



MANITOBA CYCLING

Event Sanctioning Policy

Last update	June 01, 2021
Approved by the MCA Board of Directors	January 22, 2025
Next Review	March 2028

1. Definitions:

The following terms have these meanings in this Policy:

- a) *"MCA"* – means Manitoba Cycling Association Cycling, the Provincial Territorial Sport Organization for the sport of cycling in Manitoba.
- b) *"PTSO"* – Provincial Territorial Sport Organization, a not-for-profit organization that is recognized by our National Sport Organization (Cycling Canada) as the governing body for cycling in the province.
- c) *"UCI"* means the *Union Cycliste Internationale*, the International Sport Federation overseeing all cycling sports.
- d) *"CC"* – means *Cycling Canada, the National Sport Organization for cycling sports in Canada.*
- e) *"Affiliated Club"* – A club which has formed, annually affiliated for the current year with MCA, and is in good standing.
- f) *Good standing"* – Annually Affiliated Clubs and individuals' members who have paid applicable fees and adhere to MCA's policies & procedures. Not involved in any disciplinary or criminal proceedings.
- g) *"Event Organizer"* – An affiliated club or approved individual who is organizing an MCA sanctioned race.
- h) *"Non-Affiliated Organization"* means an entity that is organizing or hosting a cycling event and is not a registrant or member.
- i) *"Events"* – includes cycling events and competitions run by affiliated clubs and event organizers.
- j) *"Member"* means anyone who holds an annual membership and is in good standing of the MCA. This includes affiliated clubs, teams, athletes, coaches, commissaires, organizers and volunteers.
- k) *"Emergency Response Plan (ERP)"* – The purpose of an ERP is to facilitate and provide structure for emergency situations.
- l) *"Liability"* – Refers to the duties, obligations or responsibilities imposed on a person by common law or by statute. As it is commonly used, we speak of a person or organization held liable for something. Example, through a legal action or inaction to a particular set of circumstances and is required to pay damages to someone harmed as a result.

- m) *“High Risk Activity”* – A program, event or activity which is more likely to be subject to danger or hazards and greater risk management.
- n) *“Sanctioning”* The act of approving by governance all cycling activities. This includes quality control of the event, risk management, and meeting all MCA’s sanctioning. This includes ensuring that all individuals are in good standing and therefore covered by insurance.

2. Purpose:

The Manitoba Cycling Association (MCA) is the PTSO for the sport of cycling in Manitoba with the authority to sanction competitions, events and other activities in Manitoba that have been approved as affiliated organizations of MCA.

MCA is committed to providing an environment that promotes safe, inclusive, standard, and fair competition; and as such, affiliated clubs and event organizers wishing to run cycling events must first seek approval and sanctioning from MCA.

Irresponsible behavior, unfair competition, or an unsafe environment can result in severe damage to the sport, to MCA, and to its Members, Clubs and Teams.

This Policy provides sanctioning regulations that will help ensure that cycling events are safe, fair, and protect the health and welfare of the participants.

These sanctions may be given providing the event organizer (Club or Individual) is/are committed to the beliefs and values of the MCA as outlined in its Constitution/Bylaws.

3. Application of this Policy:

- a) This Policy applies to all cycling events that are organized and run by affiliated clubs and sanctioned event organizers. The Sanctioning Policy establishes and enforces proper and inclusive standards through effective governance to ensure all cycling event participants compete in safe environments with proper insurance coverage. The Sanctioning Policy ensures that sanctioned events & activities meet MCA’s technical criteria including following rules and regulations of the sport.
- b) MCA competition and event sanctions are primarily intended for events organized for members of MCA or for other PTSO members of CC and UCI member countries. If an organizer chooses to make their events open to non-members, they are required to pay an additional amount to cover insurance premiums. Non-MCA registered entrants should be charged a higher fee to offset the cost of the single-event day permit for non-member participation.
 - a. Adult Registration Example:
 - i. Member Registration Fee: \$30.00
 - ii. Non-Member Fee: \$65.00 (includes adult \$35.00 single-event day permit)

4. Insurance:

Only Events which have been sanctioned by MCA have access to MCA’s insurance policy and coverage. Organizers of all MCA sanctioned competitions and events receive liability insurance as part of their sanctioning package and all MCA members have access to or are covered for both liability and sport accident coverage.

5. Eligibility

Clubs and Event Organizers are eligible to run Events if:

- a) They are a member in good standing with MCA.
- b) They agree to the Club Responsibilities, as described in Appendix A
- c) Agrees to comply with the Conditions of Sanction, as described in this Policy.
- d) Applies for and is granted a Sanction thru the annual race calendar meeting held each January or submits interest to have the event sanctioned via application (outside of annual race calendar meeting via the appropriate channels and timelines).

