

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:



Name of Event:

Location of Event:

Sanction Level and Calendar Fees

- Provincial Race*** (\$100)
- Regional Race**** (\$50, max. \$250 for series)
- Grassroots**** (\$25, max \$150 for series)

**Note: Only events registered at the provincial level are eligible to bid for BC Cup Status.*
Note: Grassroots & Regional events can apply as a series; **attach race list with dates and venue.

Type of Event: (check all that apply)

- XCO Super D Road Race Criterium
 - XCM 4-Cross Time Trial Hill Climb
 - Downhill Enduro
- If stage race, how many stages? _____*

Categories: (check all that apply)

- Pro/Elite Senior Master Junior U17 U15 U13
 - Citizen Cat 1/2 Cat 3 Cat 4 Paracycling
- Which Paracycling Cat's? _____*

Preferred Dates

First Choice	Second Choice	Third Choice
	<i>N/A if dates submitted before Nov. 20</i>	<i>N/A if dates submitted before Nov. 20</i>

Organizer/Team/Club Name	
Daytime Phone #	
E-mail Address	
Billing Address	
Type of Payment	Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Cheque <input type="checkbox"/> <i>(cheques should be payable to "Cycling BC")</i>
Credit Card #	
Expiry Date:	
Name on Card:	
Organizer Signature:	
Date:	

Return completed forms to the Cycling BC Office via one of the following methods:

Fax: 604-737-3141 attn. Tara **E-Mail:** tara@cyclingbc.net

Mail: Cycling BC c/o Tara Mowat #201-210 West Broadway, Vancouver, BC, V5Y 3W2

If you feel any other information is pertinent to your application please do not hesitate to include it.

2013 Sanction Agreement

By applying to sanction one or more races, the undersigned organizer agrees:

1. To abide by the terms of the event sanctioning application, and that this process will be used by Cycling BC to manage the process of creating the event calendars.
2. That the event(s) proposed by the organizer will be organized in a responsible manner which reasonably limits the risk to participants and which promotes the good image of Cycling BC, the race organizer and the sport of Cycling in general.
3. That the organizer will receive written permission from any applicable landowners and government departments prior to hosting any event(s).
4. That the organizer alone is completely responsible for the organization of the event(s), and for all costs, debts, expenses, losses, damages or injuries to property or persons that should arise as a result of the organization or execution of the event or by participating in it in any capacity. In doing so, the organizer shall work to minimize the possibility of such losses. Cycling BC will in turn provide liability insurance coverage for the organizer.
5. That the organizer will arrange to publish an Emergency Response Plan and will arrange to have available a reasonable number of medics or other trained and certified first aid staff for the duration of the event, including any official training periods.
6. That the organizer must display the text "Sanctioned by Cycling BC" and the Cycling BC logo on all web sites and promotional materials used to promote the event.
7. That failure by the organizer to read and ask Cycling BC questions concerning its regulations, policies, this sanctioning process or the regulations of the CCA and UCI does not waive the organizer's responsibility to comply with said policies, processes and regulations.
8. To send a technical guide for all regional and provincial level races to Cycling BC at least 30 days prior to the event, and to change any provisions of the technical guide not accepted by Cycling BC.

Initials: _____

9. That the organizer will address any complaint concerning Cycling BC, its staff, volunteers or services directly to Cycling BC and not in the forum of public opinion, but particularly with social media tools, internet forums or bulletin board systems. The same shall apply to the organizer's dealings with the CCA and the UCI (if any). If any such complaint is not resolved to the organizer's satisfaction, then the organizer has the right to lodge an appeal using Cycling BC's appeals policy.
10. That the organizer will appoint and pay all Commissaires and Timing Technicians and provide suitable working conditions (or the Commissaire policies of the CCA or UCI, as appropriate for the event in question).
11. That the organizer will always communicate about the sport of cycling in a responsible and positive manner.
12. That over and above the remedies provided by the UCI Regulations, Cycling BC has, at any time, the right to cancel the sanction awarded to any organizer for any event(s) should this agreement or the code of conduct for race organizers be breached.
13. That the organizer will keep the Cycling BC office informed of any issues that could affect its ability to organize its event(s).
14. That if it becomes necessary to cancel the event, the organizer will notify Cycling BC in writing, giving as much notice as possible before doing so.
15. To recognize and defer to the authority of the Commissaires' Panel to make decisions regarding the sporting conduct of the race, including technical matters with the course or venue that could possibly influence or affect the race.
16. To forward the results of the race(s) to Cycling BC within 48 hours of the last day of the race, in the format that it specifies. Otherwise, a late charge of \$10 per day will be applied.
17. To pay all other contractors according to the terms of any agreement with them or according to any relevant Cycling BC policy.
18. To pay any invoices received from Cycling BC no later than the due date specified on the invoice, unless negotiated otherwise.

Name:

Signature:

Date:



2013 Technical Guide
Including Emergency Action Plan (EAP)
Plus Race Safety Checklist & Accident Injury Report (AIR)

Instructions:

Documents may be returned via fax to 604-737-3141, or by email to tara@cyclingsbc.net. Within 30 days of the event, the Technical Guide and EAP must be submitted to Cycling BC.

Special Notes:

For Cross Country & Downhill Mountain Bike, the following criteria must be met:

- Minimum rider age is 10 for cross-country and 14 for downhill (as of Dec 31 of current year) unless otherwise approved.
- All participants must hold a 2013 UCI or Citizen Race Licence, or be a 2013 Associate Club member of the host club, or fill out a 2013 One Event Day License Form.

