



# CHECK LIST FOR SANCTIONING YOUR EVENTS



For best accuracy, earliest promotion of your event, and a discount on your fees, mail all forms and one (1) check for fees together at least 60 days prior to event.

FORM	KEY POINTS	WHY?
<input type="checkbox"/> Event Information Sheet	This information goes on the calendar, so make sure this information is printed neatly and is correct.	To ensure inclusion in Calendars in the USATF–New Jersey Newsletter and on the website. (www.usatfnj.org)
<input type="checkbox"/> Application for Sanction	Required in all cases. Sign & Date the form. Include payment: See fees below.	Provides event with Liability Insurance Coverage.  Marketing tool (for your event) which assures USATF criteria have been met.
<input type="checkbox"/> Request for Certificate of Liability  Be sure to have this form in at LEAST 30 days prior to the date the Certificate(s) of Liability Insurance is needed.	3rd party must have a complete mailing address (Provide a fax number whenever possible). All certificates will be mailed to the event contact person UNLESS otherwise noted. Any Certificate Request received less than 5 business days prior to the date the certificate is needed will be charged a late fee of \$ 10 per certificate. (No Exceptions) Any Certificate Request received within 36 hours of the date needed will be charged an emergency certificate fee of \$25 per certificate. (No Exceptions)	Third party requests provide insurance coverage for parties other than the organization requesting sanction (which is covered by the sanction form itself). These are most often used by race directors to insure the facility and monetary sponsors.
<input type="checkbox"/> Trademark Sublicense Agreement	If you will be using the “USA Track & Field” name, acronym or logo on your event application, you must sign the Trademark Sublicense Agreement and submit a draft application for approval.	This allows you to use the trademarks owned by USATF for advertising and promotional purposes.
<input type="checkbox"/> Elite Sanction Schedule  Only if you're offering prize money	ONLY has to be submitted if you're offering prize money greater than \$500 to an individual winner. Request form from USATF–NJ.	Required by USA Track & Field to keep track of athletic funds paid to athletes.

Determine your total Sanction Fee based on number of expected finishers and then adjust the fee for your situation. Send one check for all fees with your forms.

Base Sanction Fees	
Number of Expected Finishers	Total Fees
1–100	\$175
101–250	\$200
251–500	\$275
501–1000	\$425
1001–2000	\$625
2001–4000	\$825
4001 – 6000	\$1,425
6001 – 15,000	\$3,125
15,001 and over	\$5,125

## Modifications to Sanction Fees:

**Add \$25** if your event has Prize Money.

**Subtract \$25** if your organization is a valid member of USATF-NJ (see www.usatfnj.org; USATF-NJ Clubs)

**Subtract \$50** if your sanction paperwork is submitted to the NJ US-ATF office 2 months or more before your event date. To qualify for this discount, you must

- 1) MAIL your original paperwork at least 2 months before race date;
- 2) Send payment with your paperwork.

## Grand Prix Events:

**Add \$60** if you are hosting one Grand Prix event **or Add \$90** if you are hosting two Grand Prix events on the same day.

Please Make Check Payable to: USATF–NJ

USATF–New Jersey – P.O. Box 330, Boonton, NJ 07005 – Phone: 973–334–8900 Fax: 973–334–8925 E–mail: usatfnj@usatfnj.org