



## **Singapore Cycling Federation** **Event Sanctioning Policy Overview**

### **Background**

In tandem with the growth of the sport, the Singapore Cycling Federation recognizes the need for the development of a policy to govern the sanctioning of cycling events held in Singapore. With this in mind, (in September 2015) the SCF embarked on a process to develop the necessary templates, forms and outline the process for sanctioning. In summary, the basis for the development of an event sanctioning policy include,

- ❖ Safety and well-being of participants
- ❖ Ensuring that minimum Safety standards are in place
- ❖ Legal protection for event organisers
- ❖ Protection for the sport and the SCF including availability of public liability insurance coverage
- ❖ Website (SCF) publication of events
- ❖ Accuracy in terms of data collection e.g. participation numbers
- ❖ Co-ordinated planning and structure of national cycling event calendar and timely onward reporting to UCI (including for securing of UCI ranking points, where applicable)
- ❖ Quality assurance of event organisation and delivery

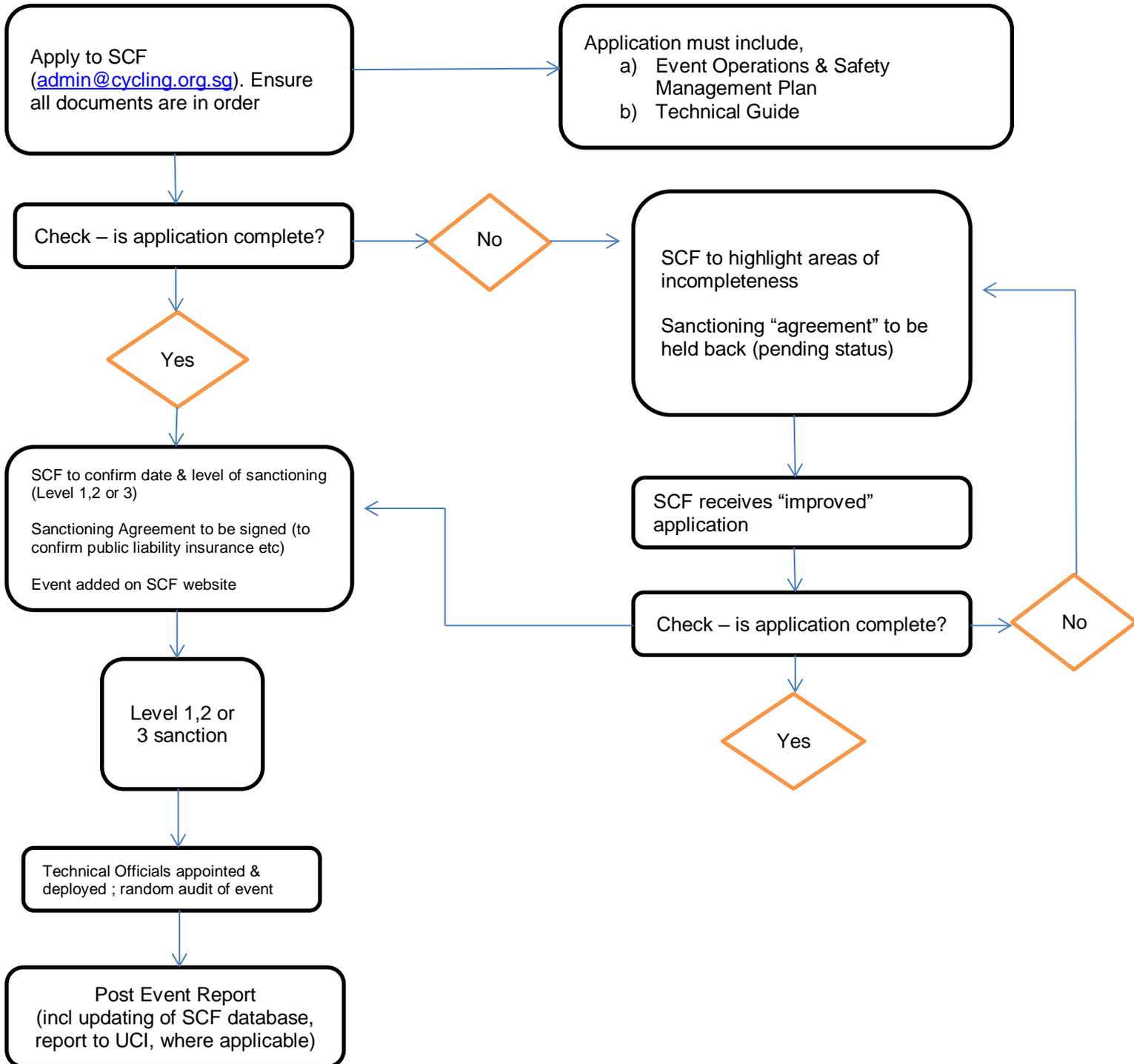
### **Public Liability Insurance**

A Public Liability policy can provide your club, community group or organisation with an indemnity against all sums which you become legally liable to compensate for damage to the public resulting from an occurrence which may arise from your activities. A legal liability can arise from your negligence, or the negligence of your members, including volunteers engaged on behalf of the club, who are working in a recognised role for the club or group.

Put simply, if you do or fail to do something, then where you are negligent (e.g. you have breached your duty of care) and someone's property is damaged as a result of this negligent act, the policy will defend you and pay compensation if you are legally liable subject to the specific terms and conditions of the policy. For example, a signage/banner/tent comes loose in windy conditions or due to a cycling mishap, perhaps because it was not properly secured, and damages a private or public property.

In addition to ensuring that event organisers are protected, the SCF has a duty to ensure that the sport is protected and its members are safe at all times. For this reason, the SCF has developed an event operations and safety template to be completed by the event organiser.

### Event Sanctioning Process (flowchart)





## **Main Document – Event Sanctioning Agreement**

<b>National Sport Association</b>	Singapore Cycling Federation
<b>Name of Club / Organisation / Company</b>	
<b>Event Organiser</b>	
<b>Event Name</b>	
<b>Event Dates</b>	
<b>Sanctioning Level</b> <b>(refer to Appendix 1)</b>	
<b>Sanctioning Fee</b>	
<b>Online entry required?</b>	Yes / No
<b>Online Entry Fee</b>	

