

2023 SANCTIONING AGREEMENT

(for office use only)

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:

**Date of Event:** \_\_\_\_\_

**Race Director's Obligations**

1. Promotion:
  - 1.1 Upon acceptance of this signed Agreement, the payment of the initial Sanctioning Fee (5.1), the 2023 Calendar Inclusion Form (Appendix 1) and the signed Addendum to the 2023 MRA Race Standards (Appendix 3), your Event will be included on the 2023 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 on all promotional materials, indicating that the Event is an MRA Sanctioned Event.
  
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 2023 Race Standards (Appendices 2 & 3).
  
3. Equipment:
  - 3.1 The Race Director will complete the 2023 Equipment Order Forms (Appendices 4 & 5) 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 waivers are attached as Appendix 6 and Appendix 7).
  - 4.2 The Race Director will **give all MRA members a \$5.00 discount** on the entry fee at the time of registration. 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, **non-refundable** payment of \$200 + \$10 GST. If it is a series of Events, the fee is \$200 + GST for the first Event and \$100 + GST for each additional Event.
  - 5.2 Immediately following each Event, the Race Director will submit the total number of timed and non-timed in-person 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:
 

In-person Participant #	Fee per in-person participant	In-person Participant #	Fee per in-person 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.** There will be no fees charged per virtual participant.

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 6 or 7) printed in the entry form.
7. MRA Classic Race Series and MRA Youth Race Series Inclusion (Appendix 8):  
The Race Director will indicate their desire to be included in one, or both, of the MRA Race Series by submitting Appendix 8 by December 31, 2022. 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 2023 MRA Equipment Order Forms (Appendices 4 & 5), 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 2023.

**Please Note: To be included in the 1st edition of the 2023 MRA Calendar and for the Event to be considered for the 2023 MRA Youth Race Series or the 2023 MRA Classic Race Series (Appendix 8), this signed Agreement, the applicable fee, the signed Addendum to the 2023 MRA Race Standards (Appendix 3) and the MRA Calendar Inclusion Form (Appendix 1) must be submitted to the MRA by December 31, 2022.**

**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](mailto:office@mraweb.ca) (auto-deposit)

**OR Credit card #** \_\_\_\_\_

Name on card \_\_\_\_\_

Expiry (mo/yr) \_\_\_\_\_ CVV # (back of card) \_\_\_\_\_

**APPENDIX 1**

**MANITOBA RUNNERS' ASSOCIATION  
2023 CALENDAR INCLUSION FORM**

**Please submit this form to the MRA, along with the signed Sanctioning Agreement by December 31, 2022.**

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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.

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

## APPENDIX 2

### MANITOBA RUNNERS' ASSOCIATION, INC. 2023 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
<b>Entry Forms/Course Maps, etc.</b>	To be accessible to all participants, we recommend a downloadable version of Event documents be available.
<b>Event Day Administration</b>	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.
<b>Washrooms</b>	At least two washrooms/portables available per 100 runners.
<b>Medical support</b>	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.
<b>Water stations</b>	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.
<b>Traffic Control &amp; Marshalling</b>	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.
<b>Insurance</b>	The MRA provides insurance to the Event which covers all participants, volunteers, organizers and spectators
<b>Course Measurement, Start and Finish areas, Timing</b>	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.
<b>Results</b>	Digital display of times (clock) at the finish of the race. 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 (not required for a fun run).
<b>Recognition</b>	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, INC  
ADDENDUM TO THE 2023 MRA RACE STANDARDS**

This attestation is made between:

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

and \_\_\_\_\_ (herein called the Event)

represented by \_\_\_\_\_ (herein called the Race Director):

Due to the special circumstances created by the COVID-19 pandemic, the Race Director attests to the following supplemental 2023 MRA Race Standards:

1. I will ascertain the requirements of the city/town in which my event will take place and will obtain permission to hold my event from said city/town.
2. I will adhere to the rules and regulations that have been put in place by the Province of Manitoba and the Public Health Agency regarding Public Gatherings, and will inform my committee, volunteers and participants of any changes to these rules.
3. I will inform all participants of the preventative measures to be observed at the event. For example: hand washing, respiratory etiquette, physical distancing, self-monitoring.
4. I will ensure that first aid services will be available and will include PPE such as masks, eye protection and gloves. I will have a protocol in place to respond to anyone feeling unwell during the event.
5. I understand that a Contagion Exclusion Endorsement has been added to the Insurance Policy for the Sport Insurance Program effective April 1, 2020. This Endorsement indicates there is no coverage for any claim in any way caused by, arising out of, or resulting from any disease or contagion, including but not limited to COVID-19.

\_\_\_\_\_  
Manitoba Runners' Association, Inc.

\_\_\_\_\_  
Race Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**APPENDIX 4**

**MRA 2022 EQUIPMENT ORDER FORM **\*\*TO BE UPDATED\*\*****  
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) (80) \_\_\_\_\_ Traffic Cones – small (117) \_\_\_\_\_

Bases (97) \_\_\_\_\_ Traffic Cones medium (34) \_\_\_\_\_

Traffic Cones large (59) \_\_\_\_\_

**Wooden and Metal A-Frame Signs:**

Bi-directional turn arrows (47) \_\_\_\_\_ "1 Mile" – small (1) \_\_\_\_\_

"Water Ahead" – small (2) \_\_\_\_\_ "1 KM" – small (1) \_\_\_\_\_

"Water Ahead" – large (4) \_\_\_\_\_ "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 (18) \_\_\_\_\_ "First Aid" – large (2) \_\_\_\_\_

