



Athletics Ontario

Sanction & Safety Checklist - Road Races

I) Sanction Application

A. Pre-Event Documentation

Has the race submitted all required pre-event documentation, including:

- ☐ Emergency action plan
- ☐ Medical service plan
- ☐ Permits
- ☐ Course & traffic management plan
- ☐ Communication plan
- ☐ Detailed race course map
- ☐ Proof of insurance (if using a third-party provider).

B. Course Measurement Certification

- ☐ Does the race course hold a valid course measurement certificate? (where required)
- ☐ Are kilometer markers installed, prominent, and easy to see?

II) Pre-Event Communications

- ☐ Does the race provide an easily understood course map before race day?
 - ☐ Does the course map clearly show the start line, finish line, turning or turnaround points, water stations, medical stations, washrooms, and road closures?
- ☐ Are emergency instructions communicated to participants before race day?
- ☐ Are start-time, wave-start, corral, bag-check, parking, transit, and road-closure instructions clearly communicated?
- ☐ Are weather-related safety reminders communicated before race day?
- ☐ Is there a clear point of contact or information booth for participant questions before and on race day?

III) Volunteer and Staff Training

- ☐ Are volunteers briefed on their specific roles and responsibilities before race day?
- ☐ Are volunteers trained on safe positioning along the course?
- ☐ Are volunteers trained on hygiene protocols at hydration and food stations?
- ☐ Are volunteers aware of the emergency action plan?
- ☐ Do volunteers know who their supervisor or lead contact is?
- ☐ Do volunteers know how to communicate incidents, hazards, or participant distress?
- ☐ Are volunteers, marshals, medical staff, and security personnel wearing designated clothing or identification?

IV) Course Management

A. Course Oversight

- ☐ Are event staff mobile on the course to monitor runner safety?
- ☐ Are mobile staff able to coordinate incident response with medics, police, and race command?
- ☐ Is there a clear communication system between race command, police, medics, course marshals, hydration stations, and volunteers?
- ☐ Are course marshals positioned at key decision points, turns, intersections, merge areas, and turnaround points?
- ☐ Are there no critical gaps in staffing coverage along the racecourse?
- ☐ Are distance markers and directional signs large, clear, and visible to runners?
- ☐ Are washrooms provided along the course where appropriate for longer-distance races?

B. General Crowd Flow

- ☐ Are spectator areas separated from runner flow?
- ☐ Are spectators prevented from entering runner-only areas?
- ☐ Are clear exit routes provided for spectators and participants?
- ☐ Is signage provided for washrooms, bag check, medical services, water, food, exits, family meeting areas, and transit?

C. Start Line

- ☐ Is an information booth provided at the start area?
- ☐ Are start corrals clearly defined and not overcrowded?
- ☐ Are corral entry and exit points controlled, labelled, and monitored?
- ☐ If wave starts are used, is there clear signage and staff direction for each wave?
- ☐ Are public announcements audible to participants?
- ☐ Is an emergency access route maintained through or around the start area?
- ☐ Are spectators separated from participant-only start areas?
- ☐ Are start-line volunteers, marshals, medical staff, and security clearly identifiable?
- ☐ Is washroom placement designed to avoid crowd-flow bottlenecks near the start line?
- ☐ Are portable washrooms available in sufficient numbers for the size of the race?

The following minimum ratios are recommended:

- Up to 500 participants - 1 toilet per 50 participants (minimum 10 units)
- 500–2,000 participants - 1 toilet per 60–75 participants (approximately 20–33 units)
- More than 2,000 participants - 1 toilet per 75–100 participants (with adequate distribution)

D. Course Safety

- ☐ Is a lead vehicle or lead cyclist assigned to precede the runners?
- ☐ Is the runner-occupied lane free of parked vehicles?
- ☐ Are runners given right-of-way priority on the road?
- ☐ Do road closures have adequate traffic-control measures to prohibit vehicles from entering? (e.g. barricades, road closure signs, orange & black barrels, pylons, fencing, or other approved devices).
 - ☐ Are traffic-control products placed close enough together to prevent vehicles, cyclists, or pedestrians from entering the runner-occupied lane?
- ☐ Do all signalized intersections with traffic lights have a police officer or approved traffic-control personnel assigned to enforce the road closure?
- ☐ Do all non-signalized side streets without traffic lights have barricades and a volunteer marshal, security personnel, or traffic-control staff monitoring the closure?
- ☐ Are vehicles diverted at least one block before the road closure to avoid direct vehicle-runner interaction?
- ☐ Are runner lanes clearly marked with pylons and supported by clear direction from marshals?

- ☐ Where the road is shared with live traffic, is the runner lane physically separated and adequately protected from live traffic?
- ☐ Are turnarounds clearly marked?
- ☐ Are points where multiple race distances merge safely controlled and overseen by a course marshal?
- ☐ Are narrow course sections, bridges, turns, or high-conflict intersections staffed and clearly signed?
- ☐ Is road reopening done only after runners, volunteers, water-station equipment, signage, and barricades are removed from the roadway?
- ☐ Are all course marshals and traffic-control personnel clearly identifiable?
- ☐ Are emergency vehicle access routes maintained along the course?

