.**
4. The granting of sanctions by Athletics Nova Scotia is subject to the meet organizers agreeing to the "Conditions of Sanction" below.
5. Events which are in scheduling conflict with Athletics Nova Scotia 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 Athletics Nova Scotia sufficient time to assess possible impacts and offer solutions satisfactory to all involved.
6. All sanctioned events will be promoted through Athletics NS social media, website and membership newsletter. A press release on the event will be sent to media in the host community.

CONDITIONS OF SANCTION

1. Applications must be submitted so that they are received a minimum of 14 days prior to the date of the competition.
2. 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 Nova Scotia office must be notified.
3. All events to be included in the meet must be listed on the application form. **Changes to the list of events, including additions, must be communicated to Athletics Nova Scotia.**
4. The entry blank must contain a space for the entrant's current ANS/AC number.
5. Sanction fee of \$20 per competition is payable upon submission of application and must be received prior to the event becoming a sanctioned event and listed on the Athletics NS website Calendar of Events.
6. The competition must be conducted in accordance with IAAF/AC/Athletics NS rules. **Mixed field events and track events of 5000m and up are permitted but must be noted as such in the results.**
7. **A schedule of events must be forwarded with application to the Athletics NS office.** It will be posted on our website. **All events must adhere to the Athletics NS Schedule Change Policy – listed on our website.**
8. Each meet director is responsible for registering the event on trackie. Each meet director will need to create a user profile at: http://www.trackie.com/online-registration/meet_managers.php This will provide the Meet Director with direct access to information and will allow to update information as required.
9. 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.
10. The Competition Director must have legal access to the facility for the competition (through ownership, lease, rental, etc).
11. 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.
12. A full results file must be forwarded to the Athletics Nova Scotia within 3 days of the completion of the competition but preferably within 24 hours. Ideally, result will be forwarded via Meet Manager when available. Computer files of "photofinish" pictures, where fully automatic timing was in used.
13. Athletics Nova Scotia must be recognized in all marketing and media communications and the Athletics Nova Scotia logo must be listed in such communications, not limited to posters, web site, tickets, event merchandise.

On behalf of the meet organizers I accept the conditions indicated above and understand that should there be a failure to meet any of the conditions performances from the competition may be voided and future applications for sanction may be denied.

Meet Director Name

Date

PLEASE LIST ALL HOST ORGANIZING CONTACTS HERE:

Meet Director Name: _____

Email: _____

Officials and Volunteers Rep Name: _____

Email: _____

Timing and Results Rep Name: _____

Email: _____

Equipment Rep Name: _____

Email: _____

Registration Rep Name: _____

Email: _____

Other Roles:

Name: _____ Role: _____ Email: _____

Name: _____ Role: _____ Email: _____

Name: _____ Role: _____ Email: _____

APPLICATION FOR SANCTION

NAME OF COMPETITION: _____

DATE OF COMPETITION: _____

SITE & LOCATION OF COMPETITION: _____

STARTING TIME: _____

NAME OF CLUB OR ORGANIZATION: _____

MEET DIRECTOR'S NAME: _____

ADDRESS: _____

CITY: _____

POSTAL CODE: _____

E-MAIL: _____

Phone: _____

List all events that will be

offered: _____

Fee Included?: _____

Will **NON-** Athletics Nova Scotia members be allowed entry into your meet? YES _____ NO _____

Please send completed and signed application form along with appropriate fee, payable to Athletics Nova Scotia, to:

Athletics Nova Scotia
5516 Spring Garden Rd. 4th Floor
Halifax, Nova Scotia
B3J 1G6
902 425 5450 ext.339
athletics@sportnovascotia.ca

Release Waiver and Indemnity for Non-Athletics NS Members

In consideration of the acceptance of my application and the permission to participate as an entrant or competitor in the _____ I, for myself, my heirs, executors, administrators, successors and assigns hereby release, waive and forever discharge Athletics Nova Scotia and the organizing committee and all other associations, sanctioning bodies and sponsoring companies, and all of their respective agents, officials, servants, contractors, representatives, successors and assigns of and from all claims, demands, damages, costs, expenses, actions and causes of action, whether in law or equity, in respect of death, injury, loss or damage to my person or property howsoever caused, arising or to arise by reason of my participation in the said event, whether as spectator, participant, competitor or otherwise prior to, during or subsequent to the event, and notwithstanding that same may have been contributed to or occasioned by the negligence of any of the aforesaid. I further hereby undertake to hold and save harmless and agree to indemnify of all the aforesaid from and against any and all liability incurred by any or all of them arising as a result of, or in any way connected with my participation in the said event. By submitting this entry, I acknowledge having read, understood and agreed to the above waiver, release and indemnity. I warrant that I am physically fit to participate in this event.

