



## **CHAPTER 10 • SANCTION ADMINISTRATION**

### **10.1 – DEFINITION OF A SANCTION**

A USATF sanction is an official designation issued by USATF, through a local Association, which approves and licenses the holding of a competitive track & field, long distance running, or race walking event in the United States. The sanction is also a contract that evidences the event's commitment to follow the national (USATF) and international (IAAF) rules and regulations of the sport, and to provide a safe environment for the participants and spectators.

An event may obtain a USATF sanction by completing a USATF Application for Sanction, paying the requisite local and national sanctioning fees, and complying with the requirements of obtaining a sanction. Once the event has satisfied the sanction requirements, the event's application for sanction is reviewed for approval.

### **10.2 – TYPES OF SANCTIONS**

USATF and its Associations have the authority to grant two (2) types of domestic sanctions, general competition and elite.

#### *General Competition Sanction*

All athletics competitions, which fall under the jurisdiction of USATF, held within the United States which do not meet the requirements for obtaining an Elite sanction shall apply to receive a general competition sanction. Events wishing to obtain a General Competition sanction shall submit an Application for Sanction.

#### *Elite Sanction*

All Athletics competitions held within the United States that meet one or more of the following criteria may apply for an Elite sanction:

- Awards at least one individual prize greater than \$500;
- Subject to formal drug testing procedures; and
- Serves as a National Championship or selection competition (or trials competition), for an international team.

Events that meet one or more of the above criteria must submit an Elite Sanction Addendum, in addition to the Application for Sanction.

### **10.3 – EVENTS THAT CAN AND CANNOT BE SANCTIONED**

#### *Events That Can Be Sanctioned*

Sanctions may only be issued for competition in track & field, long distance running, and race walking that fall under the jurisdiction of USATF, and are conducted under IAAF and or USATF rules. {See USATF Article 2(D) and USOC Constitution Article IV (4)}

### *Events That Cannot Be Sanctioned*

- **Non-competitive events** such as “fun runs” and fund raising walks (in general, competitive events require that most, if not all, entrants be scored by time and place finish and applicable competition rules be followed). The liability insurance coverage provided for a competitive sanctioned event will, in most cases, extend to “fun runs” that are held in conjunction with the sanctioned event. *If an event cannot produce a set of results, as required by the Post Event Form, then we cannot sanction it.*

- **Camps and clinics** conducted by clubs, organizations and private businesses cannot be sanctioned by USATF (and, therefore, cannot be covered under the USATF general liability insurance policy). The USATF general liability insurance policy will provide coverage for the following:

- USATF National Development Committee camps and clinics;
- USATF National Office activities; and
- USATF Association “owned” clinics. For a clinic to be owned by an Association it must be administered by Association staff, officers or key volunteers (such as committee chairs). The Association must take direct responsibility for the conduct of the clinic, including the actions of all clinic instructors. For Association owned clinics, the Association President (or designee) must complete and submit the sanction application for review by the National Office.

The aforementioned clinics can be registered with USATF National Office by using special clinic insurance forms. A \$25 fee is charged to all clinics and includes unlimited certificates of insurance.

- **Events that do not fall under the jurisdiction of USA Track & Field** (i.e., high school, college, Armed Forces, disabled and combined sport events) as they are sanctioned by other governing bodies such as state high school association, NCAA, NAIA, USA Wheelchair, USA Triathlon, etc.

- **Events that use the words “Olympic” or “Olympics”** in their titles without permission from the USOC.

- Events limited to wheelchairs.
- Events limited to participants pushing strollers and baby joggers.
- Snowshoe competitions.
- Cross Country Skiing competitions.
- Triathlon competitions.
- Biathlon competitions.
- Rollerblading competitions.
- Extreme Sport competitions.



### **10.4 – BENEFITS OF A USATF SANCTION**

There are many benefits to obtaining a sanction, these include:

- **Increased prestige:** For many events, the USATF sanction improves the event’s public perception. A sanction tells athletes that an event is being run according to defined rules and that they have some recourse if prizes aren’t awarded. Sanctioned events shall use the USATF logo (upon agreeing to the USATF Event Designation Logo Guidelines and Restrictions) to promote the fact that the governing body has sanctioned the event and to evidence an affiliation with USATF and its programs.

