2014 EVENT SANCTION AGREEMENT – Checklist/Application

2014 Event Sanction Checklist – organizer completes the following

PRE-EVENT CHECKLIST:

- ☐ ALL FIELDS filled
- ☐ SANCTION FEE paid
- ☐ SANCTION AGREEMENT signed
- ☐ EVENTS LISTING included showing all events in the series and levels
- ☐ TECHNICAL LICENSE purchased by Organizer
- ☐ CERTIFICATE OF INSURANCE filled out & purchased, if Third Party requires for proof of coverage
- ☐ EVENT KIT / EQUIPMENT requested, if required
- ☐ SOCIAL NETWORK LINKS provided to Cycling BC (Website/Facebook/Twitter/Social Media)
- ☐ TECHNICAL GUIDE & EMERGENCY ACTION PLAN completed

POST-EVENT CHECKLIST:

- ☐ RESULTS submitted
- ☐ POST-EVENT FORMS submitted (includes one event forms & participant number tallies)
- ☐ INCIDENT REPORTS submitted (if any incidents / accidents)

EVENT SANCTION AGREEMENT:

I understand that these series of events will **NOT** be posted to the website until this **EVENT SANCTION AGREEMENT** has been received at the Cycling BC office and the EVENT **SANCTION FEES** paid. Sanction fees are not refundable. As a condition of applying for this race sanction, the organizer agrees to abide by all the applicable Union Cycliste Internationale and Cycling Canada Cyclisme regulations, and all Cycling British Columbia policies.

x_____ _____

Name of Organizer Date

To access the Cycling BC Sanction Application Process the Organization applying for the sanction **MUST BE AFFILIATED** with Cycling BC as a ***Provincial Club, Trade Team or Supporting Business.***

NAME OF ORGANIZER	
Organizer's Technical License #	
Organizer's Home Phone #	
Organizer's Cell Phone #	
Organizer's Email Address	
NAME OF AFFILIATED ORGANIZATION	
Organization's Billing Address	
Organization's City, Province, Postal	
NAME OF EVENT	2014
Location of Event	
Date of Event (Preference#1)	
Date of Event (Preference#2)	
Date of Event (Preference#3)	
CHEQUE TO CYCLING BC ENCLOSED	
or CREDIT CARD # for Processing Fees	- - - (16 digits visa/mc)
Expiry Date	MM/YY
Name on Card	
Signature of Card Holder	x
Provincial $100 / Regional $50 / Grassroots $25	$

2014 EVENT SANCTION AGREEMENT – Checklist/Application

SANCTION LEVEL & CALENDAR FEES: check only one

- ☐ **PROVINCIAL LEVEL RACE** - $100, minimum sanction level for BC Cup Status
- ☐ **REGIONAL LEVEL RACE** - $50 each race, to a maximum of $250 for a series
- ☐ **GRASSROOTS LEVEL RACE** - $25 each race, to a maximum of $150 for a series

All Race Series Organizers MUST attach an EVENTS LISTING

DISCIPLINES OFFERED AT THIS EVENT: check all that apply

ROAD EVENTS including:

☐ Road Race ☐ Time Trial ☐ Criterium ☐ Hill Climb ☐ Fondo ☐ Ride

MOUNTAIN EVENTS including:

☐ XCO ☐ XCM ☐ Enduro ☐ Downhill ☐ SuperD ☐ 4-Cross

CATEGORIES OFFERED AT THIS EVENT: check all that apply

☐ Cat 1/2 ☐ Cat 3 ☐ Cat 4 ☐ Paracycling ☐ Citizen ☐ Master
☐ Junior ☐ U19 ☐ U17 ☐ U15 ☐ U13 ☐ Senior
☐ Pro-Elite ☐ Expert ☐ Sport ☐ Novice ☐ SuperD ☐ 4-Cross

And if the event hosts Para-cycling categories, which categories will it offer:

_____

2014 Sanction Agreement:

Please note that Cycling British Columbia is here in after referred to as "Cycling BC", Cycling Canada Cyclisme as "CCC" and Union Cycliste Internationale as "UCI".

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 land owners 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 British Columbia 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 CCC 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 change any provisions of the technical guide not accepted by Cycling BC.