### **Introduction**

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- A. The Singapore Cycling Federation is the recognised national sport association (NSA) for the sport of cycling in Singapore.
- B. The Event Organiser (you or your) wishes to organise and stage the Event on the terms and conditions set out in this agreement.

### **It is Agreed**

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#### **1. Definitions**

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- 1.1 Where prefixed by a capital letter the following words shall have the following meanings:

- (a) **Event** means the event to be run by the Event Organiser on the Event Dates at the Venue;
- (b) **Event Sponsors** means the sponsors with whom the Event Organiser has or will conclude Event Sponsor Agreements for the provision of services to or as sponsors of the Event;
- (c) **Event Sponsor Agreements** means the agreements concluded or to be concluded between the Event Organiser and Event Sponsors for the sponsorship of the Event;
- (d) **Minimum Standards** refers to the standards specified in the Singapore Cycling Federation (SCF) Rules and the Event Safety Guidelines as approved by SCF.
- (e) **Sanctioning** means the right to organise and hold an Event under the UCI and/or SCF Rules and in accordance with the terms of this Agreement;
- (f) **Term** means the period commencing on the date this agreement is executed by the last party executing it and ending 10 days following the Event.
- (g) **UCI Rules** mean the rules and regulations prescribed by the Union Cycliste Internationale and adopted by SCF (including any additional rules and regulations prescribed by SCF) and shall also include any other applicable law which are relevant to the staging of the Event;
- (h) **SCF Sponsor** means a current sponsor of SCF;
- (i) **Website** means the website located at the url <http://www.cycling.org.sg>

## 2. Event Organiser's Responsibilities

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- 2.1 Providing you comply with the terms of this agreement, the SCF grant you the right at your own cost and at your own risk to organise and hold the Event in accordance with this agreement.
- 2.2 In applying for sanctioning of the Event:
  - (a) You agree to stage the Event between (on) the Event Dates at the Venue under UCI or SCF Rules. The Event shall consist of the event categories listed in Appendix 1.
  - (b) You agree to set up an organising committee (Committee) as soon as possible after signature of this Agreement as a point of contact between you and the SCF for the purpose of coordinating the marketing, organisation, management and staging of the Event. The committee shall report to SCF at intervals of no less than **[insert time as agreed]** as to its progress in organising the Event.