- **Liability insurance:** Most governmental entities including cities, counties, state highway departments, parks and community centers require general liability insurance for all events conducted within their jurisdiction. The cost of a sanction is very inexpensive compared to the prices of most commercially available event insurance policies. It is important to know that events that are already insured may choose to waive the insurance coverage and pay a lower sanction fee.

**Medical insurance for athletes:** Any USATF member athlete who is injured while participating in a sanctioned event will be eligible for secondary medical insurance coverage for the injury. The

insurance not only provides valuable coverage to our members, but it serves as a valuable deterrent to lawsuits.

- **Records:** In general, for non-road events, a sanction is required for an official track & field record to be accepted. Additionally, only marks established in USATF sanctioned events and those events recognized by USATF (collegiate (NCAA) and high school (NHSSF) sanctioned events) are accepted for USA Outdoor and Indoor Track & Field Championship qualifying purposes. There are some exceptions to this rule, however.
- **Resolving disputes:** If requested, USATF may act as a mediator in disputes between members and sanctioned events.
- **Promotion:** Sanctioned events may be included in calendars published at the local and national levels, as appropriate. Each Association may provide additional benefits to its sanctioned events.\*

## **10.5 – PROCEDURES AND POLICIES**

To ensure that USATF coordinates an efficient and effective sanction program (“program”) it is imperative that the Associations and National Office work collaboratively to service the events. At the Association level, communications with local event organizers, processing of timely sanction applications, and remittance to the National Office are essential to the success of the program. Note: For the remainder of this section we will use “forms” to reference all of the applications (Application for Sanction, Elite Sanction addendum) and forms (Request for Certificate of Liability Insurance, Waiver of Liability Insurance, Post Event Form) that are used to facilitate the USATF sanction program.

### *Distribution of Sanction Forms to Events*

It is suggested that Associations send all previously sanctioned events an email at least four to six months before the event. The sanction email should reference:

- The Application for Sanction with instructions;
- The General Liability Insurance Program brochure;
- A Request for Certificate of Liability Insurance form; and
- And any other necessary Association information.

When needed, the sanction email may also include an Elite Sanction Addendum and/or a Waiver of Liability Insurance form.

It is also suggested that Associations develop a database of events that have not previously obtained a sanction and send them an informative email about how to sanction an event online. Regional running-related magazines and club newsletters are great sources for obtaining data for this purpose.

### *Processing of Sanction Applications*

Associations will review the online submission through the Association Management Area. The Associations should review the online sanction application to make sure all necessary information is included and legible.

### **General guidelines**

- Sanctions need to be processed minimally once a week (recommended no later than Wednesday of each week)
- Upon receipt, special attention should be given to each Request for Certificate of Liability and more specifically to the date each certificate is needed. If the date the certificate is needed is within 10 business days, the Sanction should be approved in the system immediately as long as all requirements are met.

- If an event is waiving the liability insurance benefit they must also submit a Waiver of Liability Insurance form and a reciprocal insurance certificate naming USATF, its employees, directors, assigns, and USATF Certified Officials, as an additional insured. If these documents are not included, the event should be notified immediately and instructed that their Application for Sanction cannot be processed until all required paperwork is received.

### *Sanction Fees*

The National Office has established a national sanction fee schedule for issuing of sanctions to events. This money becomes part of the general operating fund of the National Office and the fees are then used to offset the costs of the sanctioning program including insurance premiums, forms, and other administrative costs. National sanction fees are based primarily on the number of entrants in the events.