Name: _____

Date: _____

Signature: _____

If under 19 years of age, a parent or guardian must sign below

Name: _____

Date: _____

Signature: _____

Meet Organization for ANS Sanctioned Meets:

Information in this section is intended for Meet Organizing Committee members. Athletics Nova Scotia is available to advise at any stage of the development process, and may be willing to serve on organizing committees as a technical advisor. The Organizing Committee itself is responsible for

- entries and results
- assembly and organization of equipment (see *T&F Meet site preparation* below)
- stadium booking and management
- development of a competition schedule
- hosting and liaison for officials (see below)

Hosting and Liaison for Officials

Athletics Nova Scotia officials are unpaid volunteers. Their primary responsibility is conducting the actual competitions. Officials will generally act in a leadership role, directing and training local volunteers as required. They are occasionally compensated by Meet organizers for unusual out of pocket expenses, such as extensive travel (out of their home area). Otherwise, their expectations are the same as any valued volunteer:

- timely request for services (through the regional co-ordinator)
- souvenirs, such as t-shirts, if provided to other volunteers
- complementary meals every 4 hours
- hot or cold (non-alcoholic) beverages

Track and Field Meet site preparation: checklists

These check lists are designed for a national level meet but may be useful for any size competition.

Athlete Control Centre

Site Preparation: to be completed prior to commencement of the meet

- under shelter, preferably adjacent to 100m start
- accommodation for 2-3 "flights" or "heats"
- closed to spectators

table	1	chairs	3
benches	3	water cooler	1
paper cups	Lots	garbage can	1
writing paper	lots	marking pens	3
in tray	1	chart paper	4
hip numbers	2 rolls	safety pins	lots
blank athlete numbers (bibs)	lots	spikes (7mm)	lots
clock	1	walkie-talkie or cellphone	1
duct tape	1 roll		

Track Events

Site Preparation: to be completed prior to commencement of the meet

Table (finish line)	2	Chairs	6
Starters Stand	1	Umpire's stools	30
Victory Stand	1	Water cooler	1
paper cups	lots	garbage can	1
Display Clock	1	Red flags	12
Lane Markers(1-8)	2 sets	White flags	12

Sprints, hurdles, relays (additional to the above)

Starting blocks	8	Hurdles	10 flights
Relay batons	8	Wind gauge	1

Distance, middle distance (additional to the basic list above)

Lap counter	1	Bell	1
Traffic cones	30	Steeples	4

Discus

Site Preparation: to be completed prior to commencement of the meet

- sector lines laid out (50mm wide)
- correct orientation of cage
- safety inspection for netting or mesh
- safety inspection; roped off spectator areas
- shade for athletes

distance markers	40-50-60-70 meters	discus stand	1
athlete benches	2	chairs	3
indicator board	1	Water cooler	1
paper cups	lots	garbage can	1

Small equipment (75 minutes prior to event)

Discus	4	Broom	1
Traffic cone	1	Cocoa mats	2
Towels	2	Tape measures (100m)	2
Count-down clock	1	Meet record flag	1
White flags	2	Red flags	2

Hammer Throw

Site Preparation: completed prior to commencement of the meet

- sector lines laid out (50mm wide)
- correct orientation of cage
- safety inspection for netting or mesh
- safety inspection; roped off spectator areas
- shade for athletes

distance markers	40-50-60-70 meters	hammer stand	1
athlete benches	2	chairs	3
indicator board	1	Water cooler	1
paper cups	lots	garbage can	1

Small equipment (75 minutes prior to event)

Hammers	4	Broom	1
Hammer Insert	Inside Ring	20' Stepladder	1
Traffic cone	1	Cocoa mats	2
Towels	2	Tape measures (100m)	2
Count-down clock	1	Meet record flag	1
White flags	2	Red flags	2

High Jump

Site Preparation: to be completed prior to commencement of the meet

- Pits assembled and covered
- Uprights assembled
- shade for athletes

athlete benches	2	chairs	3
indicator board	1	Water cooler	1
paper cups	lots	garbage can	1

Small equipment (75 minutes prior to event)

Cross bars (4m)	2	Broom	1
Traffic cone	1	Count-down clock	1
Tape measure (6m rule)	1	Tape measure (100m)	1
Marking tape	1 roll		
White flag	1	Red flag	1

Meet Organization

Registration:

Objectives

- Produce final start lists
- Produce a final schedule of events
- Collect fees

Automated Pre-registration

- We would recommend having registration done through www.trackiereg.ca If you have access to a computer and someone very familiar with the program being used, a lot of this work can be automated. If you are using a pre-registration system you should have the following complete before setup for the meet begins at least one full day in advance (therefore, if your meet begins on Saturday, have the pre-registration closing date on Wednesday night):
 - Full Schedule of Events
 - Heat Sheets (to be posted)
 - Starting Lists (Marshalling Clerk) (Almost the same as heat sheets).

