



2012 Race Sanction Application

Instructions

IMPORTANT: Please review the policy pertaining to date selection on page 6 of this document.

Fill out and submit one (1) sanction form per event or series that you wish to hold. The race sanction fee (*payable to Bicycle Nova Scotia*) must accompany your application.

Please submit forms and fees to:

Tamara Stephen - BNS Administrator
Bicycle Nova Scotia
5516 Spring Garden Road, 4th Floor
Halifax, Nova Scotia
B3J 1G6

Please direct all correspondence regarding **date selection** to the Events Coordinator, Zuzana Ecerova at zuzana.ecerova@gmail.com for approval prior to submitting your documents.

2012 Sanction Fees:

Provincial Points Series Event: **\$150.00**

Non Points Series Event: **\$125.00**

Event Held by an Organizer NOT affiliated with a cycling club: **\$300.00**

Note: Fees are per event or series and payable to “Bicycle Nova Scotia”

Organizer Contact Information:

Name:	
Address:	
Phone#:	
Fax #:	
E-mail:	
Cycling Club:	

Event Information (Please Print and Circle **ALL** that Apply)

Event Name:		
Event Date (1 st Choice):		
Event Date (2 nd Choice):		
Event Date (3 rd Choice):		
Is this a Provincial Points Event?	Yes / No	
Are you applying for a Provincial Championship?	Yes / No	
Event Type (circle all that apply)	Road - 1 Day Road Race	Mtn Bike - Cross Country
	Road - 1 Day Criterium	Mtn Bike - Downhill
	Road - 1 Day Time Trial	Mtn Bike - Dual Slalom / 4 X
	Road - Stage Race	Mtn Bike - Stage Race
	Road / MTB Stage Race	Mtn Bike - Short Track
	If Stage Race, how many events? _____	If Short Track series, how many races? _____
	If Stage Race, list the types of events and the dates of each:	Mtn Bike - Endurance Describe the event format:
If this application is for a series of events, list all of the event dates in the series:		
Describe the race course for each event. If your event is a Road Race, list route numbers and distance along each road:		
If your event is a mountain bike race, have you received landowner permission yet?	Yes / No	

Organizer Declaration

I agree to:

- Obtain and follow **ALL** BNS / CCA race policies pertaining to my event
- Attend the **Race Organizer's Meeting** to be held prior to the start of the racing season (**date TBA**) or send a representative in my place
- Submit a completed insurance application form (see attached) at least **two (2) months prior** to the date of my event

Signature of Organizer: _____ Date: _____

Note: Applications will not be processed until the required sanction fee is received!

Will there be temporary stages, tents and lighting (if **'YES'**, we will forward a supplemental application):

Yes No

Will Liquor be served at the event (if **'YES'**, you need to forward a Liquor application):

Yes No

Road Events

Location where riders will assemble:

Time of Assembly _____ AM / PM

Start Time _____ AM / PM

End Time _____ AM / PM

Bicycle Nova Scotia

Insurance Certificate Information Form

Instructions

Fill out the form and return it to the following address at least **two (2) months prior** to the date of your event.

Please submit completed form to:

Tamara Stephen – BNS Administrator
 Bicycle Nova Scotia
 5561 Spring Garden Road, 4th Floor
 Halifax, Nova Scotia
 B3J 1G6

Event Name:	
Organizer Name:	
Organizer Address:	
Organizer Phone #:	
Organizer Fax #: Please Note: Certificate will be faxed to this number	
Cycling Club Hosting the Event:	
Event Date(s): (if a series or stage race, list ALL dates)	
Event Location:	
Estimated Number of Participants:	

Affiliated Individuals and Organizations

Please complete the following table with the **names** and **address** of **ALL** individuals, sponsors, landowners, municipalities, organizations etc. to be specifically mentioned on the insurance certificate.

Sample

Name	Full Mailing Address	Telephone
Bob's Bikes	13 Bike Avenue, Bikerville, Nova Scotia B1K 1T1	(902) 123-4567

Date Selection Information for 2012 Organizers

1. Organizers who held a particular date (*weekend*) last season will have the sole right to reclaim the date until **midnight of Friday, February 10, 2012**, after which the first organizer's sanction fee BNS receives will get the date.
 - a. A date is claimed upon the BNS Administrator's receipt of the sanction fee. Events will not be published without receipt of the sanction fee, or deposit(s) where applicable. Please make all cheques payable to Bicycle Nova Scotia.
2. Scheduling conflicts between road and cross-country mountain bike events of the same date are strongly discouraged, and require the agreement of both organizers.
3. Due to the limited number of commissaires, scheduling conflicts between XC and DH events are not permitted.
4. Organizers organizing multiple events are considered to have claimed all available dates requested upon receipt of the full sanction fee for the first event, and a \$25 deposit for each of the following events.
 - a. The remaining balance on an event listed under \$25 deposit (\$125) is to be submitted to Bicycle Nova Scotia no later than 60 days prior to the event.
5. The Provincial Championships must be scheduled before the National Championships.
6. Events can be added to the online calendar at any point after publication, upon receipt of the sanction fee.
7. Please contact the Events Coordinator before submission of the fee and form (available on the BNS website) to minimize scheduling conflicts.
8. A change in date after publication is subject to a \$50 fee, or forfeit of deposit or sanction fee in the case of cancellation.