The following national sanction fee schedule became effective for events held on or after November 1, 2016:

Number of	USATF National Fee
1-100	\$60.00
101-250	\$95.00
251-500	\$185.00
501-1,000	\$370.00
1,001-2,000	\$615.00
2,001-4,000	\$1,110.00
4,001-6,000	\$1,600.00
6,001-10,000	\$3,075.00
10,001 - 15,000	\$4,900.00
15,001 - 25,000	\$7,400.00
25,001 - 35,000	\$9,850.00
35,001 +	\$12,300.00

Some special circumstances may exist that result in special fees, such as:

- Junior Olympic preliminary & developmental meets pay \$50 per meet as a National Sanction Fee regardless of the number of entrants. Association, Regional and National Junior Olympic meets pay the applicable National Sanction Fee as described above.
- Series of events may elect to pay on a “per event” basis or for the total number of entrants across the entire series. By definition, a series is three or more scheduled events at the same location conducted by the same event management. In this case, entrants are defined as entrants in each event (i.e., one person is competing in separate events in a series is counted as a participant in each event).
- Dual events held on the same day and at the same site may elect to determine the National Sanction Fee based on the combined entrants in both events. To further explain, if an event includes a marathon at 8 a.m. and a 5 km at 9 a.m., then the number of entrants in both events can be considered as one to determine the National Sanction Fee.
- Except as described above, an entrant is defined as an individual who enters the event regardless the number of times she/he competes (i.e., a sprinter in a track meet is counted once even if competing in both the 100m and 200m dashes).
- If an event is canceled, 10% of the National Sanction Fee will be retained to cover administrative costs.
- Special fee structures and sanction application requirements are available for events that utilize

other insurance programs, such as that offered by the RRCA and the YMCA. See section 12.7 of this chapter for more information.

- Late fees may also be applied to sanction applications and certificate requests that are not made in a timely manner.

Below is the late fee structure:

Sanction Application Late fees:

Applications Received 29 days – 16 days prior to event = 10% increase in the sanction fee

Applications Received 15 days – 8 days prior to event = 25% increase in the sanction fee

Applications Received 7 days - 4 days prior to event = 50% increase in the sanction fee

Applications Received 3 days or less prior to event = 100% increase in the sanction fee

Late fees for Certificate of Insurance Requests:

Requests Received 7 days – 4 days prior to event = \$25 fee

Requests Received 3 days or less prior to event = \$50 fee

Local Associations may also set their own sanction fees. Local sanction fees must be reasonable and non-discriminatory. Associations have the option of waiving local sanction fees. Local sanction fees are retained by the Association to offset administrative costs and provide operating revenue for programs and services.

*Post Event Processing*

**Post-Event Report Form**

Post event forms should be submitted through the online sanction system. Twenty four (24) hours after the date of the event, the event organizer will receive an email from [sanctions@usatf.org](mailto:sanctions@usatf.org) with instructions on how to complete the post event report. Information such as the actual number of participants and the results of the event are required in order to complete post event report.

After the event, the event director must return if applicable, the Application for the Recognition of a Road Race Performance to the appropriate person (either the state record keeper or the Long Distance Running Record Keeper). The link to the Application for a Record form can be found at the top of the online post event report. The completed application for a record should be filled out and forwarded along with any requirements outlined on the form.

If the event requires a refund of part of the sanction fee or has submitted additional fees, the online sanction system will automatically calculate the refund or additional fees owed based on the final number of entrants in the event. Any transactions made via credit card will be automatically processed through the online sanction system. For those that initially made payments via check you should expect the refund to be sent from the USATF National Office in the form of a check.

*Incident Report*

If an incident occurred at any USATF sanctioned event (i.e. injury or death), an Incident Report form must be submitted to the National Office. If the incident involves an athlete, a copy of his/her event entry and signed USATF waiver should be included with the Incident Report form. In the case of bodily injury, statements should be obtained from witnesses, officials and on-site medical personnel.

If the event organizer is sued, all of the above must be submitted as well as a copy of the legal papers served. This should be done within forty-eight (48) hours of the papers being served.

In the event a sanctioned event incurs a claim wherein the event director and/or organizer are unable to produce the required waiver for the participant, official or volunteer involved in the claim, the event director and/or organizer will have a \$10,000 deductible on the claim, payable to USATF.

## **10.6 – ONLINE CALENDAR AND SANCTIONS**

### **Directions for Event Directors**

#### **Add event to Calendar**

Event directors must submit a sanction request through the online sanction system (<https://www.usatf.org/calendars/mgmt/index.asp>).