- (c) The Committee shall agree with SCF on the timetable of the Event. The provisional timetable will be agreed in writing as soon as possible, but in any event not later than 30 days before the start of the Event. The final timetable and other relevant details of the Event will be agreed in writing between us as soon as possible but in any event no later than 14 days before the start of the Event. The final timetable of the Event shall not be altered without SCF's prior written agreement.
- (d) You confirm that you have no commitments to any other body or person which will prevent you from organising and staging the Event as outlined in this agreement.
- (e) You acknowledge that Sanctioning is neither automatic nor irrevocable. The SCF may in our absolute discretion, grant you a conditional sanction of an Event, decline to sanction an Event or withdraw or terminate our sanctioning of an Event.
- (f) The SCF has the right to change or amend our sanctioning policies, procedures and requirements from time to time.

### **3. SCF's Responsibilities**

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- 3.1 The SCF agree to provide you with reasonable assistance (as determined by the SCF) with documents and processes for the Event.
- 3.2 Where you request the SCF to provide Online Entries for the Event, the SCF shall manage and co-ordinate the entries at an agreed fee, for the Event using the Website.
- 3.3 As part of SCF's support of the Event, you agree:
  - (a) That you shall use SCF's logo on all official communications and publications relating to the Event in accordance with SCF's reasonable directions such as to demonstrate SCF's association with the Event.
- 3.4 Subject to SCF granting you approval of your risk management plan under clause 7, the SCF grant to you a revocable royalty free license for the duration of the Term:
  - (a) To use the phrase "*Sanctioned By the Singapore Cycling Federation*" in all advertising and marketing material produced in connection with the Event;
  - (b) To use SCF's logo as envisaged by clause 3.3(a) above;
  - (c) To use SCF's banners in the Venue should they be available.
- 3.5 You agree that you shall only use SCF's logo or banners in such a way as to ensure that SCF's goodwill in the logo or banners or the goodwill in the logos of SCF's sponsors is preserved.

- 3.6 If you so require, the SCF will provide you with options on the Public Liability insurance you can consider and procure thereafter, and under clause 7.6c

#### **4. Marketing and sponsorship**

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- 4.1 You shall be entitled to negotiate Sponsorship Agreements for the provision of services to the Event or for Event Sponsors to become sponsors of the Event.
- 4.2 Event Sponsors shall not conflict with any other sponsor of the SCF and you shall not enter into any Sponsorship Agreement without first seeking SCF's prior approval as to the suitability of that sponsor for the Event. The SCF may at our absolute discretion decline such approval.
- 4.3 You shall comply with all your obligations in the Sponsorship Agreements and shall not do anything or omit to do anything which may bring the SCF or the Event into disrepute.
- 4.4 Once the Event is sanctioned, we shall advertise the Event on the [www.cycling.org.sg](http://www.cycling.org.sg) website, the website calendar, and other forms of media available to the SCF.

#### **5. Payment of Sanctioning Fee**

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- 5.1 You shall pay the SCF the Sanctioning Fee [**insert as agreed**] of the date of this agreement.
- 5.2 If you decide to utilise the Website for the provision of online entries for the Event, you shall also pay the additional Online Entry Fee within 30 days of this agreement.
- 5.3 Otherwise, all revenue generated by the staging or organising of the Event shall be retained by you.

