

2013 Event Sanction Checklist

- Submit completed Sanction Application and Agreement – All fields MUST be filled in.
 - For race series all race dates, venues and organizer names attached.
 - The Sanction Agreement is read and signed.
- Submit Sanction Fee (credit card, cheque made out to Cycling BC).
 - Note: if you ask us to send you an invoice, the application is not complete nor is it processed until payment of the invoice is received by the Cycling BC office.
- Evidence that the person identified in the application as the Race Organizer has applied for a 2013 Race Organizer's license (attach a copy of your receipt).
- Purchase Certificate of Insurance online:
<http://cyclingbc.cloverpad.org/Default.aspx?pageId=618037&eventId=262319&EventViewMode=2&CalendarViewType=1&SelectedDate=1/18/2011>
- Submit request for tape, podiums, banners, flags, etc and a signed rental agreement (if applicable) at least 60 days prior to event.
- Provide website, Facebook, twitter account and any other social media links (if applicable) for your event to tara@cyclingbc.net
- Submit completed Technical Guide & Emergency Action Plan no later than 30 days prior to event.
- *Submit results by email to tara@cyclingbc.net no later than 48 hrs after the event.
- *Submit Post Event Form with all One Event waivers and payment included no later than 5 days after the event.
- *Submit all Accident Reports (if applicable) no later than 5 days after the event.

**Failure to submit results, one-event waivers and accident reports within the stated timeframe will result in a fine of \$10 for every day late to a maximum of \$100.*

Conditions:

1. In the case of a Regional Series or Club Series, attach a list of all events in the series, including for each event the name, date, location and type of race. Also indicate the name of the license holder who will supervise each race (if different than the person applying for the series).
2. Events will not appear on the calendar until this Event Sanction Application and Agreement are received and the sanction fee paid in full.
3. Events will not appear on the calendar until all invoices from previous seasons are paid in full, including any applicable late charges.
4. Sanction Fees are not refundable.
5. As a condition of applying for a race sanction, the organizer agrees to abide by all applicable UCI/ CCA regulations and all Cycling BC policies

Date application verified as completed:

Cycling BC Staff Person: