

MANITOBA RUNNERS' ASSOCIATION INC.
2020 SANCTIONING AGREEMENT

This agreement is made between:

The Manitoba Runners' Association Inc. (herein called the "MRA")

and _____ (herein called the Event)

represented by _____ (herein called the Race Director)

The parties agree as follows:

Race Director's Obligations

1. Promotion:

- 1.1 Upon acceptance of this signed Agreement, the initial payment of the Sanctioning Fee (5.1) and the 2020 Calendar Inclusion Form (Appendix 1), your Event will be included on the 2020 MRA Calendar.
- 1.2 The Race Director will provide the MRA with an electronic version (pdf) of the entry form to be posted on the MRA website, along with a link to the online registration site.
- 1.3 **The Race Director will submit race results as soon as they are available following the race.**
- 1.4 The Race Director will display the MRA logo on the Event website, registration site/entry form and all promotional materials.

2. Standards:

The purpose of sanctioning is to communicate to Event participants, Event partners and the general public that a designated Event is being conducted in a fair, safe and responsible manner in accordance with the rules and standards of the sport. To this end the Race Director will meet all MRA 2020 Race Standards (Appendix 2).

3. Equipment:

- 3.1 The Race Director will complete the 2020 Equipment Order Form (Appendix 3) and submit it to the MRA at least **6 weeks** prior to their Event. Equipment will be allocated on a first come, first served basis. A \$200 damage deposit is required with the form to secure the request. If the trailer is being requested, the damage deposit required is \$500.
- 3.2 The Race Director will pick up and return equipment at a date and time agreed to with the MRA. Missed or late appointments (>30 minutes) are subject to a \$25 charge.
- 3.3 The Race Director is responsible to pay for the replacement of any lost, stolen or damaged equipment. The MRA will invoice the Race Director accordingly.

4. Entry Form:

- 4.1 The Race Director will ensure that the Event entry form includes a waiver that is to be completed by all participants (sample waiver is attached as Appendix 4).
- 4.2 The Race Director will give all MRA members a \$5.00 discount on the entry fee at the time of registration and will submit to the MRA (along with the race results) a list of all participants claiming this discount. Events with a regular entry fee of \$25 or less are exempt from this requirement.
- 4.3 The Event's entry form must include a check box stating: ***"I understand that privately trading/selling my bib is cheating, so I promise to Run as Myself or use the authorized bib transfer process."***

5. Sanctioning Fee:

- 5.1 At the time of application (1.1), the Race Director will submit an initial payment of \$200. If it is a series of Events, the fee is \$200 for the first Event and \$100 for each additional Event.
- 5.2 Immediately following each Event, the Race Director will submit the total number of timed and non-timed participants to the MRA (along with the race results).
- 5.3 The MRA will calculate the final payment for each Event based on the tiered schedule below

Participant #	Fee per participant	Participant #	Fee per participant
1 - 1000	\$1	2001 - 3000	\$.50
1001 - 2000	\$.75	>3000	\$.25

- 5.4 The MRA will invoice the Race Director and the Race Director will pay MRA invoices within 30 days of receipt.
Note: G.S.T will now be applied to all Sanctioning Fees.

6. Insurance:
Sanctioning with the MRA includes insurance for all participants, volunteers, organizers and spectators.
 The Race Director will ensure that every participant signs the waiver (Appendix 4) printed in the entry form.
7. MRA Classic Race Series and MRA Youth Race Series Inclusion (Appendix 5):
 The Race Director will indicate their desire to be included in one, or both, of the MRA Race Series by submitting Appendix 5 by December 31, 2019. Inclusion will be determined by the MRA Board at the February Board Meeting.

MRA's Obligations

1. Promotion:
 - 1.1 The MRA will promote the Event on its website, through its Social Media accounts, in its newsletter and through e-mails to the MRA membership.
 - 1.2 The MRA will post the pdf entry form, supplied by the Race Director, on the MRA website and will provide a link to the Event's online registration site.
 - 1.3 The MRA will publish notice of the Event in the MRA Calendar that will be distributed to MRA members and posted on the MRA website.
 - 1.4 The MRA will publish race results on the MRA website.
 - 1.5 The MRA will provide the Race Director with the MRA logo for promotional purposes.
2. Equipment:
 - 2.1 The MRA will provide equipment identified on the 2020 MRA Equipment Order Form (Appendix 3), if available.
 - 2.2 The MRA will subtract the cost of any equipment repairs or replacement from the damage deposit. If the cost exceeds the damage deposit, the Race Director will be invoiced for the balance.
3. Support:
 - 3.1 If able, the MRA will provide the Event with assistance, as requested by the Race Director.
 - 3.2 Support for new Race Directors is available by participating in Run 4 Your Cause.
4. Insurance:
 The MRA provides insurance to the Event which covers all participants, volunteers, organizers and spectators (a copy of this policy or an insurance certificate is available upon request).
5. General Provisions:
 Term: this agreement shall remain in effect for 2020.