6. Club Events

Affiliated Clubs, are required by insurance, to provide MCA with a schedule of activities (including club rides) prior to the activity taking place. Club activities should also be posted to the club website/blogspot:

- a) Weekly scheduled Club rides with registered club members
- b) Special cycling events and rides with registered club members
- c) Club board and committee meetings, including general meetings of the membership, parent orientations, volunteer orientation, new member orientation or other meetings that are required to ensure the effective operation of the affiliated club.
- d) Fundraising activities that do not require a sanction as outlined in Condition of Sanctions
- e) Educational clinics/sessions and seminars that are related to the sport of cycling or management of the club.
- f) Promotion and marketing events that are required for operations of the affiliated club.

7. Requesting an “Event” Sanction:

Requests for Event sanctions will be collected by MCA Race Directors in November/December in preparation for the Annual Calendar meeting in January. Events established at the Race Calendar meeting in January will be approved by the board of directors and posted to the MCA website by February 1st.

Events are not officially Sanctioned until the organizer meets all conditions of sanctioning.

If requesting an event sanction outside of the Annual Calendar meeting the following is required:

- a) For club events: At least thirty days (30) prior to the Event
- b) For event organizers/clubs requesting to add an event outside of the Annual Race Calendar meeting in January: At least ninety (90) days prior to the Event.
- c) Requests for sanctions submitted after the annual calendar meeting in January must be accompanied by a written statement giving reasons for requesting an exemption to the deadline. The decision to accept, or not accept, the late sanction request will be at the sole discretion of MCA and may not be appealed.
- d) Events which conflict with other sanctioned MCA events may be denied sanction for the date requested.
- e) Race events require commissaires who are arranging their schedules to support events. Clubs and Event Organizers should apply early to allow MCA officials sufficient time to confirm their availability. Without a commissaire, the race will not be sanctioned.

8. Sanction Request Evaluation for Clubs

For each sanction request, MCA will consider the following:

- a) Club’s status with MCA
- b) Club’s ability to fulfill Club Responsibilities

- c) Club's ability to comply with the Compliance Regulations
- d) Timing of request and whether there is sufficient time to pull together the coordination of a sanctioned event (commissaires, medic, emergency response plan, permits etc.).
- e) Success of previous sanctioned Events (if applicable)
- f) Issues with previously sanctioned Events (if applicable)
- g) Any issue or matter which MCA deems may affect MCA's ability to obtain insurance coverage.
- h) Any other issue or matter which MCA deems may damage the reputation of MCA or that may introduce unreasonable safety concerns.
- i) Whether the activity is seen and/or identified as a high-risk activity by MCA.

9. Sanction Request Evaluation for Event Organizers

For each sanction request, MCA will consider the following:

- a) Event Organizer's status with MCA
- b) Event Organizer's ability to comply with the Compliance Regulations
- c) Success of previous sanctioned Events (if applicable)
- d) Issues with previously sanctioned Events (if applicable)
- e) Any issue or matter which MCA deems may affect MCA's ability to obtain insurance coverage.
- f) Any other issue or matter which MCA deems may damage the reputation of MCA or that may introduce unreasonable safety concerns.
- g) Any activity that is seen or identified as a high-risk activity by MCA.

10. Sanction Request Refusals

MCA may refuse, deny, withdraw, or cancel a sanction for reasons that include but are not limited to:

- a) Poor organization, hosting or running of a prior sanctioned event.
- b) Failure to meet sanction conditions.
- c) Concerns that the affiliated club and/or event organizer requesting the sanction is not capable of meeting MCA sanctioning requirements, or other factors relating to the operations of the event.
- d) Late or incomplete sanction request.
- e) The affiliated club and/or event organizer are not in good standing with MCA.
- f) Any other issue or matter which MCA deems may affect MCA's ability to obtain insurance for the event.
- g) Any other issue or matter which MCA deems may damage the reputation of MCA or that may introduce reasonable safety concerns.

11. Sanctioned Request Approvals

- a) If the sanction is approved, MCA will have responsibilities as described in Appendix B.
- b) Sanctioned events must comply with the Sanctioned Event Compliance Regulations, as described in this Policy.
- c) Sanctions are not transferable, and new sanctions must be obtained each year for annual Events.

12. Conditions of Sanction

- a) The Event must be conducted in accordance all applicable technical standards as established by MCA and Cycling Canada (CC).
- b) The Code of Conduct & Ethics and all policies of MCA remain in effect during sanctioned events.
- c) All organizers, participants, athletes, coaches and commissaires participating in an event must be Members in good standing with MCA.
- d) All sanctioned events must comply with all applicable legislation in the municipality and the province.
- e) The Club and/or Event Organizer must fulfill the Responsibilities as described in Appendix A.
- f) If alcoholic beverages are to be sold at the Event, it is the responsibility of the Club and/or Event Organizer to ensure that all permits, rules, and regulations of the MBL (Manitoba Liquor + Lotteries) are adhered to. A copy of the liquor permit must be submitted to the MCA prior to the event.
- g) If fundraising is to occur through the sale of 50-50 tickets, raffle tickets or other gaming activity, it is the responsibility of the Club and/or Event Organizer to ensure that all applicable provincial and municipal gaming permits, rules, and regulations are adhered to.