Initials: _____

9. That the Organizerwill 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, itnernet forums or bulletin board systems. The same shall apply to the Organizer's dealings with the CCC 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 appeal's policy.
10. That the Organizer will apoint and pay all Commissaires and Timing Technicians and provide suitable working conditions (or the Commissaire policies of the CCC 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: _____

2014 Technical Guide – including Emergency Action Plan (EAP), Race Safety Checklist (RSC) & Accident Injury Report (AIR)

Instructions:

DOCUMENTS may be returned via FAX to 604-737-3141, or by email to info@cyclingbc.net within 30 days of the event, the Technical Guide and Emergency Action Plan must be submitted to Cycling BC.

Special Notes:

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

1. **MINIMUM RIDER AGE** is 10 for cross-country and 14 for downhill (as of December 31st of the current year) unless otherwise approved.
2. All participants **MUST HOLD A VALID 2014 RACE LICENSE** (UCI or CITIZEN), or be a 2014 ASSOCIATE CLUB MEMBER of the club hosting the event, or fill out a **2014 ONE EVENT DAY LICENSE FORM**.

Section 1 – Technical Guide for Races & Events:

RACE EVENT DETAILS	Below information will be posted to Cycling BC Race Calendar
Race Name	
Race Dates	
Location	
Discipline	
Website / Email	
RACE CONTACT INFO	
Organizer's Name	
Club or Team Name	
2013 Technical License #	
Address, City, Pr, Postal	
Telephone / Cell #	
Organizer's Email	
Registration Person	
Registrar's Email	
APPROVAL FROM 1 of CLUB's EXECUTIVE?	
Yes / No	
INSURANCE PERMITS RECEIVED FOR LAND USE?	
Yes / No	
If No, Please Explain …	

If **PROOF OF INSURANCE** is required, then please go online to our *2014 Insurance Certificates* Page: http://cyclingbc.cloverpad.org/Default.aspx?pageId=618037&eventId=262319&EventViewMode=2&CalendarViewType=1&SelectedDate=1/18/2011

Please submit an application for a CLUB or COMMERCIAL Certificate of Insurance (COI); Please note that

1. **CLUB CERTIFICATES** are for clubs wishing to host events for CLUB MEMBERS ONLY.
2. **COMMERCIAL CERTIFICATES** are for clubs wishing to host events accommodating non-licensed riders, and/or out of province/country riders, and/or NON-CLUB MEMBERS.

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 the course marshals) and be stationed at an identifiable 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 10km 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	
Location of Emergency Services Phone #	
Phone # of Nearest Hospital	
Address of Nearest Hospital	
Directions to Nearest Hospital	

PLEASE CONFIRM THAT THE FOLLOWING EMERGENCY ACTION PLAN STEPS HAVE BEEN COMPLETED: Please check one box only for each statement

☐ **Yes**	☐ **No**	All Marshals and First Aid Attendants will be given a race course map with the First Aid and Marshal positions identified (M1/M2)
☐ **Yes**	☐ **No**	All Marshals and First Aid Attendants will be given a listing of cell phone numbers including the First Aid Attendant and Race Organizer
☐ **Yes**	☐ **No**	The map with the Emergency Action Plan will be clearly posted at the event
☐ **Yes**	☐ **No**	The Local Ambulance will be notified and given directions to the event site

Section 3 – Race Safety Checklist (RSC):