Please Note: To be included in the 1st edition of the 2020 MRA Calendar and for the Event to be considered for the 2020 MRA Youth Race Series or the 2020 MRA Classic Race Series (Appendix 5), this signed Agreement, the applicable fee and the MRA Calendar Inclusion Form (Appendix 1) must be submitted to the MRA by December 31, 2019.

Signed:

 The Manitoba Runners' Association

 Race Director

 Date

 Date

Sanctioning Fee: **Cheque** (attached) _____ (payable to Manitoba Runners' Association)

OR E-transfer – to office@mraweb.ca – password _____

OR Credit card # _____

Name on card _____

Expiry (mo/yr) _____ CVV # (back of card) _____

APPENDIX 1

**MANITOBA RUNNERS' ASSOCIATION
2020 CALENDAR INCLUSION FORM**

Please submit this form to the MRA, along with the signed Sanctioning Agreement by December 31, 2019.

Name of Event: _____

Date of Event: _____

Start time: _____ Race distance(s): _____

Location: _____

City/Town: _____

Race Director:

Name: _____

Address and postal code: _____

Telephone: _____ Email: _____

Event First Aid/Medical Coverage:

Who will be providing first aid/medical support at the event: _____

Qualifications/Credentials: _____

Yes, we will clearly offer the \$5 MRA Discount at the time of registration

Print how you would like your Event to appear on the calendar:

- In the first line, state Event name and race distances.
- In the second line, state location of Event and overall start time.
- In the third line, state contact person, phone number and/or e-mail address.

Please try to be as concise as possible, as many Events must appear on the MRA Calendar.

EXAMPLE: SPRING FESTIVAL 5K RACE
Assiniboine Park 9:00 am
Ivana Runn 985-4039 IRunn@mra.ca

MANITOBA RUNNERS' ASSOCIATION 2020 RACE STANDARDS

The MRA is concerned with runner safety and promotes the interests of road runners in Manitoba. All MRA sanctioned events will maintain the following standards:

Feature	Standards
Entry Forms/Course Maps, etc.	To be accessible to all participants, we recommend a downloadable version of Event documents be available.
Event Day Administration	Event day registration is optional, or may state in printed & promotional materials that there will be no event day registration; race to start on time; runners called to start line when race is about to start. Optional baggage check, if available, must be supervised throughout the Event.
Washrooms	At least two washrooms/portables available per 100 runners.
Medical support	A person with current First Aid training must be on site ½ hour prior to the start and stay until the end of the event. Race Director is responsible to see that First Aid people have adequate supplies. Should have medical spotters on the course with communication equipment, i.e.: cell phone or radio.
Water stations	Water stations offering drinking water to all participants should be positioned at least every 5km along the course, with more density for longer races and on hot days. If temperature with the humidex is greater than 25°C then increase number of water stations on running route to MINIMUM every 2.5km.
Traffic Control & Marshalling	Warning signs at all intersections and active parking lots; traffic cones along all areas where participants use the roadway; lead bicycle is familiar with the course and has communication equipment; trailing bicycle/vehicle with communication; all intersections controlled by marshals wearing safety vests or police as required by permits. We recommend that motorized vehicles be used to follow the last runner and not be used as lead.
Insurance	The MRA provides insurance to the Event which covers all participants, volunteers, organizers and spectators
Course Measurement, Start and Finish areas, Timing	An untimed Fun Run can be an approximated distance and need not be officially measured. A timed but uncertified course can be measured by car, bicycle odometer, or GPS system. A timed and certified course must be measured by a recognized MRA course measurer and certified by Athletics Canada. To participate in the MRA Classic Race Series a race must be timed and certified. There must be a visible start and finish line as well as an efficient finish line chute and system to correctly capture all finishing times. Timers should be recognized by the MRA. Course to be checked and confirmed by the Race Director prior to start. Split times are not required.
Results	Digital display of times (clock) at the finish of the race (not required for a fun run). Full unofficial results and position of all race finishers to be published on site within one hour of the finish. Official results to be sent electronically (pdf) to the MRA within 24 hours.
Recognition	Not required for a fun run. Recognition should be given to the top 3 male and female race finishers overall and to the top male and female in each age category. The size and value of any awards given must be the same for male and female winners. Announcing names/times, taking pictures and medals or prizes are all acceptable forms of recognition.