Quick steps are provided below:

- Click “add an event” to start the application process
- Enter the event information
- Facility: starting location of your event
- Choose your event type
- Choose the age range for your event
- Enter the projected number of participants
- Enter the event’s website
- Enter the event organizer’s information
- Check the Public Contact box if the public contact and event organizer are the same
- Enter the event’s timing company information
- Enter the distance and type of events being contested-then click Add
- In the Description box you may type in any additional information for your event that may be of interest to the participants
- Click “yes” if you would like to sanction the event
- If the event is a series (meaning 3 or more events in the same location), check the series box and follow instructions
- For a series, you will add the first event of the series to the calendar. After clicking “add this event to the calendar” your page will refresh with the same information. Here you will edit the dates for the second event in your series. Repeat this process until you have entered the last event in the series. On the last event of the series you will uncheck the series button and finish my clicking “add this event to the calendar”. You will receive email confirmations for each event in the series. Each event in the series will receive an event ID and password.

#### **Sanction the event**

Following the calendar addition steps, event organizers will be sent to page 2 of 6 in the sanctioning process. In the case where an event organizer doesn’t sanction the event while completing the calendar entry, the event organizer will be able to log back into their event to complete the sanction process. Event organizers will receive an automated email containing an event ID and password, which are case sensitive. To sanction an event that has already been added to the calendar, the event organizer will need to log into the event with the event ID and password by clicking the “edit/sanction an event” button on the sanction homepage. Once logged in you will click the “edit this year’s calendar listing” button then scroll down to click “I would like to sanction this event” to begin the process.

Below are the steps to completing the sanction application:

- Step 1 of 6: Enter the projected number of finishers. Check event sanction type (event sanction or sanction series). Confirm if the event organizer is a member organization or not. Finally click next.
  - If this event is part of a series, you will enter the event IDs for each event in the series in the field provided.
- Step 2 of 6: Check all boxes that apply, click next.

- Step 3 of 6: Check the box beside each section to indicate that the terms and conditions have been read.
  - Type signature, click next.
- Step 4 of 6: Click yes if you are in need of a third party certificate for your event. Click no if you do not need a third party certificate.
  - Click next.
- Step 5 of 6: Fees are listed and payment information is required either by credit card (MasterCard, Visa, and Discover).
- Step 6 of 6: Confirmation page

## **10.7 – PROVIDED BY SANCTION**

### *Waiver of Liability Insurance*

In general, event organizers are added to USATF's General Liability Insurance policy for the conduct of the sanctioned event. Events that already have sufficient liability insurance through another source may elect to waive the USATF liability insurance and receive a reduction in the National Sanction Fee.

The National Sanction Fee for events that waive the insurance shall be 25% of the listed National Sanction Fee, to a maximum of \$1000.00. This means that an event with 10,000 finishers that is waiving the liability insurance would pay \$1000.00.

### *Event Submission Requirements*

It is important to know that an Application for Sanction for an event that is waiving the liability insurance benefit will not be valid until the event complies with the following:

- An Application for Sanction is submitted;
- A signed copy of the Waiver of Liability Insurance form is submitted to USATF; and
- A valid Certificate of Insurance naming USATF, its employees, directors, assigns, and USATF Certified Officials as additional insured is submitted to USATF.

Insurance limits on these Certificates must be minimally the same as USATF's insurance and must specifically state that there is coverage for "claims arising from participants in athletic events."

### *Multiple Events/Single Certificate of Insurance*

If the organizer wishes to obtain sanctions for multiple events during a calendar year, it may submit a single Certificate of Insurance (naming USA Track & Field and the Association as additional insured's as described above) for all of the organizer's USATF sanctioned events during the year. This certificate must be specific as to event names, locations and dates. The organizer must also complete a separate Waiver of Liability Insurance form for each sanctioned event. Remember, each of the events is not sanctioned until both a valid Certificate of Insurance and Waiver of Liability Insurance form have been submitted and approved.

