



Triathlon New Brunswick

2018 Kids of Steel® & Youth Event Sanctioning Application

Triathlon New Brunswick is proud to sanction Kids of Steel® and Youth events, and there are a specific set of rules that apply to these events to maximize safety and inclusion. Included with TriNB's KOS sanctioning application is the Triathlon Canada Kids of Steel® (KOS) and the Triathlon Youth Development document, which will provide the race director with the proper requirements to host a successful event.

This sanctioning application provides TriNB and its' Sanctioning Committee with the information required to provide an organized, safe, and fun event. The KOS Race Director (RD) and the Local Organizing Committee (LOC) must complete this application which will give them the opportunity for thorough thought processes, documenting the requirements, and ensuring proper communication. In turn, the Sanctioning Committee will review the application, provide a site visit if required, and determine which areas, if any, need adjustments.

TriNB provides each KOS sanctioned event with:

- ~ Insurance - \$5 million comprehensive liability
- ~ Availability of TriNB event equipment (signage, pylons, buoys, etc.) (Note: only available if no conflicts with other events)
- ~ Sponsorship banners, etc.
- ~ Post-race report provided by TriNB KOS representative

Name of Event _____

Date of Event: _____

Location of Event: _____

KOS Race Director: _____

Mailing Address, phone #'s, email address: _____

Triathlon: Approved Age Divisions and "Up To" Race Distance:

	<u>Swim</u>	<u>Bike</u>	<u>Run</u>
7&Under	Up to 50m	1.5km	500m
8-9yrs	Up to 100m	5 km	1km
10-11yrs	Up to 200m	5 km	2km
12-13yrs	Up to 300m	10 km	3km
14-15yrs	Up to 500m	10 km	4km

Duathlon: Approved Age Divisions and "Up To" Race Distance:

	<u>Run</u>	<u>Bike</u>	<u>Run</u>
12-13 yrs	3 km	10 km	2 km
14-15 yrs	4 km	10 km	3 km
Teams (must be 15 yrs)	2 km	8 km	1 km

Generally, KOS events are not timed events. If you are providing timing for Youth distances (12-15 yrs), you may wish to consider having officials at your event.

Kids of Steel Events (Include all distances being offered)

Event	Start Time	Distances		
		Swim or Run	Bike	Run

Process and Requirements

TriNB requires a completed sanctioning package, and signed agreement, ideally to be submitted 3 months prior to the event. The earlier a sanctioning package is approved, the quicker the insurance certificate will be sent. Any application received later than 30 days before the date of the event will not be considered. The 2018 Applications are sent via email to the Sanctioning Coordinator: thelinderator@gmail.com

KOS Sanctioning Fee: \$ 50.00, plus \$2.00 per athlete (to be submitted after the event) submitted to the TriNB Secretary Treasurer.

Your fee should be sent at the same time as your sanctioning application and signed agreement. Cheques payable to Triathlon New Brunswick can be mailed to the TriNB Secretary Treasurer. E-transfers are also accepted. The Secretary Treasurer will confirm receipt to the Sanctioning Coordinator. The Sanctioning Coordinator will confirm receipt to the RD, process the application, and the RD will receive notification of sanctioning within 10 days of submission. Upon approval TriNB will add the event to their website. An insurance certificate will be provided to the RD and the TD by TriNB two weeks before the event. (Secretary Treasurer: Sue DeLong, 171 Stock Farm Rd., Quispamsis, NB E2G 2A3 (sdelong@shannex.com))

Sanctioning of events can be refused for some of the following reasons:

- ~ Insufficient time to process the sanctioning application
- ~ Incomplete applications
- ~ Poor past performance (if applicable) by the KOS RD and/or the LOC
- ~ Concerns over event fairness, safety, and insurance requirements
- ~ Any issue which TriNB deems unsatisfactory (ie. lack of police screening check, failure to pay sanctioning fee, conflicts of interest)

Event Medical Requirements and Safety Plan

The RD must have an Emergency Action Plan (EAP) in place and provide medical aid for the entire duration of the event, with EMT's or St. John Ambulance. Local police and fire authorities should also be made aware of this event. The LOC and volunteers should call 911 in cases of emergency.

Swim caps and medals

TriNB will provide swim caps and medals to your event. They will be distributed to athletes during the day-of-the-event registration process.

Course Maps

Course maps for transition, swim course, bike course, run course and finish line area are recommended and should be provided with this application. Descriptions should include directions and flow through entrances and exits.

Police Checks

KOS RD's and their LOC members must undertake a police screening check if their event is Kids of Steel® or Youth series. Please visit your local Police/RCMP to complete this process in a timely manner, and mail results to the Sanctioning Coordinator. The results will be kept in total confidentiality.

From: The Screening Handbook, Tools & Resources for the Voluntary Sector, Volunteer Canada for Public Safety Canada Community Safety and Partnerships Branch March 2012:

Police Records Checks and Vulnerable Sector Checks: Police checks and vulnerable sector checks are an integral part of suitability pre-screening. Usually, the more access a volunteer opportunity has to vulnerable people, the higher the degree of Police Records Checks and Vulnerable Sector Checks required. Protecting our communities is a law enforcement priority for police services across Canada. Police support an organization's effective approach to screening by providing valuable information. This information can help guide the organization's decisions about matching people with appropriate opportunities, delivery of safe programs and services, and reduced risks and liability. Determining how and if to engage or retain a person as a volunteer is always the responsibility of the organization.

Dept. of Transportation, Municipality, and Organizations

The KOS RD and LOC must contact the DOT to apply for road permits. No permits = no event!! They should contact the local municipality authorities to announce their intention of an event which will disrupt the daily activities of their citizens. The KOS RD will list all organizations to be named insured's under the TriNB insurance policy.