13. Sanction Revocation

A sanction may be revoked at the discretion of MCA under the following circumstances:

- a) Any time in advance of the Event if the Club and/or Event Organizer fails to fulfill its obligations under this Policy.

Appendix A

Club/Event Organizer Responsibilities

For each sanctioned event, the Club will:

1. Identify a venue which is suitable for the event and the protection of participants and volunteers.
2. Obtain permissions and approvals to use venue and ensure conditions of use are met.
3. Reference the sport manual posted on the website under the race discipline for details related to the type of event being offered.
4. Contact Chief Commissaire of sport to confirm Commissaires assignments for event.
5. Work with the assigned lead commissaire to review the event technical guide to ensure event flow, timing of categories, review race coordination, and ensure event safety, and fairness.
6. Identify volunteers for event as per the Race Organization Manual.
7. Ensure traffic control at all intersections and parking lots in use that have access to the course (if applicable).
8. Ensure all participants of MCA sanctioned events have a signed waiver from prior to competing. Participants under the age of eighteen must have a parent or legal guardian sign the form. Forms must be kept on file for at least 7 years for adults and 10 years for youth.
9. Pay the appropriate honoraria and expense reimbursement to Commissaires (preferably on race day).
10. Qualified first aid attendant, paramedic or qualified physician must be in attendance at event.
11. Provide an Emergency Response Plan, involving a basic plan in case of medical emergency, inclement weather, vehicle collision, or any other natural or man-made disaster. The plan must include mode of communication between all parties (phone tree) on the event team throughout the event via walkie-talkies or cell phones.

12. Debrief event volunteers and ensure they understand their roles and responsibilities.
13. The organizer needs to be visible (“in the hub”) at the event and available to manage event organization, support volunteers, and facilitate changes, and address any issues/concerns that arise.
14. Provides MCA office with race results, single event day report, and total participation for cup levies.

Appendix B

MCA Responsibilities

For each sanctioned event, MCA will:

1. Assist organizer to find race dates that do not conflict with other MCA sanctioned events, thus helps increase event participation/volunteer access. Annual event coordination at Race Calendar Meeting (January).
2. Provides a Race discipline Sport manual to assist with event organization.
3. Provides Participants with race numbers (distributed thru officials at registration desk)
4. Provides Provincial Medals for Provincial Championships
5. Will advertise the event on the MCA event calendar (website), through CCN, and via MCA’s social media, and within the monthly newsletter.
6. Will provide a Certificate of Insurance if required by landowner or sponsor.
7. Will help facilitate Liquor liability application with Gallagher Insurance, if required.
8. Collects Cup Levies to offset Cup prizes, provincial medals, race number.
9. Facilitates single event day permits for non-member participation.
10. Provides on loan for pickup: race equipment, signage, radios etc.
11. Will Store waivers on behalf of club. Waivers should be delivered to office envelope with event name and date (including year).
12. Post results. Maintains historical results.
13. Provides club grants to support initiatives.

Appendix C

	<u>RACE/EVENT SANCTION:</u>
Licensing and categories	<ul style="list-style-type: none"> -Race Licenses include ability category selection -General Members participate in novice (non-racing) category or may upgrade to race license anytime. -Single day event permit available for non-members for selected events. Day permit holders can self-select ability category. -Kids’ Categories will be determined by age. License will indicate U9 for all.

Non-members can participate	<p>Yes - MTB, Gravel, Time Trial, Cyclocross No – Road race, Criterium, BMX Need single-event day permit and must sign waiver. Up to 3 day permits allowed per person, per year.</p>
Insurance Coverage	<p>-Race license and General membership holders have General liability and Sport Accident insurance.</p> <p>-Single day event permit holders are not members, thus do not have member insurance.</p> <p>-The Event organizer has liability coverage for all participants (including day permit participants) of sanctioned events.</p>
Single Event Day	<p>-Required to allow non-member participation. -\$35.00 per adult, per event -\$10.00 U17 -\$5.00 U13 -Select events only -Must sign waiver for each event -Participant does not have sport accident insurance -up to three permits per person, per year</p>
Official(s)	<p>-Required for race events -Timing/results for race event by commissaires -Commissaire assignment secured thru Chief Commissaire</p>
Organizer Requirements	<p>-Permission to use venue (permit if required) -Emergency Response Plan -Medic onsite -Organizer requires technical license -Races (incl timing, podium, results) require Commissaire(s)</p>
MCA Event features	<p>-Event placement on MCA Calendar + Social media promo -Equipment, signage, & radio loan</p>
Sanctioning Fee	N/A
Provincial Medals	<p>-MCA provides medals for Provincial Championship events -Provincial award winners recognized at annual awards banquet.</p>

Race Levy (Participant fee)	-Rider Levy for Cup series races. -Levy off-sets awards and Provincial Championship medals.
Calendar Fee	N/A
Cup Points/Staging	-Yes, for Cup race or other series - Race license holders only
Upgrades/upgrading points	-Yes, for Cup race or other series -Race license holders only