Appendix 3

**Manitoba Runners' Association 2020 Equipment Order Form
Stored at Access Storage, 545 Hervo St., Winnipeg (off Chevrier Blvd.)**

Name of Event: _____ Date of Event: _____
Contact Name: _____ Contact Phone Number: _____
Contact Email: _____ Date of Form Submission: _____

Damage Deposit: (No trailer = \$200 | With trailer = \$500) Cheque Credit Card (information to be provided)

Compostable Hot/Cold Cups: available in multiples of 50

4oz cups - \$3.25 per sleeve of 50 _____ 8oz cups - \$4.70 per sleeve of 50 _____

Cones, Delineators and Bases:

42" Delineator (portable chutes) (83) _____ Traffic Cones – small (115) _____
Bases (96) _____ Traffic Cones medium (34) _____
Traffic Cones large (64) _____

Wooden and Metal Frame Signs:

Bi-directional turn arrows (49) _____ "1 Mile" – small (1) _____
"Water Ahead" – small (2) _____ "1 KM" – small (1) _____
"Water Ahead" – large (3) _____ "5 KM" – small (1) _____
"Register Here" (1) _____ "Toilet" (1) _____
"Start/Finish" – small (1) _____ "U-Turn" (2) _____
"Start" – large (1) _____ "Turn Here" (1) _____
"Caution-Footrace in Progress" – small (7) _____ "?" Information (1) _____
"Caution-Footrace in Progress" – large (19) _____ "First Aid" – large (1) _____

Lightweight Signs:

"Water Ahead" (4) _____ "Parking" (8) _____
Bi-directional turn arrows (40) _____ "First Aid" (1) _____
Arrow-straight ahead (17) _____

Additional Equipment:

Portable P.A. System with 1 mic _____
Speakers (2) _____ Speaker stands (2) _____
Race Clock (5) _____ Race Clock Stand (5) _____
Megaphone (4) _____ Safety Vests (120) _____
MRA Start/Finish Bowhead banner (2 sets) _____ MRA Bowhead Banner – large (1) _____
Hand-held "Stop/Slow" sign (3) _____ MRA Bowhead Banner – small (2) _____
Detachable Sign Handles (long) (2) _____ Hand-held Flag (1) _____
Inflatable Arch (with pump & 4 blocks) (1) _____ Finish Line Flags (2 bins) _____
Generator for Arch (1) _____ Gas Can with spare gas (1) _____

Will you be using the MRA Trailer? *Please note: a 2" ball and flat four wiring plug for trailer lights is needed for the trailer hitch*

Yes No Trailer Light Adaptors (2) _____

APPENDIX 4

MANITOBA RUNNERS' ASSOCIATION – SAMPLE WAIVER

PARTICIPANT'S WAIVER AND RELEASE

In consideration of the acceptance of this entry in the **NAME OF EVENT I**, for myself, my heirs, executors, administrators and assigns, waive any claims to which I may become entitled for injury or damage and release **NAME OF SPONSORS** and all other organizers, sponsors, representatives, their agents and employees and any other person or organization assisting in this event, including the Manitoba Runners' Association, Athletics Manitoba, the **EVENT DIRECTOR**, the City/Town of _____, the Province of Manitoba, and their employees and agents and other participants and volunteers in the **EVENT NAME**, from any claims for damages or injury suffered by me as a result of my participation in this Event. I further state that I am in proper physical condition to participate in the Event and I am aware that road running is a potentially dangerous activity and am aware that participation could, in some circumstances, result in physical injury. I give my permission for the free use of my name and picture in broadcast, telecast or written account of this Event.

APPENDIX 5

MRA CLASSIC RACE SERIES CRITERIA:

In addition to the Standards in Appendix 2, the Race Director will meet the following criteria for the Event to be considered for inclusion in the MRA Classic Race Series:

1. Race course will be accurately measured and certified by Athletics Canada.
2. Finishing times will be accurately recorded by an MRA recognized timer.

MRA YOUTH RACE SERIES CRITERIA:

In addition to the Standards in Appendix 2, the Race Director will meet the following criteria for the race to be considered for inclusion in the MRA Youth Race Series;

1. Events in the MRA Youth Race Series will offer two race distances, neither of which is to exceed 5km.
2. Race course does NOT have to be professionally measured or certified by Athletics Canada.
3. Race does NOT have to be timed but does require placings. The MRA can work with the Race Director to ensure that there is a system in place to accurately record the placings.

_____ (the Event) wishes to be considered for the following race series (**please circle all that apply**):

2020 MRA Classic Race Series

2020 MRA Youth Race Series

Signed:

X

Race Director