

**MANITOBA RUNNERS' ASSOCIATION INC.**  
**2025 ROAD RUNNING SANCTIONING AGREEMENT**

Date Received: \_\_\_\_\_

(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), and the 2025 Calendar Inclusion Form (Appendix 1), your Event will be included on the 2025 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 2025 Race Standards (Appendix 2).
3. Equipment:
  - 3.1 The Race Director will complete the 2025 Equipment Order Forms (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 damage deposit in the form of credit card information, is required to secure the request.
  - 3.2 The Race Director (or designate) will pick up and return equipment at a date and time agreed to with the MRA Equipment Manager. 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. ***Please refer to Appendix 4 for equipment management information.***
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 5 and Appendix 6).
  - 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:

# of In-person Participants	Fee per in-person participant
1 - 500	\$1.25
501 - 1000	\$1.00
>1000	\$.75

- 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 liability insurance for all participants, volunteers, organizers and spectators.**  
The Race Director will ensure that every participant signs the waiver (Appendix 5 or 6) printed in the entry form.
7. MRA Classic Race Series and MRA Youth Race Series Inclusion (Appendix 7):  
The Race Director will indicate their desire to be included in one, or both, of the MRA Race Series by submitting Appendix 6 by December 31, 2024. 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 2025 MRA Equipment Order Forms (Appendix 3), if available.
  - 2.2 The MRA will invoice the Race Director for the cost of any equipment repairs or replacement.
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 also available by participating in Run 4 Your Cause.
4. Insurance:  
The MRA provides liability 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 2025.

**Please Note: To be included in the 1st edition of the 2025 MRA Calendar and for the Event to be considered for the 2025 MRA Youth Race Series, 2025 MRA Classic Race Series or the MRA Celebration Series, this signed Agreement, the applicable fee, the 2025 MRA Calendar Inclusion Form (Appendix 1) and Appendix 7 must be submitted to the MRA by December 31, 2024.**

**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  
2025 CALENDAR INCLUSION FORM**

**Please submit this form to the MRA, along with the signed Sanctioning Agreement by December 31, 2024.**

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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 (if applicable) 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. 2025 ROAD 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>Permits</b>	All applicable permits must be obtained and available on-site on race day (park, road, noise, etc)
<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 ensure that First Aid people have adequate supplies. Should have medical spotters on the course with communication equipment, i.e.: cell phone or radio. <b>Highly recommended that an AED be available in the finish area.</b>
<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 not be used as lead.
<b>Insurance</b>	The MRA provides liability insurance to the Event which covers all participants, volunteers, organizers and spectators. A copy of the policy is available upon request.
<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 (clock & results 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**

**MRA 2025 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: credit card information to be provided (will not be used unless equipment is damaged or lost)

