

How to Sanction a Virtual Event

This is a step-by-step guide on how to fill out a sanction application to have your virtual event sanctioned by USA Triathlon. All questions regarding sanctioning should be submitted to Eventservices@usatriathlon.org.

Create a Clinic application

- Login to the [USAT Sanctioning website](#) and start a new application
- Event Type
 - Select Adult or Youth clinic as the event type
- Event Name
 - Include “Virtual” in the event name
- Event City
 - As it is virtual, select the city that you operate your business out of
- Event Duration
 - Must not last longer than 30 days

Youth participation

- There is no need to sanction both a youth and an adult clinic if you want to allow youth to participate. Youth participants can register for adult clinics as long as a parent/guardian signs the registration waiver.
- There are no additional SafeSport requirements for youth participation in a virtual event.

Clinic Information

- Provide a brief description of your clinic
- Estimate the number of athletes
- Select the discipline(s) within your virtual event
 - Single discipline events are allowed so you may sanction a virtual 5k/10k (or other distance) running/biking event

Event Planning

As this is a virtual event RDs will of course not be providing any aid stations or athlete support.

- Swim
 - Number of athletes in the water and lifeguards on site can be 0
 - For body of water, select all other bodies of water
- Bike/Run
 - Ensure that you stress the importance of obeying the rules of the road and that athletes are responsible for their own safety while participating in the virtual event
 - Select athletes carry their own aid
- Agency

- The race director may list themselves, or someone else in their organization, as the Safety Director.
- Agency name can be the name of your organization
- Itinerary
 - Write out a brief itinerary for your event, including distances, categories, fundraising elements and any other high level details worth noting. If this is a single sport event, note that here as well (5k/10k run, 40k bike, etc.)
 - Include any prizes or other features of your event
 - Save it as a pdf and upload the itinerary to the application

Sanction Fee

- Certified RD sanction fees:
 - Adult – \$50
 - Youth – \$25
- Non-Certified RD sanction fees:
 - Adult – \$75
 - Youth – \$50
- Cancelled or postponed event sanction fees
 - If you are converting your cancelled event into a virtual event, you must start a new sanction application for the virtual event
 - USAT must retain your existing sanction application for tracking and insurance purposes
 - If the event has been cancelled, the RD can use a portion of their sanction fee to cover the virtual event sanctioning fee.
 - Once the RD completes the sanction application and reaches the payment page, they will need to alert USAT that they would like to use a credit to cover the sanctioning fee. Email Eventservices@usatriathlon.org to use your credit.
 - The remaining balance will be kept as a credit for the RD to use towards future sanctioning fees. USAT will track remaining balances on our end.
 - If an event has been postponed and a new date confirmed, the RD will need to pay the virtual event sanction fee as their original sanction fee is being rolled over to their new event date and used as originally intended.

Membership and Registration:

- USAT membership is mandatory per our current sanctioning and insurance requirements
- USAT will provide complimentary one-day memberships that are valid for the duration of the virtual event
 - Those using RTAV registration sites should turn off the RTAV function, so participants are not charged for one-day memberships
 - RDs will submit a complete registration post-event list including name, date of birth, email, address and gender; USAT will create memberships for non-members

Virtual Event Waiver

- USAT has created an updated waiver that is specific to virtual events and the unique risks associated with athletes participating without the normal safety precautions put in place by the race director
 - This waiver must be used during your virtual event registration process and submit them to USAT post-race