Para-triathletes

TriNB encourages athletes with disabilities to participate in sanctioned KOS and Youth events. Every effort will be made to accommodate their requirements. The RD and LOC will provide a volunteer to assist. Should the para-triathletes have a special teammate, provisions will be made for them. Specific details on race modifications for disabled athletes should be confirmed in advance by the athlete with the RD and the Sanctioning Coordinator. While events will be managed individually and conditions cannot be consistently guaranteed, TriNB supports and abides by the Triathlon Canada Policy on Athletes with a Disability (AWAD).

Media

The TriNB Executive Director, or a representative, will attend your event for advertising the event, posting pictures, and results in the form of internet media, during the event.

Event Details

Local Organizing Committee Members:

Please provide the list of volunteers who will be responsible for the following duties:

- ~ Registration: _____
- ~ Transition: _____
- ~ Swim: _____
- ~ Bike: _____
- ~ Run: _____
- ~ Medical/Police: _____
- ~ Organizations to be insured under the TriNB insurance policy – please list:

Event Registration and Information:

- ~ On-line registration cut-off date: _____
- ~ Race day registration? Yes ___ No ___
- ~ Transition opens at what time: _____
- ~ Body marking provided? Yes ___ No ___
- ~ Event start time: _____
- ~ Course maps provided at registration? Yes ___ No ___

How will you adapt your race in case of unexpected circumstances (e.g. hot or inclement weather):

Transition and Mount/Dismount:

Please provide a brief description of this area, including secure features and flow-through:

If parathletes are participating in this event, they will have a designated area in Transition?

Swim

Please provide a brief description of the i.e. swim location (pool, lake, ocean), how many lifeguards, etc., buoy set-up:

Will there be waves of athletes? If so, what is the break-down and time between waves:

Bike

DOT/Municipality permits completed?

Please provide a brief description of the bike course:

If the bike course is not a closed course, what are you doing to ensure safety?:

Will you provide aid stations on the bike course? If so, how many and where are they located:

Will you be providing police at all major intersections?

Run

Please provide a brief description of the run course:

Will you provide aid stations on the run course?

Finish Line, Prizes, Refreshments

What approximate time will you begin your closing ceremony?

Are you offering prizes? If so, describe:

Will you be offering food and refreshments to athletes?

TRIATHLON NEW BRUNSWICK
SANCTION AGREEMENT

Please read this agreement carefully.
Your signature below acknowledges your understanding of the Agreement.

I, the undersigned, as the duly authorized race promoter/director, have read and agreed with all Management and race sanctioning criteria, safety standards, and competitive rules, and agree to abide by and enforce all rules and regulations and decisions of Triathlon New Brunswick/Triathlon Canada, and the International Triathlon Union (ITU). I further understand and agree that the standards and conditions set forth by Triathlon New Brunswick/Triathlon Canada/ITU are minimums and that special or unusual conditions may require further precautions and actions in the interest of safety.

In consideration of receiving event sanctioning and insurance from Triathlon New Brunswick, it is hereby agreed that the undersigned, the race promoters, sponsors, organizers, and any and all entities involved with the production of this event, jointly and severally agree to defend, to hold harmless, and to indemnify Triathlon New Brunswick and its officers, directors, and agents connected with the organization and conduct of a sanctioned event, against any and all cost, claim, legal expenses and liabilities which are connected with or arise directly or indirectly out of the preparation for or conduct of this event(s): to cooperate with Triathlon New Brunswick and its agents in the event of any personal injury or other legal action(s) arising out of this event; and to keep race records and releases for six (6) years after the event and to make the same available at all times to Triathlon New Brunswick. It is understood and agreed that Triathlon New Brunswick makes no warranties, expressed or implied to the promoting organization of promoter, to competitors, to spectators, or to any other person or entity.

It is further agreed that I will fully uphold and comply with Triathlon New Brunswick/ITU Competitive Rules. Any requests for additions or exceptions to the competitive rules have been submitted in writing to Triathlon New Brunswick. Once a certified Triathlon New Brunswick Technical Delegate is assigned to this event, I agree to cooperate with the TD in meeting all Triathlon New Brunswick standards and subsequently enforce and support all officiating decisions made by the approved and trained officials.

I agree to distribute prize money, if any, equally to all qualified men and women participants. I agree to pay, in full, the amount of prize money listed in this sanction application.

If notified by Triathlon New Brunswick at any time, I will allow drug testing at this event and will comply with all drug-testing requirements set forth by Triathlon New Brunswick, Triathlon Canada, the ITU, or the Canadian Centre for Ethics in Sport.

It is further agreed that:

- (1) All participants/parents/guardians will sign an Acknowledgement Waiver and Release from Liability forms available from Triathlon New Brunswick.
- (2) There are no changes to my race from previous years in terms of course, distances, or any items related to safety. The only changes are event date and time as noted at the race director meeting. Additional changes have been document and submitted with this signed form.
- (3) Race results and a short, post-race report will be submitted to Triathlon New Brunswick within 10 days after the event along with outstanding sanctioning or other fees.
- (4) I will verify the Triathlon New Brunswick membership of all participants and collect waivers for all participants. Those not having a membership will be required to purchase one at my race and I will remit all fees for these memberships as well as the required information. I will abide by new protection of personal information legislation in collecting participant data.
- (5) I will report all medical incidents to the Triathlon New Brunswick Sanctioning Coordinator immediately following the event.

I agree to the above terms and conditions, and by signing this agreement, am stating that this information in the sanction application is true. I will report any variations to my race plans in writing.

Signature: _____ Date: _____

Print Name: _____