### *Liability Insurance*

Each year the National Office provides an insurance brochure that details the current coverage, limits and details of the General Liability Insurance program. The information below provides information available at the time of printing the Association Manual. For the most updated information please reference the current brochure at <http://www.usatf.org/Products---Services/Event-Sanctions.aspx>.

### Other coverage notes:

Organizers must obtain waivers of liability from all participants, including volunteers. These waivers must be in the form provided and approved by USATF (see the waivers available at: <http://www.usatf.org/Products---Services/Event-Sanctions/Resources.aspx>). Failure to obtain written waivers may reduce or void your coverage. Event organizers shall retain old waivers of liability in accordance with the statute of limitations applicable to each specific state where the USATF sanctioned event/activity takes place. Note that in the case of minors, the statute clock may not begin until the minor reaches the age of majority.

In the event a sanctioned event incurs a claim wherein the event director and/or organizer are unable to produce the required waiver for the participant, official or volunteer involved in the claim, the event director and/or organizer will have a \$10,000 deductible on the claim, payable to USATF.

In the event a sanctioned event is conducted on property not intended for the purpose of the sanctioned event (e.g. a golf course) and such use causes excessive property damage (at USATF's sole discretion), the event director and/or organizer will have up to a \$10,000 deductible on the property damage claim, payable to USATF.

In the event a sanctioned event fails to abide by USATF Rules and Regulations, including any USATF sanction regulations, USATF may impose a deductible against the event director and/or organizer for any claim incurred against that sanctioned event. A deductible amount of \$2,500 may be assessed for the first offense by the event director and/or organizer. A deductible amount of \$5,000 may be assessed for the second offense by the event director and/or organizer. A deductible amount of \$10,000 may be assessed for the third, and subsequent, offense by the event director and/or organizer. Additionally, following the third offense by the event director and/or organizer, USATF may refuse to sanction any future events for the event director and/or organizer, at USATF's sole discretion. Offenses will be attributed to event directors and/or organizers irrespective of the sanctioned event involved; therefore, offenses will be cumulative and do not need to be of the same type or need to occur all within the same sanctioned event.

### *Adding a Third Party as an Additional Insured*

If a third party, like the host city or school, requests to be covered under the event's insurance from claims by participants, the third party must be listed as an additional insured on the Certificate of Insurance. This provides the third party with limited protection should the third party be sued as the result of the actions of the event organizer. It does not provide the third party with any protection for its own actions. For example, the USATF insurance would not provide coverage to the city if a city employee drove a maintenance vehicle onto the racecourse and injured participants.

**Food and Alcohol:** If the third party will be serving food or alcohol at the event, this raises special risks related to product liability and liquor liability. These are risks that neither USATF nor the event organizer should accept. To ensure that we do not accept these risks, the third party is required to provide proof of its own insurance. This is only necessary if the third party wants to be listed as an additional insured and will be serving food or alcohol at the event. A certificate naming USATF, its subsidiaries and their respective employees, directors, assigns and USATF Certified Officials is required.

**Obtaining a Certificate of Insurance:** If a third party certificate of insurance is required, the request shall be submitted through the online sanction program. The event organizer should use its event ID and password to log into the event and click "add 3<sup>rd</sup> party certificates". Once the third party information has been entered, click "Next" to submit the request.

**Special Wording on Certificates:** Some cities and/or municipalities request special language be included on the Certificate of Insurance. In most cases, this is not a problem. However, special wording that increases the policy premium or modifies the terms of the policy will not be approved. Special wording requests should accompany the Request for Certificate of Liability form. The special wording request should be received at the National Office no later than three weeks before the Certificate is needed. (These requests sometimes require approval from the insurance carrier and this may take time.) It is not appropriate to inform an event that we can obtain special wording, even if it has been done in the past. (The insurance company may have changed its policies or procedures since the last similar request.)

**Deadline for Requests of Certificates of Insurance:** In order to allow sufficient time for review, preparation and emailing of certificates, sanction applications should be submitted no later than thirty days before it is needed. Sanctions and certificates can be issued on a last minute “emergency” basis, if necessary, with payment of additional late fee(s). See late fees noted above.