Section 1 – Technical Guide for Races & Events

Race Event Details (below information will be posted to Calendar of Events)	
Race Name:	
Race Date(s):	
Location:	
Discipline:	
Website / Email:	
Race Contact Information	
Name of Organizer:	
Club or Team Name:	
2013 Tech License #:	
Address, City, Postal:	
Telephone / Cell:	
Organizer Email:	
Registration Person:	
Registrar Email:	
Has a member of the Club Executive Approved the Race?	
Yes / No:	
Have all permits been received for land use?	
Yes / No:	
If No, please explain:	

If proof of insurance is required, please go online to:

<http://cyclingsbc.cloverpad.org/Default.aspx?pageId=618037&eventId=262319&EventViewMode=2&CalendarViewType=1&SelectedDate=1/18/2011>

Please submit an application for a **club** certificate or **commercial** certificate of insurance (COI).

- **Club certificates** are for clubs wishing to host events for club members ONLY.
- **Commercial certificates** are for those wishing to accommodate non-licensed, out of province/country riders, etc.



2013 Technical Guide
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Section 2 – Emergency Action Plan (EAP)

Requirements:

At a basic minimum, a single person must be identified as the in-charge First Aid Attendant and be available at all times during the event. This person must be able to receive contact from course marshals (or via the head organizer who is in contact with all course marshals) and be stationed at an identified First Aid post. The in-charge First Aid Attendant must have at the minimum Occupational First Aid (OFA 1) or Standard First Aid (SFA 1). The in-charge Attendant must have a complete first aid kit on site and ice bags are recommended.

Note: The higher level is strongly recommended especially for those events that are greater than 10 km away from an Ambulance Dispatch.

Emergency Action Plan Details:		
Name of First Aid Attendant (in charge):		
Method of Contact during Event:		
Location of Primary First Aid Station:		
Local Emergency Services Phone Number:		
Phone Number of Nearest Hospital:		
Address of Nearest Hospital:		
Directions to Nearest Hospital:		
Please confirm the following EAP steps have been completed:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
All marshals and First Aid Attendants will be given a race course map with the First Aid and Marshal positions identified (M1/M2)		
All marshals and First Aid Attendants will be given a listing of cell phone numbers including the First Aid Attendant and Race Organizer		
The map with the EAP plan will be clearly posted at the event		
The Local Ambulance will be notified and given directions to this event site		

Section 3 – Accident Injury Report (AIR)

Accident & Claim Reporting Process:

All accidents and AD&D claims must be reported to the Cycling BC office within 5 days of the incident.

Also, a phone call must be made to the broker of record, please contact Cycling BC for the number. Upon such notice, the Cycling BC office will provide the injured party with a **Claim Report Form**.

Please note that claims are for expenses in excess of the rider’s current medical program or current employee benefits program that are covered by the current AD&D Policy.



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Name of Injured Rider / Person: _____

Event / Activity Name: _____

Date & Time of Accident: _____

Contact Number for Injured Rider/ Person: _____

Nature of Injury: _____

Description of Injury: _____

Brief Description of Event that Led to Injury: _____

Witness Name and Contact Number: _____

Race Organizer's Name and Number: _____

Was First Aid Administered at the Scene: Yes No

Was an Ambulance Called to the Scene: Yes No

What Hospital was the Injured Person Taken To: _____

Any Other Relevant Information Please Provide Below: _____

Signature: _____ Date: _____

Print Name Here: _____

Note 1: This form must be completed as much as possible, and returned to Cycling BC within 7 days of the injury
Note 2: If available, attach any report from the first responder
Note 3: This document and its contents are privileged; they were prepared in anticipation of litigation



2013 POST EVENT FORM

YOUR RETURNED REPORT IS DUE WITHIN 5 DAYS OF YOUR EVENT AND SHOULD INCLUDE THE FOLLOWING. PLEASE CHECK THE ITEMS BELOW.

- A completed post-event form.
- Completed one-event membership forms with payment
- All money collected for one-event fees.
- An electronic copy of race results emailed to tara@cyclingbc.net within 48 hrs
- Completed Incident Report Form(s) if applicable

Event Name:

Date:

Name of Organizer:

Organizer's Email:

A. EVENT INFORMATION

I. TYPE OF EVENT: _____		
	WOMEN (A)	MEN (B)
# of Riders	_____	_____
TOTAL PARTICIPANTS	_____	
	(A + B)	

B. FINANCIAL SUMMARY

III. ONE-EVENT MEMBERSHIPS SOLD:		
\$30 One-Event Insured :	_____ X \$30 =	_____
\$10 One-Event :	_____ X \$10 =	_____
\$5 U17 One-Event :	_____ X \$5 =	_____
	Sub Total: \$	_____

OFFICE USE:		Notes:	
Sanction Fee Paid:			
Amount Received:	Receipt #:	Amount Invoiced:	Invoice #:

2013 Commissaire Expense Claim Form

Suite #201-210 West Broadway, Vancouver, BC, V5Y 3W2, Canada

Commissaire Name

DATE OF CLAIM	COMMISSAIRE ADDRESS DETAILS	CONTACT NUMBER
	Address: _____ City: _____ Postal: _____	Phone: _____
DISCIPLINE (RD/TRK/MTB)	EVENT NAME	EVENT DATE(S)
ACCOUNTS	COST	AMOUNT
5010 Head Commissaire	\$135 x _____ day(s)	\$
Panel Member	\$110 x _____ day(s)	\$
5050 Travel Mileage	Total Mileage _____ km round trip (if <100km claim \$15; if >100km then \$0.37/km)	\$
Ferry Travel	Cost of BC Ferry Travel round trip	\$
Parking or Taxi	Cost of any airport parking, taxis, bus, etc	\$
Travel Other		\$
		\$
		TOTAL \$

 AUTHORIZED BY DATE



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 (@ Columbia & Broadway)

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