

Event Sanction Policy – POL-018

INTRODUCTION

Saskatchewan Cycling Association (SCA) will provide a means and formal process for its members and affiliated Clubs to obtain a sanction when hosting a SCA cycling event.

PURPOSE

To provide a means and formal process for SCA affiliated Clubs and the SCA General Membership to obtain a sanction when hosting an SCA cycling event, whether it be race or recreational in nature.

SCOPE

This policy applies to all SCA affiliated Clubs and the SCA General Membership.

POLICY

An *'Expression of Interest'* application must be completed by the hosting Club and sent to the SCA office for **ALL** cycling events by December 31 for consideration.

An ***'Event Sanction Application'*** form must be completed by **ALL** hosting Clubs and sent to the SCA office for approved cycling events.

ALL cycling events must be sanctioned to recognize the validity of the organizer and the event, and gain protection under SCA insurance.

Sanctioned cycling events must have a person designated as the Organizer / Director and should not be registered to participate in the event unless there is a designated alternate present during the event that is familiar with event organization.

An cycling event will not be sanctioned if this application is not submitted in the required timeframe and / or until the required documentation is submitted.

See [Expression of Interest Application](#)

Sanctioning Process

A sanction is the official permission given an organizer by SCA to hold an event. The sanction recognizes the validity of the organizer and the race, and offers protection under SCA insurance.

An ***'Event Sanction Application'*** form must be completed by the hosting Club and sent to the SCA office for all sanctioned cycling events **no later than six weeks prior to the posted event date**.

SCA sanctioning provides the following benefits:

- Listing on the SCA events calendar (newsletter and website)
- Eligibility for liability insurance via race being open only to holders of UCI licenses, SCA In-Province licenses, or a single event membership (only granted for one race per season)
- For provincial and district races – SCA results and points tally assistance

The Race Organizer / Race Director must include with the application:

- Prepare a Technical Guide, including event information (name, location, date, categories, distances, start / finish areas, sign-on locations, start times, washroom facilities, etc.) that will be sent to the Provincial Chief Commissaire of that discipline and the VP Technical for review and approval
- Provide course maps; the selected course must meet technical specifications for that discipline
- Medical support must be available; as per ‘*Medical Support Policy*’
- Provide an Emergency Action Plan
- Provide Insurance Certificate; apply online
- Provide copies of Road / Event / Municipal Permits
- Registration site link
- Website link
- Adequate volunteers provided to ensure safety of participants

The Organizer, must take all measures to ensure that:

- ✓ Terms of the sanction are satisfied
- ✓ Offering a fair event
- ✓ Offering an even in which risk to participants has been minimized to a reasonable extent

The SCA reserves the right to refuse sanctioning or request alternate dates for the hosting of events when:

- Requestor or Club is not a member in good standing with SCA
- Event conflicts with races in Sask Cup Series race schedule in any discipline
- Event conflicts with guidelines for prioritizing of sanctioned events for the race calendar
- Event overlaps with an event in another discipline that may have riders competing in both events
- Host Club is in financial arrears
- Host Club has disciplinary action pending

See [Event Sanction Application](#)

See [General Race Regulations](#)

See [Medical Support Policy](#)

COMPLIANCE

Failure to comply with the ‘*Event Sanction Policy*’ may result in disciplinary action, up to and including loss of hosting and / or event sanctioning privileges.

Hosting privileges and / or sanctions may be with suspended / revoked, if in the opinion of the Technical Committee, the event holder does not respect the responsibilities and conditions as set out by the event sanction, regulations, and / or takes action considered contrary to the development of cycling in Saskatchewan.

Furthermore, event hosting and / or sanction may be withdrawn the day of the event by either the VP Technical, Provincial Chief Commissaire or the event Chief Commissaire, should the conditions of the sanction and / or regulations not be satisfied.

DEFINITIONS

Term	Definition
SCA	Saskatchewan Cycling Association.
Expression of Interest	An individual SCA member or SCA affiliated club, interested in organizing one or more cycling events during the upcoming season; expression of interest to host a cycling event.
Event Sanction	A sanction is the official permission given an organizer by SCA to hold an event. The sanction recognizes the validity of the organizer and the event, and offers protection under SCA insurance.

Approved By:	<i>SCA Board of Directors</i>
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