# USATF Online Sanctioning FAQ

**Q: What is a sanction?**
**A:** 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, which evidences the event's commitment to follow national and international rules and regulations of the sport and to provide a safe environment for the participants and spectators. Once the event has satisfied the sanction requirements, the event's application for sanction is approved.

**Q: What are the benefits of sanctioning your event?**
**A:** Sanctioning your event by USATF includes the following benefits; Increased Prestige, Liability Insurance, Sport Accident Insurance for Athletes, Volunteer Event Medical Coverage, Calendar Promotion, Records, Resolving Disputes and other additional benefits that each association may provide to its sanctioned events. Click here to learn more about the benefits of sanctioning your event with USATF.

**Q: What is proof of sanction for an event organizer?**
**A:** Event organizers must be notified by their local Association that their event sanction has been approved. To do this the Association should return an approved (signed with a National Control Number affixed) copy of the event's Application for Sanction. It is also recommended that a "approved sanction" cover letter be included. See Exhibit G for a sample cover letter.

**Q: What if the Association would like more information from the applicant?**
**A:** You may develop your own supplemental form for informational purposes to be used in conjunction with the National forms.

**Q: Can we sanction track & field meets in multi-sport events such as State Games?**
**A:** Yes. We can sanction these types of events but, the sanction and liability insurance coverage only applies to the track and field, long distance running, race walking competition and not the other competitions or ceremonies.

**Q: Can we sanction camps or clinics?**
**A:** No. We can only sanction competitive events.

**Q: Can we provide liability insurance coverage to camps and clinics?**
**A:** Only clinics that are owned and conducted by USATF (National Committees, Associations, National Office) are covered under the USATF policy. These clinics must be registered with USATF National Office by using special clinic insurance forms.

**Q: Can we sanction events that include wheelchairs?**
**A:** Yes. We can sanction events that include racing wheelchair divisions that are conducted under USATF rules. The event organizer should indicate that either a separate start or course is provided for wheel chair racers, and able-bodied runners will be alerted to the presence of wheel chair racers.

**Q: Can we sanction wheelchair only events?**
**A:** No. Wheelchair-only events must be sanctioned by USA Wheelchair. They can be contacted at 719-574-1150 or via email at wusa@aol.com or visit their website at www.wusa.org.

**Q: Are there any restrictions on event names?**
**A:** No event may use the term "Olympics" or any derivative unless authorized by the USOC through the USATF National Office. Such approval already exists for the USATF Junior Olympic program. Additionally, USATF should not sanction a new event if its name is similar or identical to an existing event name. For example it would not be in the best interest of the sport for there to be two separate events using the name "Boston Marathon."

**Q: What if an event is postponed?**
**A:** If an event is postponed, the Event Organizer should email the National Office with the new date. The National Office will make the necessary changes to the event's Application for Sanction and all insurance certificates. Since the national fee has already been collected, there is no additional fee for postponing an event, unless the number of participants increases.

**Q: What if an event is cancelled?**
**A:** If an event is cancelled, the event organizer should submit a Post Event form with "Event Cancelled" indicated on the form to the Association. Upon receipt of the paperwork from the event, the Association should forward this form to the National Office. The National Office will refund the event the National Sanction Fee minus a 10% administrative fee (maximum administrative fee is $50). This means larger events (over 3,000 participants) that are cancelled pay $50.00 instead of 10%. The Association may establish its own policy regarding refund of local12-10 Associations Manual 2013 sanction fees for cancelled events.

**Q: How do we report a claim or incident?**
**A:** Using Incidents Reporting form, all incidents that occur at sanctioned events should be reported to the National Office within 48 hours of the event. If the incident involves an athlete, a copy of the athlete's completed event entry form should be submitted with the claim. In the case of bodily injury or death, statements should be obtained from witnesses, officials and on-site medical personnel. It is critical that a member of the event management team interview witnesses to the incident and take written statements whenever possible. It is important to collect the name and contact information (address, telephone, cell number, email address)

of as many witnesses to the incident as possible. These statements should be included with the submission of the Incident Reporting form.

**Q: What if I exceeded or have a less amount of estimated participation then expected?**
**A:** You will need to complete a post event form, which can be found here, and indicate the actual number of participants. From this the National Office will either refund you or you will have to pay the difference.

**Q: What if the password and event ID, needed to sanction an event, is not working?**
**A:** These both are case sensitive and include upper and lower case letters with numbers. The best way is to copy and paste them from the email so that they are exact.

**Q: Is there a difference between an individual membership and a USATF member organization?**
**A:** Yes. You must be a member club or organizational member to be considered a USATF member organization. In this case you will have a separate club number you need to enter during the sanction application process.

**Q: Do I need a Certificate of Insurance to be covered?**
**A:** No. If you (the event organizer/director) conduct a USATF sanctioned and insured event, coverage is automatically provided for the event and your approved sanction is proof of coverage. Certificates are issued as proof of insurance for third parties only. Please retain a copy of your sanction through the duration of the statute of limitations period in your state.

**Q: How do I request a Certificate of Insurance?**
**A:** During step 4 of the 6 step sanctioning process you will be able to request as many certificates of insurance as need.

**Q: Can a third party be covered by this insurance?**
**A:** Yes. Third parties having an insurable interest may be named an "Additional Insured," but only with respect to the activities of the Named Insured in connection with USATF sanctioned events. That is, if an additional insured entity is named in a lawsuit because of your event activities that entity may qualify for coverage.

**Q: What safety precautions are we looking for the sanction to be approved?**
**A:** Be specific and provide appropriate safety and medical precautions to protect the welfare of athletes and spectators. If your event falls within the Pacific Association have specific requirements and needs proof- go to their web page to get that information.

**Q: Should I list my prize money payout?**
**A:** Yes. If you have at least one or more individual prize greater than $500 the money payouts need to be listed.

**Q: Am I required to have all participants, volunteers and official sign a waiver of liability?**
**A:** Yes. Organizations will require all participants and volunteers to sign a valid waiver of liability that releases the race organization, volunteers, officials and USATF from claims for damages. All waivers will be maintained in a secure location for at least five years (or longer if you have your state's statue of limitations on liability claims are longer than fiver years).

**Q: Am I allowed to have handmade, mudpits (natural or manmade) or any hazardous obstacles on my course?**
**A:** No. We cannot sanction events with any of these types of obstacles on the course.