RACE SAFETY CHECKLIST	Completed (YES)	Not Completed (NO)
Event Name	☑	☒
Event Date	☑	☒
ONE YEAR PRIOR	**Completed (YES)**	**Not Completed (NO)**
Race Course Design Mapped Out	☑	☒
City/Community/Landowner's Approval	☑	☒
Sponsors Solicited / Club Support Approved	☑	☒
Bid sent to Cycling BC	☑	☒
4 MONTHS PRIOR	**Completed (YES)**	**Not Completed (NO)**
Race Headquarters Confirmed	☑	☒
Timing System Confirmed	☑	☒
Race Officials, First Aid/Medics, and Volunteers Assigned	☑	☒
6 WEEKS PRIOR	**Completed (YES)**	**Not Completed (NO)**
Course Map Finalized	☑	☒
Technical Guide and Event Details sent to Cycling BC	☑	☒
Chief Commissaire Assigned	☑	☒
Emergency Action Plan Developed & Hospital Contacted	☑	☒
Food & Refreshments Confirmed	☑	☒
Sound System & Announcer Confirmed	☑	☒
Porta Potty Confirmed	☑	☒
4 WEEKS PRIOR	**Completed (YES)**	**Not Completed (NO)**
Commissaire Travel & Hotel Confirmed	☑	☒
Event Neighbours Notified of Date/Time of Event	☑	☒
Local Media Notified of Date/Time of Event	☑	☒
Race Officials, First Aid/Medics, & Volunteers Confirmed	☑	☒
1 WEEK PRIOR	**Completed (YES)**	**Not Completed (NO)**
Course Walked to Make Sure Ready for Riders	☑	☒
Road or Trail Maintenance and Inspection Completed	☑	☒
1-3 DAYS PRIOR TO RACE DATE(S)	**Completed (YES)**	**Not Completed (NO)**
Course Marked	☑	☒
Chief Commissaire & Volunteer Groups Briefed	☑	☒
RACE DAY	**Completed (YES)**	**Not Completed (NO)**
Final Course Check Performed with Chief Commissaire	☑	☒

Section 4 – Accident Injury Report:

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 the Cycling BC office for the number.

Upon such notice, the Cycling BC office will provide the injured party with a **Accident 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.

Accident Injury Report (continued):

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

2014 POST EVENT FORM – this report is due within 5 days of your event and should include the following items as listed below:

- ☐ The completed POST EVENT information – detailing event demographics
- ☐ The completed POST EVENT ONE EVENT forms – detailing non- member insurance sales
- ☐ The completed PAYMENT of the one-event fees
- ☐ The completed ELECTRONIC RACE RESULTS emailed to info@cyclingbc.net
- ☐ The completed INCIDENT REPORT FORMS, if any

DOCUMENTS may be returned via **FAX to 604-737-3141**, or by email to info@cyclingbc.net

EVENT NAME			
Event Date			
Event Organizer			
Event Organizer's Phone #			
Event Organizer's Email			
EVENT DEMOGRAPHICS			
TOTAL NUMBER OF RIDERS			
Number of Males			
Number of Females			
SANCTION FINANCIALS			
Sanction Fee Payment of $			
Sales Receipt # or Invoice #			
Date of Payment			
ONE EVENT FINANCIALS			
# Non Members who Participated			
# That Paid for $30 Excess Medical Fee		x $30	$ _____
# That Paid for $10 Adult One Event Fee		x $10	$ _____
# That Paid for $5 Youth U17 One Event Fee		x $ 5	$ _____
TOTAL ONE EVENT $ COLLECTED	$		
Above Fees paid by CHEQUE?	Yes / No		
CHEQUE TO CYCLING BC ENCLOSED	#		
or CREDIT CARD # for Processing Fees	- - - (16 digit visa/mc)		
Expiry Date	MM/YY		
Name on Card			
Signature of Card Holder	x		

This document was last revised on January 16, 2014. This entire document is privileged and prepared in anticipation of litigation

2014 COMMISSAIRE EXPENSE CLAIM FORM

COMMISSAIRE DETAILS	
Commissaire Name	
Commissaire Address	
Commissaire City, PR, Postal	
Commissaire Phone	
Commissaire Email	
EVENT DETAILS	
Date of Event	
Name of Event	
Discipline – Rd/Tk/CX/XC/DH/4X/BMX	
Dates Worked (days)	
HEAD COMMISSAIRE STANDARD RATES	
5010 Commissaire Fees $135/day x # days	$135 x _____days = $ _____
ASSISTANT COMMISSAIRE STD RATES	
5010 Commissaire Fees $110/day x # days	$110 x _____days = $ _____
TIMING TECHNICIAN STANDARD RATES	
5010 Commissaire Fees $110/day x # days	$110 x _____days = $ _____
TRAVEL EXPENSES 5050 Travel: Officials	
MILEAGE: $15 if <100km; if <100km then 37c/km	$0.37/km x _____kms = $_____ **OR** $15
BC FERRIES: round trip expenses	$_____
Parking or Taxi	$_____
Other Travel	$_____
GRAND TOTAL	**$_____**

AUTHORIZATION PROCESS	**OFFICE USE ONLY**
Posted By	
Entered by Cycling BC Accounting on	
Authorized by Exec. Director / Board Member	
Date of Authorization	