E. Finish Zone

- ☐ Were medical staff positioned just past the finish line to attend to participant medical needs?
- ☐ Is there a clearly visible medical tent or medical station near the finish area?
- ☐ Is the medical tent staffed with medical professionals?
- ☐ Is there an ambulance available standing by?
- ☐ Past the finish line, is there an adequate runway for slowdown and dispersal to prevent a backup before the finish line?
- ☐ Is the finish chute long enough for the size of the race and expected finisher volume?
- ☐ Is there a clear separation between the finish chute and spectators?
- ☐ Is there no cross-traffic interfering with finishers?
- ☐ Are volunteers positioned in the landing zone past the finish line to direct runners to "keep moving"?
- ☐ Are barricades or other channeling devices present to direct finishers toward medals, water, snacks, medical support, washrooms, bag pickup, and exits?
- ☐ Are security or marshals preventing spectators from entering the finish chute?
- ☐ Are security or marshals preventing finished runners from re-entering restricted runner-only areas?
- ☐ Are there enough volunteers staffing water and post-race nourishment stations to keep finishers moving?
- ☐ Are adequate drinks and snacks available for later waves of runners?
- ☐ Is an information booth provided at the finish area?
- ☐ Are service stations, tents, and tables organized in a way that supports orderly crowd flow?
- ☐ Are there several exit points to allow crowds to disperse in the case of an evacuation?
- ☐ Is the family reunification area clearly marked?

F. Accessibility

- ☐ Were accommodations provided for the event assessed whether wheelchair racers, para-athletes, guide runners, or participants with disabilities are expected?
- ☐ If participants with disabilities were expected to participate, were accessible toilets provided?
- ☐ Were hydration stations accessible to wheelchair racers, including appropriate height and obstacle-free access?

V) Medical Support

- ☐ Is medical support available from professional or certified medical personnel?
- ☐ Is there a Medical Lead or Medical Director assigned for the event?
- ☐ Are medical staff easy for participants to identify?
- ☐ Are medical staff trained in the event emergency action plan?
- ☐ Are mobile medics clearly identifiable on the course?
- ☐ Do medical staff carry or have immediate access to AEDs?
- ☐ Are AED locations known to medical staff, race staff, and key volunteers?
- ☐ Do medical teams have a vehicle on standby for the transport of injured participants along the race course.
- ☐ Are routes to the nearest hospital or emergency receiving facility identified in the emergency plan?

A. First Aid Stations

- ☐ Are medical stations placed at appropriate points based on race distance, participant numbers, weather conditions, and course risk areas?
- ☐ Are aid stations visible, easily identifiable, accessible, and appropriately staffed by certified personnel?
 - First aid providers must be certified with a reputable company (e.g. St. John's Ambulance, Lifesaving Society)
- ☐ Are aid station locations listed on the course map?
- ☐ Is there directional signs indicating upcoming aid stations - communicated at least 100m before the station to avoid participant collisions.
- ☐ Do aid stations have adequate supplies? (e.g. first aid kit, AED, water, snacks, etc.)
- ☐ Are medical stations accessible to participants, ambulances, and medical transport vehicles?

VI) Hydration Stations

- ☐ How regular are the hydration stations?
 - For 10km races and under, every 2.5km to 5km
 - For half-marathon/full marathon, every 3km to 5km
- ☐ Are hydration stations shown clearly on the race map?
- ☐ Are hydration stations announced with directional signage at least 100 meters before the station?
- ☐ Are there adequate volunteers to staff the station? Minimum: at least one volunteer per table.
- ☐ Are volunteers clearly identifiable?
- ☐ Were cups of water ready by the time runners arrived?
- ☐ Were volunteers wearing gloves when pouring water and handing out cups?
- ☐ Were all procedures hygienically executed?
- ☐ Were cups handed to runners in a hygienic manner, preferably from the bottom of the cup?
- ☐ Were there enough cups and fluids to serve all runners, including later waves?
- ☐ Were there enough tables based on expected participant volume?
- ☐ Were tables spread out by at least 2 meters to prevent runner crowding?
- ☐ Are clear approach and exit lanes provided for runners entering and leaving the hydration station?
- ☐ If the race uses the full width of the road, are aid stations placed on both sides of the road where appropriate to reduce crossing and crowding?
- ☐ Are adequate cup-disposal bins provided for 100-300 meters after the hydration station?
- ☐ Is each hydration station staffed by a station captain or lead volunteer?

VII) Emergency Action / Response Plan

- ☐ Does the event have a written emergency action plan?
- ☐ Does the plan identify medical-station locations along the course?
- ☐ Does the plan identify ambulance access points and emergency vehicle routes?
- ☐ Does the plan include an incident-reporting process?
- ☐ Are incident-reporting forms available to staff and volunteers?
- ☐ Does the plan include weather preparedness procedures?
- ☐ Are exposed wires, electronics, generators, and timing equipment protected from rain or water contact?
- ☐ Does the plan include procedures for extreme heat and humidity?
- ☐ For high-heat events, are cooling areas, indoor cooling zones, water access, or cold-water immersion options considered?
- ☐ Does the plan include procedures for poor air quality or wildfire smoke?
- ☐ Does the plan include communication procedures between race command, police, medical, traffic control, and volunteers?
- ☐ Are staff and volunteers trained on the emergency action plan before race day?

VIII) Post-Race Follow-Up

- ☐ Are official results published on the race website as soon as possible after the race?
- ☐ Were official race results submitted to Athletics Ontario after the event?
- ☐ Were any incidents or accidents reported to Athletics Ontario directly following the race?