# RACE DIRECTORS REQUIRING EVENT INSURANCE OR SANCTIONING PLEASE FOLLOW THE STEPS BELOW

**Insurance Disclaimer**

Athletics Ontario (AO) is a Provincial Sport Organization holding an insurance policy that covers Athletics Ontario along with its members, sanctioned events, and affiliated organizations. It is important to note that AO is not an insurance broker and do not draft custom policies. However, organizations and participants are covered under the comprehensive insurance policy, provided all sanctioning and membership conditions are met.

Third-party vendors, independent contractors, and external medical staff generally require their own primary General Liability insurance and should provide a Certificate of Insurance (COI) naming Athletics Ontario and your organization as additional insureds. We recommend requesting to be directed to our insurance broker for complex coverage scenarios and questions.

An updated copy of the current AO insurance policies can be found here

## STEP 1: Register for Athletics Ontario Race Organization Membership

- In 2026 only annually registered Athletics Ontario Race Organizations in good standing are eligible for coverage under the Athletics Ontario Insurance Policy in 2026. This will be modified in 2027 as below.
- Effective for AO Sanctioned races held on January 1, 2027 and forward, the Race Organization Membership will no longer be required; it will be replaced by participant AO membership requirement.
- The participant membership requirement will be in the form of an annual AO membership or $5.00 day license fee for non-members
- Effective January 1, 2027 all AO Sanctioned events and participants will be covered under the AO insurance policy in 2027 without the requirement of a Race Organization Membership

## STEP 2: Submit a Road and Trail Sanction Application (this will be a different link in 2027)

- A separate sanction application must be completed for each event
- The Sanction Application fees are waived for Race Organization members
- AO Sanctioned races must abide by the **AO Sanction Criteria (updated August 2026)**
- You will automatically receive an AO Sanction Logo once your application has been reviewed and approved
- AO Sanction Logos must be placed on your race registration page and/or website and are only good for the year of the application
- **The new 2027 Sanction Application can be found here**, please **only complete this for 2027 events**

## STEP 3: Certificate of Insurance (COI) Request

**PLEASE NOTE**

- Please only fill out one COI request per event, unless multiple events happen at the exact venue and course
- A Sanction Application must be submitted and approved prior to approving Insurance Certificate requests
- Amendments to your insurance applications are time sensitive. Please complete all applications above as early as possible. and sent to shehara@athleticsontario.ca

## STEP 4: Social Media Exposure

- Please email **roadtrailmarketing@athleticsontario.ca** with the downloadable template on the next line, at least 2 months in advance of your race date to be included on our social media feed.
- **Social media ppt template**

## STEP 5: Post Race Submissions

Results for AC Certified races must be submitted to Athletics Canada (results@athletics.ca) and to Athletics Ontario (sherylpreston@athleticsontario.ca) with the following format (this is necessary for results can show up in Athletics Canada National Rankings) in an Excel or CSV format:

- EVENT | PLACE | LAST NAME | FIRST NAME | YOB | CITY | PROVINCE| DISTANCE | GUN TIME | DIV | DIV PLACE| SEX | PLACE | CHIP TIME

PARTICIPANT LISTS for all participants that started the event must be submitted to Athletics Ontario (roadtrail@athleticsontario.ca) for insurance purposes, and for inclusion in our education-based AO Road & Trail Monthly Newsletter in Excel or CSV format:

- NAME | DOB or AGE | EMAIL ADDRESS

## PROVINCIAL SANCTIONING vs ATHLETICS CANADA CERTIFICATION

**Provincial/Athletics Ontario Sanctioning**

- Based on course safety
- Effective 2027 it is a requirement that Athletics Canada Certified courses must also hold a valid Athletics Ontario Sanction each year to maintain AC International Course Measurement validity

A full list of upcoming sanctioned races can be found here (Note this list is continually updated as applications are received and reviewed)

**Athletics Canada (AC) Certification**

- Course Accuracy - apply directly with AC
- Record Eligibility

- Race or Team Qualification (i.e. Boston Marathon etc.)

A full list of AC Certified races can be found here. Note that aspects of qualification for record eligibility, team qualification and race qualification may also depend on an annual International Course Measurement Certificate. Athletes are always encouraged to check with Athletics Canada and/or the race director to ensure the race has up to date qualification status

## SANCTION & SAFETY RACE AUDIT

- Races may be selected for an **Athletics Ontario Sanction & Safety Race Audit**

## ATHLETICSREG CUSTOMER SERVICE SUPPORT

Administrators and members may also contact AthleticsReg for questions regarding your account, payments or requirements through the following ways:
In your account, you can explore the online knowledge base to find comprehensive FAQ's on using the system.

Email: info@athleticsreg.ca
Live on-line chat during the hours of 11:00 am to 7:00 pm EST Monday to Friday.
Phone 1-866-534-2453 (press 1, then 9)

## OTHER HELPFUL LINKS

**ATHLETICS CANADA'S ANNOUNCEMENT DAY-OF-EVENT LICENSING *EFFECTIVE 2027**

**ATHLETICS ONTARIO DAY-OF-EVENT LICENSING INFORMATION**

**DAY-OF-EVENT LICENSING FAQ**

For any further inquiries or general questions please contact roadtrail@athleticsontario.ca