

The following process is used to register events on the 2012 Cycling BC Race Calendar.

1. **Definitions.**

- a. A **Sanctioned Event** is any event, competitive or not, which is covered under Cycling BC's insurance policy. This process applies only to competitive cycling events.
- b. The **Race Organizer** or simply **Organizer** refers to the person who is ultimately responsible for coordinating the organization of an event. This person is sometimes also called the **Race Director**.
- c. The word **Organization** refers to the group of people actively involved in organizing an event, including the Race Organizer. This can be an informal group, a club or team, a society or other corporation.
- d. **Cycling BC** is the governing body for the cycling sports in the province of British Columbia.

2. **Sanctioning Process.** Organizers may register their calendar dates with the Cycling BC office by doing the following:

- a. Completing and submitting the appended sanction application and organizer agreement to Cycling BC.
- b. Paying the applicable fee, if any. See the fee schedule, below.
- c. Providing proof of application that the person who will serve as the Race Organizer has applied for a Race Organizer's License for the next season (or is applying at the same time as submitting the sanction application).

3. **Approval of Sanction.** Cycling BC shall retain the right to refuse to sanction any event, for any reason, but mainly because:

- a. The organizer is not in good standing (the organizer is suspended, fees from past seasons remain payable, or the organizer has in the past acted in a dishonest manner or other manner contrary to the code of conduct for race organizers).
- b. The event proposed poses an unacceptable level of risk to participants, materially does not comply with the present CCA or UCI regulations, or has the potential to reduce the level of goodwill towards the sport or Cycling BC.
- c. The event proposed is a multi-sport event, of which cycling is a component.
- d. Should Cycling BC not specifically contact the organizer to refuse the sanction application (no later than 30 days following the day that the complete application was received), then the application is considered approved by default so long as it meets the terms of this sanction process.

4. **Completeness.** No event is considered sanctioned until the steps mentioned above in part 2 are completed and until Cycling BC approves the application.

5. **Calendar Publication.** Cycling BC will create an event calendar for each discipline based upon the event applications received. The calendar will be published on January 13, 2012. Only the events of organizers who have completed the steps mentioned above will be listed on the initial release of the calendar. Completed event sanction applications received after this date will be added as they are received.
6. **Format of the Calendar.** The event calendar for each discipline is actually two separate calendars: a provincial calendar, featuring provincial level races and national / international level races (located in or close to BC) and a regional calendar, listing club and regional level races.
7. **Levels of Events.** The event calendars may feature four levels of races.
 - a. **National / International:** Races with at least 1 category sanctioned by the CCA and/or UCI
 - b. **Provincial Races:** Major races within BC, sanctioned by Cycling BC. Can include provincial championships and BC Cup events and events likely to draw participation from several regions.
 - i. One or more Commissaires are appointed by Cycling BC.
 - ii. Minimum entry fee is \$50. While organizers are encouraged to offer value for money, there is no maximum entry fee.
 - c. **Regional Races:** Larger races with participation mainly from within that region.
 - i. One or more Commissaires may be appointed by Cycling BC.
 - ii. Maximum entry fee is \$50.
 - iii. Must be held by a Club or Team affiliated with Cycling BC.
 - d. **Club / Grassroots Races:** Races held by one or more clubs, intended mainly for that club's members, though these are open for entry by any license holder.
 - i. Event must be under the supervision of a UCI license holder, preferably a Commissaire or possibly a Race Organizer
 - ii. Maximum entry fee is \$30.
 - iii. Must be held by a Club or Team affiliated with Cycling BC.
8. **Date Conflicts.** The process for resolving date conflicts when planning the calendar is as follows:
 - a. **Level of sanction.** No provincial event will be held in the same discipline or specialty (e.g. MTB Downhill) on the same date(s) as a western Canadian national or international event. No regional event can be held in the same discipline or specialty on the same date(s) as a provincial, national, or international event, if that event is held in the same region (defined as within 400km by road between the 2 venues, or within 1 hour by ferry travel). If the higher-level event is an elite-only event, then there shall be no restrictions on events for other categories. There are no restrictions for club events.

- a. **Provincial races.** Calendar fee of **\$100** (\$200 for sanction applications received after March 31 for events in the present year, or June 30 for Cyclo-cross).
 - b. **Regional races.** Calendar fee of **\$50** (\$100 for sanction applications received after March 31 for events in the present year). A maximum of **\$200** is charged for a series of regional events (\$400 after March 31 or June 30 for Cyclo-cross).
 - c. **Club races. No fee** is charged for races that are sanctioned at the time that the club or team affiliates with Cycling BC for the following season. Otherwise, a fee of **\$25** is charged, to a maximum of **\$100** for a series of club races.
 - d. **Levies.** No levy on entry fees is charged by Cycling BC for events at any level or race. However, certain optional premium services offered by Cycling BC to organizers may require the payment of a fee intended to partly or completely recover the cost to Cycling BC of providing that service.
 - e. **Refunds.** Calendar fees are not refundable under any circumstances.
12. **Appeals.** Any appeal concerning a decision of Cycling BC regarding the implementation of this process shall be resolved using the Cycling BC appeals policy.

