



## ANNEXURE E EVENT SANCTIONING

2019/11/10

### 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 REQUIREMENTS

Event	CSA Requirements							Province Requirements				Legal Requirements					
	CSA Event Categorisation	CSA Sanctioning Compulsory	CSA Calendar Listing	CSA Promote	CSA Insurance	CSA Rider Levies	CSA Calendar Fee Applicable	CSA Day Licenses	ECC Calendar Listing	ECC Promote	ECC Rider Levies	ECC Administration Fee	SAPS Risk Categorisation	East Cape Disaster Management	Road Permissions	Land Owners Permission	Own Insurance
<b>Type of Event</b>																	
Provincial Organised Event	D	Y	Y	Y	Y	N	N	N	Y	Y	N	N	Y	Y	Y	Y	N
District Organised Event	E	Y	N	N	Y	N	N	N	Y	Y	N	N	Y	Y	Y	Y	N
ECC Affiliated Club Specific Event	E	Y	N	N	Y	N	N	N	Y	Y	N	N	Y	Y	Y	Y	N
Youth Specific Event	E	Y	N	N	Y	N	N	N	Y	Y	N	N	Y	Y	Y	Y	N
Commercial Organised (Sanctioned)	A-D	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	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

### 3 DEFINITIONS – Type of Event

3.1 Provincial Organised Event – Provincial Championships

3.2 District Organised Event – A race organised by the District e.g. District Races, District Inter-clubs, Youth Specific race

3.3 ECC Affiliated Club Specific – An event organised by an affiliated ECC cycling club and its members for the benefit of its club members. An event organising company cannot organise the event on behalf of the club.

3.4 Youth Specific Event – A race or event that only caters for youth up to and including 18 years old. No other age categories may compete or be part of the race or event structure.

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

## **4 DEFINITIONS – Legend**

### **4.1 CSA Requirements**

- 4.1.1 CSA Sanctioning Compulsory – There is no law that states that CSA sanctioning is required. In the case of a Provincial / District / Club organised event, ECC provincial rule is that the event will be sanctioned because ECC as a province /district / club is affiliated to CSA and abide by their rules. 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.
- 4.1.2 CSA Calendar Listing – Event will be listed on CSA National Calendar on the CSA web.
- 4.1.3 CSA Promote – CSA will promote the event via their mass emailing system and membership app.
- 4.1.4 CSA Insurance – Public liability insurance will be provided by CSA as part of the sanctioning process. Each sanctioned event receives a sanctioning certificate and an insurance policy number to cover the event.
- 4.1.5 CSA Rider Levies – A rider levy applicable per rider is payable to CSA. Amount is determined by CSA on a year to year basis. This is only applicable to events that are above 30km for road and 20km for MTB.
- 4.1.6 CSA Calendar Fee Applicable – A fee payable to CSA to list the event on the CSA National Calendar which then forms part of the CSA Promotion of the event.
- 4.1.7 CSA Day Licence – A Day Licence that must be charged to riders that do not have a CSA Membership or Full Racing Licence. This is only applicable to events that are above 30km for road and 20km for MTB. Youth Specific Races no day licence is applicable. R5 of the Day Licence charged is retained by the race organiser as income for the event and collecting the Day Licence.

### **4.2 Province Requirements**

- 4.2.1 ECC Calendar Listing – Event will be listed on East Cape Cycling’s calendar that is on the ECC web.
- 4.2.2 ECC Promote – Promoting of the event via emails and social media sites.

- 4.2.3 ECC Rider Levies – Affiliated ECC Club events sanctioned as a E category event, R3.00 per rider is applicable.
- 4.2.4 ECC Administration Fee – A fee per event charged for ECC administration purposes. Administration purposes are the management of the ECC calendar to prevent clashes of events so that no two events are planned 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 is not a clash of events and will be avoided as far as possible but as calendar gets congested this cannot be guaranteed.

### **4.3 Legal Requirements**

- 4.3.1 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. Application is done to SAPS EC Headquarters in Bhisho.
- 4.3.2 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. It is normally a presentation to be done to demonstrate that all the statutory legal requirements have been met for the event.
- 4.3.3 Road Permissions – Applications need to be made to local traffic authorities depending where the event is being held. Rules, regulations and requirements applicable to the local authority must be adhered to.
- 4.3.4 Land Owners Permission – Written permission is needed from the land owner to hold event on property or properties. 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.
- 4.3.5 Own Insurance – If the 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 any event where 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. The event organiser can in all likelihood be sued in his / her personal capacity in the case of an accident if no insurance is in place. Do not take the risk.

## **5 FEES APPLICABLE**

5.1 Consult CSA web site for current year's fees structure or obtain from the ECC Secretary.

5.2 ECC Administrative fee applicable for the current year is obtainable from the ECC Secretary.

### **Document History**

November 2019	Document updated to cater for Affiliated Club Organised events plus cosmetic and format changes to document
January 2015	Document created