

2025 TRAIL RUNNING 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), and the 2025 Calendar Inclusion Form (Appendix 1), your Event will be included on the 2025 MRA Race 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 \$200 damage deposit (credit card information) 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. 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.
 - 5.2 Immediately following the Event, the Race Director will submit the total number of timed and non-timed in-person participants to the MRA (along with any 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.

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 (sample: Appendix 4) printed in the entry form.

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 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, this signed Agreement, the applicable fee and the 2025 MRA Calendar Inclusion Form (Appendix 1) 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 (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.

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

APPENDIX 2

MANITOBA RUNNERS' ASSOCIATION, INC. 2025 TRAIL RACE STANDARDS

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

Feature	Standards
Permits	All applicable permits must be obtained and available on-site on race day (park, road, noise, etc)
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 qualified, dedicated and identified first aid attendant must be present for the duration of the race. An Emergency Action Plan must be in place in case of a medical emergency, adverse weather conditions or active aggression. This should include a mode of communication (radio or cell phone) between all organizers and stated geographical access points to the course.
Aid Stations	Should be placed a minimum of every 3km for races over 10k and every 5k for races over 20k. If this is not possible, ensure that participants are aware of self-hydration options. Hydration plan should consider the distance, time of year, course design and participant profile. Recommended that aid stations include a balance of fluid and electrolyte, and high caloric snacks. All stations should be easily accessible and aid station volunteers should have access to communication with organizers.
Athlete Mandatory Equipment	May be imposed based on the conditions of the course eg: jacket, water, nutrition, mobile phone with cellular coverage, whistle, bandages, etc.
Course Management	Course can be measured by bicycle, GPS or Jones Wheel Counter, and should be clearly marked (including elevations) and communicated to participants prior to race day. Course must be marked with any combination of marking tape, traffic cones, pin flags, cairns, paint, flour, permanent trail signs or temporary race-day signage. There must be a clear signage plan that is easy to follow and clearly visible, with particular attention to turnarounds, distance markers and flow of traffic (when 2-way). Course confirmation markers (you are going the right way) are recommended. Traffic must be controlled at all intersections and parking lots that intersect with the course.
Insurance	The MRA provides liability insurance to the Event which covers all participants, volunteers, organizers and spectators.
Results	Unofficial results and position of all race finishers may be published on site. Official results to be sent electronically (pdf) to the MRA within 24 hours for posting to the website.
Recognition	Recognition should be given to the top 3 male and female race finishers overall in each distance. 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: No trailer = \$200 With trailer = \$500 (credit card information to be provided)

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) _____
Straight-ahead arrows (6) _____ "1 Mile" – small (1) _____
"Water Ahead" – small (2) _____ "1 KM" – small (1) _____
"Water Ahead" – large (5) _____ "5 KM" – small (1) _____
"Start/Finish" – small (1) _____ "Toilet" (1) _____
"Start" – large (1) _____ "U-Turn" (2) _____
"Caution-Footrace in Progress" – small (7) _____ "Turn Here" (1) _____
"Caution-Footrace in Progress" – large (20) _____ "?" Information (1) _____
"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 & 1 mic _____ 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 Adaptors (1) Yes No

APPENDIX 4

MANITOBA RUNNERS' ASSOCIATION – SAMPLE WAIVER

PARTICIPANT'S WAIVER AND RELEASE

I know that running [EDIT RUNNING TO "VOLUNTEERING FOR" TO BECOME THE VOLUNTEER WAIVER] a road race [EDIT to TRACK or TRAIL as needed] is a potentially hazardous activity, which could cause injury or death. I will not enter and participate unless I am medically able and properly trained, and by my signature, I certify that I am medically able to perform this event, and am in good health, and I am properly trained. I agree to abide by any decision of a race official relative to any aspect of my participation in this event, including the right of any official to deny or suspend my participation for any reason whatsoever. I attest that I have read the rules of the race and agree to abide by them. I assume all risks associated with running in this event, including but not limited to: falls, physical contact with other participants, volunteers, race personnel, contract service providers, employees, and spectators including the potential of the contraction of a communicable disease resulting from contact with other participants, volunteers, race personnel, contract service providers, employees, and spectators. I assume all risks including: the effects of the weather; high heat and/or humidity; freezing cold temperatures; traffic and the conditions of the road including surrounding terrain. [INSERT OTHER SPECIFIC THREATS ASSOCIATED WITH YOUR EVENT HERE: e.g. "the alligators who bask in the sun at the corner of 4th and Sunset St."]. I assume all such risks being known, appreciated, and accepted by me.

I understand that bicycles, skateboards, baby joggers/strollers, roller skates or inline skates, animals, and personal music players are not allowed in the race, and I will abide by all race rules. Having read this waiver and knowing these facts and inconsideration of your accepting my entry, I, for myself and anyone entitled to act on my behalf, waive and release the _____ [NAME OF EVENT], the city of _____ [CITY OR MUNICIPALITY NAME], all event sponsors, their representatives and successors from all claims or liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

I grant permission to all of the foregoing to use my photographs, motion pictures, recordings or any other record of this event for any legitimate purposes. I understand that this event does not provide for refunds in the event of a cancellation, and by signing this waiver, I consent that I am not entitled to a refund if the event is cancelled before or during the event.

Signature:

Date:

Parent's Signature if under 18 years:

Date: