



## ANNEXURE E EVENT SANCTIONING

2015/01/27

### 1. GUIDELINES AND POLICY TO EVENT SANCTIONING

1.1 This document will assist race organisers to decide if an event must be sanctioned or not and what benefits they receive from sanctioning and what legal requirements are needed.

### 2 DEFINITIONS

2.1 Race – when riders compete against each other and results are produced showing order of finish

2.2 Outride – when a group of riders ride together in a non-competitive nature and no results are produced showing order of finish.

2.3 Youth Specific Race / Event – A race or event that only caters for age categories U10 to U18. No other age categories may compete or be part of the race or event structure.

2.4 Commercial Organised – An event done for financial gain by an individual / group / organisation / company

### 3 REQUIREMENTS

Event	CSA Requirements							Province Requirements				Legal Requirements				
	CSA Sanctioning Compulsory	CSA Calendar Listing	CSA Promote	CSA Insurance	CSA Rider Levies	CSA Fee Applicable	CSA Day Licenses	ECC Calendar Listing	ECC Promote	ECC Rider Levies	ECC Calendar Fee	SAPS Risk Categorisation	East Cape Disaster Management	Road Permissions	Land Owners Permission	Own Insurance
<b>Type of Event</b>																
Provincial Organised Race	Y	Y	Y	Y	Y	N	Y	Y	Y	N	N	Y	Y	Y	Y	N
District Organised Race	Y	N	N	Y	Y	N	Y	Y	Y	N	N	Y	Y	Y	Y	N
Club Organised Race (Sanctioned)	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Club Organised (Not Sanctioned)	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Youth Specific Race / Event	Y	N	N	Y	N	N	N	Y	Y	N	N	Y	Y	Y	Y	N
Commercial Organised (Sanctioned)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	N
Commercial Organised (Not Sanctioned)	N	N	N	N	N	N	N	N	N	N	N	Y	Y	Y	Y	Y
Outride	N	N	N	N	N	N	N	Y	N	N	Y	Y	Y	Y	Y	Y

## **Legend:**

**CSA Sanctioning Compulsory** – There is no law that states that CSA sanctioning is required. In the case of a Provincial or District organised event, our provincial rule is that the event will be sanctioned because we as a province /district is affiliated to CSA and abide by their rules. In the case of an affiliated ECC Club, the choice resides with the club. If the club does not have own insurance then CSA sanctioning is compulsory. If club has own insurance then sanctioning is not required. For Commercial Organised events, the choice is up to the organiser. There are benefits to sanction which in most cases outweigh the risk of not sanctioning. All is fine as long as no incident happens, but when it does it is better to be a sanctioned event than not. If an event is not sanctioned it does NOT mean that the organiser does not have to comply with the legal requirements as laid down by the government of the country.

**CSA Calendar Listing** - Event will be listed on CSA National Calendar on the web. For certain District and Club organised events that are small in nature, CSA will be requested not to apply the default calendar listing and not put on the CSA calendar for public viewing.

**CSA Promote** – CSA will promote the event via their mass emailing system. For certain District and Club organised events that are small in nature, CSA will be requested not to apply the default promoting of the event.

**CSA Insurance** – Public liability insurance will be provided by CSA as part of the sanctioning fee paid. Each sanctioned event receives a sanctioning certificate and an insurance policy to cover the event.

**CSA Rider Levies** – R3.50 per rider is payable to CSA. This is only applicable to events that are 30km and more for road and 20km or more for MTB. Youth riders may not ride more than the allowable maximum distances as per CSA rules and regulations. When a U14 and above youth exceeds the 30km for road and 20km for MTB, then rider levies are applicable. Youth Specific Races no rider levies is applicable.

**CSA Fee Applicable** – CSA Yearly Fees are applicable, see CSA Fees Structure document. Majority events in Eastern Cape are Category D events which is R125 to CSA and R125 to ECC

**CSA Day Licence** – R35 Day licence must be charged to riders that do not have a CSA Membership or Full Racing Licence. This is only applicable to events that are 30km and more for road and 20km and more for MTB. Youth riders may not ride more than the allowable maximum distances as per CSA rules and regulations. When a U14 and above youth exceeds the 30km for road and 20km for MTB, then day licences are applicable. Youth Specific Races no day licence is

applicable. R5 of the R35 is retained by the race organiser as income for the event and collecting the day licence.

**ECC Calendar Listing** – Event will be listed on East Cape Cycling’s calendar that is on the ECC web.

**ECC Promote** – Promoting of the event via emails and social media sites.

**ECC Rider Levies** – R2.50 per rider if event is sanctioned. Club events that are not sanctioned by CSA R3.00 per rider is applicable. This is only applicable to events that are 30km and more for road and 20km or more for MTB. Youth riders may not ride more than the allowable maximum distances as per CSA rules and regulations. When a U14 and above youth exceeds the 30km for road and 20km for MTB, then rider levies are applicable. Youth Specific Races no rider levies is applicable.

**ECC Calendar Fee** – R125 per event to be listed on ECC calendar. This is important to prevent clashes of events on the same day. Dates must be so allocated that there is for example no two events on the same day in the same town. One event on a Saturday and another event on the Sunday in the same town is not a clash of events. Same type of event on the same day but in different districts is not a clash of events. Same type of events in different districts on the same day will be avoided as far as possible but as calendar gets congested this cannot be guaranteed.

**SAPS Risk Categorisation** – Safety at Sports and Recreational Events Act 2/2010 Section 6 (3) Application Form needs to be completed and submitted to SAPS for a Risk Classification of your event. Legally required by Government Act and cannot be ignored.

**East Cape Disaster Management** – Presentation to local metro / municipality disaster management committee needs to be made. Rules, regulations and requirements applicable to local metro or municipality needs to be adhered to.

**Road Permissions** – (Road Only) Applications need to be made to local traffic authorities depending where event is being held. Rules, regulations and requirements applicable to the local authority must be adhered to.

**Land Owners Permission** – Written permission is needed from the land owner to hold event on property or properties, (MTB Only). Where road races starting venues are on private property, written permission from the land owner is required to use the property as a starting venue.

**Own Insurance** – If event is sanctioned by CSA public liability insurance is included. Own insurance needs to cover any public liability claim that may arise. Policy must be active and policy instalment / fee must be paid up and not overdue. In the event of an Outride and the organiser

decides to not have insurance, the risk in case of a claim will be held by the organiser alone and will receive no support from CSA or province in this regard.

## **Document History**

January 2015      Document created