**Compostable Hot/Cold Cups: available in multiples of 50**

4oz cups - \$5.00 + GST per sleeve of 50 \_\_\_\_\_

8oz cups - \$6.50 + GST per sleeve of 50 \_\_\_\_\_

**Cones, Delineators and Bases:**

42" Delineator with base (90) \_\_\_\_\_

Traffic Cones – small (110) \_\_\_\_\_

Traffic Cones medium (30) \_\_\_\_\_

Traffic Cones large (100) \_\_\_\_\_

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

Bi-directional turn arrows (30) \_\_\_\_\_

"Register Here" (1) \_\_\_\_\_

"1 Mile" – small (1) \_\_\_\_\_

Straight-ahead arrows (6) \_\_\_\_\_

"1 KM" – small (1) \_\_\_\_\_

"Water Ahead" – small (2) \_\_\_\_\_

"5 KM" – small (1) \_\_\_\_\_

"Water Ahead" – large (5) \_\_\_\_\_

"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 (20) \_\_\_\_\_

"First Aid" – large (1) \_\_\_\_\_

**Lightweight H-Frame Signs:**

"Water Ahead" (2) \_\_\_\_\_

"Parking" (6) \_\_\_\_\_

Bi-directional turn arrows (30) \_\_\_\_\_

"First Aid" (1) \_\_\_\_\_

Straight-ahead arrows (10) \_\_\_\_\_

KM Signage 1k, 5k (1 each) \_\_\_\_\_

**Additional Equipment:**

Portable P.A. System with amp & mic (1) \_\_\_\_\_

6-foot plastic tables (1) \_\_\_\_\_

Speakers (2) \_\_\_\_\_

Speaker stands (2) \_\_\_\_\_

Race Clock (2) \_\_\_\_\_

Race Clock Stand (2) \_\_\_\_\_

Megaphone (1) \_\_\_\_\_

Safety Vests (50) \_\_\_\_\_

MRA Bowhead banner (1) with 3 bases \_\_\_\_\_

MRA Bowhead Banner "Start" (1) with 3 bases \_\_\_\_\_

Hand-held "Stop/Slow" sign (4) \_\_\_\_\_

MRA Bowhead Banner "Finish" (1) with 3 bases \_\_\_\_\_

Detachable Sign Handles (long) (1) \_\_\_\_\_

Hand-held Flag (1) \_\_\_\_\_

Inflatable Arch (with air pump & 4 blocks) (1) \_\_\_\_\_

Finish Line Chute Flags (1 bin) \_\_\_\_\_

Generator for Arch (1) \_\_\_\_\_

Gas Jerry Can for 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 Adaptor  Yes  No

**MANITOBA RUNNERS' ASSOCIATION  
2025 EQUIPMENT MANAGEMENT  
INFORMATION**

**PURPOSE:** In order to provide quality race equipment to events throughout the race season, the MRA provides this guidance to Race Directors and their associates to ensure the longevity and availability of the MRA race equipment. Our equipment is stored at Access Storage, 545 Hervo St. Wpg.

1. Equipment Order Form (Appendices 4 & 5):
  - a. Complete forms in full (please print!)
  - b. Find out what your timer will need for the finish area
  - c. Only order what you need!
  - d. Damage deposit:
    - i. Provide credit card info (will not be used unless problems exist with return of equipment)
    - ii. You will be invoiced for the replacement value of any lost or stolen equipment
  
2. Booking Pick Up and Drop Off Times:
  - a. Arrange a mutually convenient time with the Equipment Manager (Jim Rennie 204-795-0941; [equipment@mraweb.ca](mailto:equipment@mraweb.ca))
  - b. Missed or late appointments >30 minutes are subject to a \$25 charge. Contact the Equipment Manager if you cannot make your scheduled appointment.
  
3. Transport of equipment:
  - a. The MRA trailers require a 2" ball hitch. You are responsible for the safety of the trailer and its contents while it's in your possession.
  - b. Clocks are NOT to be transported in the trailer. These are very expensive electronic devices (approx. \$4000 value)
  - c. Pack returned equipment in a manner similar to how you received it to prevent damage (heavier items toward the front & on the bottom)
  - d. Equipment is double-checked to the order form when packed in the trailer for your use. Please check that all equipment on the order form is being returned. You will be charged for any lost or damaged equipment!
  
4. Use of Equipment:
  - a. **Clocks will need to be plugged in overnight to be fully charged for your event.**
  - b. Although clocks can withstand some moisture, please cover with the plastic bag provided (in clock case) if it's raining
  - c. Clock stands are not stable enough to handle a strong wind. Please place on a table or the ground if conditions are not ideal.
  - d. DO NOT USE the inflatable arch if high winds are present
  - e. Try to avoid setting out equipment prior to race morning. Many pieces of equipment have been stolen or moved overnight!
  - f. Dry out safety vests, inflatable arch and any electronic equipment before returning
  - g. Clean equipment and tables before returning
  - h. Refill the jerry can with gas if used

Thank you for your consideration of our equipment. Many events use these items and if they are properly cared for and returned properly, they can be used for years to come by many events such as yours!

Kathy Wiens  
MRA Executive Director

Jim Rennie  
MRA Equipment Manager

## APPENDIX 5

### 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 6**

**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:**

- 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.

_____	_____	_____
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

### 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 2025 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.
3. Event will allow for an MRA display at either the package pickup or on the day of the event.

**\*\*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, the Race Director will meet the following criteria for the race to be considered for inclusion in the 2025 MRA Youth Race Series;

1. Event 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. 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.
3. Event will provide the MRA with access to their participant list for purposes of tracking.

\_\_\_\_\_ (the Event) on \_\_\_\_\_ (Date of Event)

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

**2025 MRA Classic Race Series**

**2025 MRA Youth Race Series**

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

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

Signed:

X

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