Getting Through The Races:

- Objectives

- Ensure races progress quickly with minimal downtime
- Ensure results get posted quickly and accurately.

The System Simplified

- Announcer or Marshalling Clerk calls the athletes
- Marshalling Clerk checks athletes in (on Starting List).
- Marshalling Referee leads athletes to start-line (takes Starting List)
- Athletes are lined-up when previous race ends. (as listed on Starting List)
- Starter allow athletes to prepare
- Gun is fired
- Race finishes
- Photo Finish timer collects results
- One copy is posted.

Calling the Athletes to Marshalling Area

- Call 20 minutes for track events
- Call 40mins for Field Events
- Athletes are told they should remain at the marshalling area until they are marshaled to event area.
- Athletes who aren't on the line when the gun goes off have missed their race.
- Volunteers should know the meet will not wait one moment for athletes who are late.

Marshalling Referee

- The Marshalling Referee takes the Starting List from the Marshalling Clerk and leads the athletes to the start line.
- The athletes should be in the starting area BEFORE the previous race has finished. (This is a simple job but

is the most important jobs in terms keeping the meet running quickly. Don't combine your Marshalling Referee with any other position).

- The Marshalling Referee delivers the Starting List to the Starter (or whoever will be assigning the athletes lanes on the start line).

Lining-up the athletes

- Either your Starter or Marshalling Referee should line up the athletes once the previous race has finished.
- For races starting with blocks ensure athletes have a fair and reasonable amount of time to set-up their blocks, however, do not hesitate to impose a reasonable time limit.

After the finish

- Results are collected by the Photo Finish Judge and posted
- Process is repeated

Keys to making it work

- Have an Officials Meeting before the meet begins so everyone understands the process and the objective.
- Empower the officials to solve any problems that are creating hold-ups in the meet.
- Make sure everyone, but especially your key officials understand their responsibilities
- Ensure Officials have the supplies they need – clip boards, pens, timers sheets, judging sheets, watches, etc..
- Until you make it works at least two meets in a row, have someone whose only duty is to troubleshoot.

Set-up:

Objectives

- Ensure everything is set-up well before it is needed.
- Ensure safe and legal competition

General

- Comprehensive "To-Do" List
 - Don't try to do setup tasks yourself
 - List all tasks need for each area
 - Assign times for when these need to be completed
 - Assign volunteers to each task.
 - Do the same for take-down tasks.

Registration

- Set-up well in advance.
 - Will need:
 - Registration List
 - Bib numbers
 - Pens
 - Float
 - Table, Chairs
 - Info: Meet Info, Schedule etc.
 - Volunteers: Registrar and an assistant (or two)

Electronic Timing Setup

PA System Setup

Track

- Setup (Time: 120 minutes)
- Equip: proper equipment (Hurdles, blocks, steeples, lines Etc.)
- Cones for curbing if no fixed curb
- Flags
- Starters Stand
- Timer Stands
- Clipboards with Start Sheets and Rain Covers

Throws

- Setup (Time: 30 minutes)
- Equip: proper implements, Circle and toe board, Hammer insert, Tape Measure, Crowd Barrier (to keep people from accidentally entering the sector).
- Sector
- Broom
- Cones/Flags
- Clipboards with Start Sheets and Rain Covers

Long Jump and Triple Jump

- Setup (Time: 30 minutes)
- Equip: proper equipment: Shovels, rakes, broom
- Measuring Tape
- Water Sprayed Pit
- Cones/Flags
- Clipboards with Start Sheets and Rain Covers
-

High Jump

- Setup (Time: 30 minutes)
- Equip: proper equipment: Secured High Jump Mat System
- Measuring Tape (steel)
- Cones/Flags
- Clipboards with start Sheets and Rain Covers

Volunteers:

Here are some of the volunteers you will need:

- Meet Director (1)
- Facility Coordinator (1)
- Registrar (1)
 - Assistants (1 or 2)
- Marshaling Referee
- Marshaling Clerk
- Starter (1)
- Assistant Starter (1)
- Umpires (4)
- Finishline Judge (1)
 - Assistant Judges (2)
- Photofinish (2)
 - Results Runner (1)
- Backup Timers (8)
- Head High Jump Official (1)
 - Assistants (1 or 2)
- Head Throws Official (1)
 - Assistants (3)
- Announcer (1)