**Lightweight Signs (with ground stakes):**

"Water Ahead" (4) \_\_\_\_\_ "Parking" (8) \_\_\_\_\_

Bi-directional turn arrows (43) \_\_\_\_\_ "First Aid" (1) \_\_\_\_\_

Arrow-straight ahead (18) \_\_\_\_\_

**Additional Equipment:**

Portable P.A. System with 1 mic \_\_\_\_\_ Speakers (2) \_\_\_\_\_

Race Clock (5) \_\_\_\_\_ Speaker stands (2) \_\_\_\_\_

Race Clock Stand (5) \_\_\_\_\_ Safety Vests (120) \_\_\_\_\_

MRA Start Bowhead banner (2) \_\_\_\_\_ MRA Finish Bowhead banner (2) \_\_\_\_\_

Hand-held "Stop/Slow" sign (3) \_\_\_\_\_ Detachable Sign Handles (long) (2) \_\_\_\_\_

Hand-held Flag (1) \_\_\_\_\_ Finish Line Flags (2 bins) \_\_\_\_\_

Inflatable Arch (with blower & 4 weights) (1) \_\_\_\_\_ Generator for Arch (1) \_\_\_\_\_

MRA Bowhead Banner – large (2) \_\_\_\_\_ Megaphone with Siren (4) \_\_\_\_\_

**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 5**

**MRA 2023 COVID SUPPLIES REQUEST 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: \_\_\_\_\_

**Tri-Fold Sneeze Guards (2)** (tabletop) \_\_\_\_\_

**Sanitizer Dispensers with Stands (2)** (tabletop) \_\_\_\_\_ (event must purchase own sanitizer)

**6 Ft Foldable Plastic Tables (1)** \_\_\_\_\_

**APPENDIX 6**

**MANITOBA RUNNERS' ASSOCIATION – SAMPLE WAIVER  
IN-PERSON 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 EVENT>** 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 **<NAME OF CITY/TOWN>** , the Province of Manitoba, and their employees and agents and other participants and volunteers in the **<NAME OF EVENT>** , 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 or sickness, disease, or contagion including but not limited to COVID-19. I will comply with all the rules and regulations of the Dominion of Canada, Province of Manitoba and Manitoba Public Health concerning matters of health and safety and specifically as they relate to COVID-19 or such other communicable disease or contagion. I give my permission for the free use of my name and picture in broadcast, telecast or written account of this Event. I acknowledge that I have read and understood this Waiver and Release and further acknowledge that by signing this Waiver and Release that I have waived the right to maintain a lawsuit against **<NAME OF EVENT>** on the basis of any claims released herein.

_____	_____	_____
Name of Participant (print)	Signature of Participant	Date of Birth
_____	_____	_____
Name of Parent or Guardian(print) (if under the age of 18)	Signature of Parent or Guardian	Date



## APPENDIX 7

### MANITOBA RUNNERS' ASSOCIATION – SAMPLE WAIVER

#### VIRTUAL PARTICIPANT'S WAIVER AND RELEASE

I acknowledge the following:

- **<NAME OF EVENT>** has not designated a start or finish site for this virtual event;
- **<NAME OF EVENT>** has not defined a specific route that must be covered;
- No prizes will be awarded post event based on virtual results;
- There will be no medical services provided to any runner;
- I will hydrate sufficiently prior to the run and hydrate regularly during the run;
- No support services, namely hydration/electrolyte replacement/energy supplements and artificial cooling methods (sponges, misting stations) will be provided in any fashion;
- Each participant will complete the virtual run based on personal preference and capability (pace, cadence, aerobic threshold); and
- Each participant is responsible for continuously monitoring exertion during the virtual run and the manner in which medical attention is sought.

I pledge to do the following in support of my participation in this virtual event:

- Practice 'social distancing practices' during all phases of my participation;
- Exercise generally accepted movement as pedestrians when running on streets and roadways; run facing traffic where sidewalks do not exist; utilize pathways; cross streets at traffic lights, crosswalks and refrain from jaywalking;
- Carry a cell phone or other personal communication device during the virtual run; and
- Be knowledgeable of and obey all current Manitoba Public Health Orders.

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Name of Participant (print)

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Signature of Participant

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Date of Birth

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Name of Parent or Guardian(print)  
(if under the age of 18)

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Signature of Parent or Guardian

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Date

## APPENDIX 8

### MRA CLASSIC RACE SERIES CRITERIA:

In addition to the Standards in Appendices 2 & 3, the Race Director will meet the following criteria for the Event to be considered for inclusion in the 2023 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.

**\*\*As the Presenting Sponsor of the Classic Race Series, it is suggested that events in this series use a Running Room location for their race kit pickup\*\***

### MRA YOUTH RACE SERIES CRITERIA:

In addition to the Standards in Appendix 2 & 3, the Race Director will meet the following criteria for the race to be considered for inclusion in the 2023 MRA Youth Race Series;

1. Events in the MRA Youth Race Series will offer at least **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) on \_\_\_\_\_ (Date of Event)  
wishes to be considered for the following race series (**please circle all that apply**):

**2023 MRA Classic Race Series**

**2023 MRA Youth Race Series**

**\*\*PLEASE ENSURE THAT YOUR EVENT MEETS THE CRITERIA FOR THE SERIES YOU ARE APPLYING FOR.**

**\*\*PLEASE NOTE THAT INCLUSION IN EITHER RACE SERIES IS RE-EVALUATED EACH YEAR.**

Signed:

X

\_\_\_\_\_  
Race Director