



www.velo.nb.ca

SANCTION APPLICATION PROVINCIAL CYCLING EVENTS

1. Please either complete this form or prepare a bid file by answering the questions in this form. Note, if a bid file is prepared the organizer's declaration must accompany the submission.
2. Bids without sanction fees will not be considered.
3. Keep a copy for your records.

GENERAL INFORMATION

EVENT

Name of the Event: _____

Location: _____

Date: _____

Closest City: _____

Distance from the city to the race site: _____

ORGANIZER

Name: _____

Organizing Club: _____

Address: _____

Postal Code: _____ e-mail address: _____

web site address _____

Telephone: (w) _____ (h) _____

Previous events hosted: _____

ORGANIZING COMMITTEE

Name

Phone Number

Race Organizer: _____

Technical Director: _____

Equipment: _____

Security: _____

First Aid: _____

Registration and results: _____

EVENT REQUESTED

Status: Provincial Event
 Provincial or Atlantic Championships or Atlantic Series
 Other, specified _____

Type of Event:

<input type="checkbox"/>	Olympic Cross-Country MTB	<input type="checkbox"/>	MTB Marathon
<input type="checkbox"/>	Downhill MTB	<input type="checkbox"/>	MTB Sprint
<input type="checkbox"/>	Road Race	<input type="checkbox"/>	Cyclo-cross
<input type="checkbox"/>	Time Trial	<input type="checkbox"/>	BMX
<input type="checkbox"/>	Criterion	<input type="checkbox"/>	Other _____

COURSE INFORMATION – complete as much as possible

Cross-Country or Sprint Course:

Length of the course: _____ km
Estimated time per lap for an A category rider: _____ min.
Number of Feed zones: _____
 Profile of the course included
 Map of the course included
 Design of the Start and Finish areas included
 Laps counter yes No

MTB Marathon:

Length of the course: _____ km
Estimated time for an A category rider: _____ min.
 Profile of the course included
 Map of the course included
 Design of the Start and Finish areas included

Downhill course:

Length of the course: _____ km
Estimated time for an A category rider: _____ min.
 Profile of the course included
 Map of the course included
 Design of the Start and Finish areas included

Road Race Course:

Length of the course: _____km

Number of Feed zones: _____

- Profile of the course included
- Map of the course included
- Design of the Start and Finish areas included
- Laps counter yes No

Time Trial Course:

Length of the course: _____km

- Profile of the course included
- Map of the course included
- Design of the Start and Finish areas included

Cyclo-Cross Course:

Length of the course: _____km

Estimated time for an A category rider: _____min.

- Profile of the course included
- Map of the course included
- Design of the Start and Finish areas included

TIMING

You must assign two volunteers to provide manual backup timing for your event, and one volunteer to assist the commissaire at the finish.

Do you have photo finish available for this event? Yes_____ No_____

COMMUNICATION

Type of communication between:

🚲 The organizer and the Commissaires: _____

🚲 The organizer and first aid: _____

REGISTRATION

🚲 Requires Bilingual entry form (see Velo NB Registration template)

ENTRY FEES – suggested maximums

Single Event	A category – \$40
	B category –\$30
	C category –\$20
	D category –\$20 – remember you have to pay a \$10 levy for D riders
Multi-stage	A category – \$50
	B category – \$40
	C category – \$30
	D category – \$30 – remember you have to pay a \$10 levy for D riders

Youth Events Any category - \$20 – UCI licence holders are not permitted to ride in separate youth events – this category is meant for a basic fun race for local young riders

EVENT COSTS

⌘	Sanction Fee	\$100; \$50 for cyclo-cross
⌘	Rider Levies	\$3 per licensed rider \$10 per unlicensed rider
⌘	Podium prizes	See below
⌘	Non-cash draw prizes all categories	Suggested minimum \$1000 retail
⌘	Commissaire fees	\$50 plus expenses for events <4 hours \$100 plus expenses for events >4 hours
⌘	Other: facility fees, gear rental, etc.	

PRIZING

It is not mandatory to award prizes.

If you award prizes, you should advertise them to attract participants to your event.

If you advertise prizes, you must award them.

If you award prizes, you must respect Velo NB's prize equity policy (below).

Prize Equity

The top placed woman rider of the day is to receive the same prize amount as the first place rider in the A category, regardless of the category she rides in, unless she is in fact the winner of the A category race and is the recipient of that race prize.

If riders in other categories receive prizes, the top placed women in those categories must receive the same prizes as the top placed men.

If the top placed female rider of the day is also entitled to a prize within her category, she must elect whether to receive the female prize or the category prize. The prize she doesn't choose goes to the next placed rider, and so on.

Organizers should pay deeper into the women's field if participation numbers merit it. Female participants must receive, at minimum, prizing in proportion to their participation.

Note that these are minimum requirements, designed to ensure that female competitors receive equal prizing based on participation. By all means, feel free to do better. Even if you do not award cash, why not recognize equal numbers of men and women with medals, trophies, etc.

Suggested A category prize breakdown chart – see above re women's prize

Placing	XC/DH/RR/TT 1-5 Riders	XC/DH/RR/TT 6-20 Riders	XC/DH/RR/TT 20 + Riders
First	100	100	100
Second		75	75
Third		50	50
Fourth			40
Fifth			30

B and C category prizes – merchandise or cash at the organizers discretion – cash prizes should be a percentage of the A prize list as follows – B – 75%, C – 50%

Medals – organizers are encouraged to award medals to youth participants

OTHER ITEMS

1. Permission to use the event site
2. First Aid
3. Toilets on the race site
4. Showers – changing rooms on site Yes No
5. Bilingual race announcer Yes No

INSURANCE

List all municipalities, landowners, government or sponsors who will require an insurance certificate to be issued. Certificates must be requested no later than Wednesday 4:00 PM of the week prior to the event.

Co-insured:

DECLARATION

As the race organizer, I am responsible for the technical, safety and organizational standards of this event as presented in the Velo NB Race Organizers Guide and the CCA Rule Book.

I agree that the event will be run according to Velo NB/CCA rules and policies.

I understand that I must respect government sport policies regarding bilingualism, equity and sponsorship (a copy is available through CCA).

I will provide to Velo NB all information requested in this application form and the Event Organizers guide at least 2 months prior to the event.

I will pay the commissaire(s) assigned to my event an honourarium (\$50/\$100) plus expenses (travel, accommodation, meals) the day of the event.

I will provide Velo NB with complete event results immediately after the event.

All event participants will sign the race waiver. Minors must have a parent or guardian sign. I will submit the waivers to Velo NB following the event.

I will send Velo NB a cheque covering the rider levies (\$3.00/\$10.00 per) within 7 days of the event.

Name of organizer

Signature

Date

Please find enclosed a cheque for the \$100 sanction fee, in order that my bid be considered

Velo NB INC APPROVAL SHEET

After evaluation of the bid presented, by _____
Name of the organizer

Velo NB Approve the bid
 Do not approve the bid

Comment:

Name Signature

Position Date