#### **6. Your Other Obligations**

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- 6.1 You shall:
- (a) Organise the Event in an efficient manner and in doing so provide such equipment, facilities and personnel in good time for the Event and to a level, standard and quality as may be necessary to ensure that competitors are able to compete fairly and safely at the Event;
  - (b) Notify the SCF of any proposed changes to the Event following our approval under clause 2 no later than one week prior to the start of the Event;
  - (c) Comply with any reasonable recommendations given by the SCF concerning the Event;
  - (d) Ensure that you have obtained and comply with any local authority, Police or other third party consents which are necessary to stage the Event.

- (e) Ensure that the Event is staged at the Venue and is run in accordance with SCF and/or UCI Rules;
- (f) For competitive events (Level 1 and 2 events) - only accept entries from participants with the requisite UCI or SCF National-level race licence.
- (g) Advise overseas and local teams/participants of the importance of having insurance cover (See clause 7.6c) against;
- (h) Ensure that SCF sponsors are acknowledged at the Event – and in a manner approved by SCF prior to the Event;
- (i) Use your best endeavours to ensure that no marks other than those associated with SCF, you, the Event, Event Sponsors or SCF Sponsors are exhibited or promoted at the Venue;
- (j) Within 14 days following the Event provide a report on the staging of the Event to SCF using our prescribed template and where online entries are not used this report to include a list of all competitors and their UCI/SCF Identification numbers;
- (k) Indemnify the SCF against all liability, damages, and costs arising from any breach on your part of any term of this agreement.

## **7. Risk management and safety**

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- 7.1 You acknowledge that it is your responsibility for the organisation of the event and to ensure that all practicable steps are taken to ensure the safety of all persons who participate in or who come within the vicinity of the Event including, but not limited to, competitors, officials, employees, contractors, volunteers, delegates, and members of the public.
- 7.2 Within 14 days of this agreement, you shall provide to SCF a fully documented risk management plan in accordance with SCF's event safety guidelines as published from time to time on the Website.
- 7.3 The SCF shall review the plan to ensure that it meets SCF's minimum requirements for safety. In the event that the plan does not meet SCF's minimum requirements, the SCF shall provide recommendations for improvement which you shall implement and thereafter resubmit your plan for approval.
- 7.4 Until such time as the SCF has provided approval of your plan, clause 3.4 shall not apply. The SCF may at any time terminate this agreement on immediate notice prior to approval being granted where the SCF believe in its absolute discretion that inadequate safety measures have been taken for the Event.

- 7.5 By sanctioning the Event the SCF assume no responsibility for ensuring the safety of the Event nor does the SCF accept any liability for any loss or damage (whether direct, indirect or consequential) howsoever arising from the organisation or staging of the Event and you waive all claims against SCF.
- 7.6 It is your responsibility to conduct a safe and fair competition. You acknowledge that:
- (a) An event is not necessarily safe or viable because it is sanctioned by the SCF, you must implement the processes and ensure compliance.
  - (b) Special or unusual conditions may require further precautions and actions in the interests of competitor or spectator safety.
  - (c) Public liability insurance cover recommended by SCF as a condition of sanction, although proposed in good faith by SCF, might not cover all risks to the Event Organiser or competitors associated with the event. The SCF does not warrant that the terms and coverage of any such insurance are adequate for the purposes of the event or competitors and you must satisfy yourself that you are adequately insured. In addition, all competitors must either possess a UCI or National-level Race Licence (i.e. for Category 1 and 2 Sanctioned Events). This will essentially mean that the competitor has adequate personal accident and public liability insurance coverage.

## **8. Insurance**

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- 8.1 You shall take out and maintain for the Event at your cost, a public liability insurance. The SCF is not responsible for any other insurances relating to your event.
- 8.2 You shall adhere strictly to the terms of the Insurance, the terms of which shall be supplied to you.

## **9. Technical Delegate, President of the Commissaires Panel (PCP), Commissaires and / or other Technical Officials**

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- 9.1 The UCI and / or SCF shall appoint a Technical Delegate, PCP, Commissaires and other technical officials in relation to the Event.
- 9.2 Details of the Technical Delegate, PCP, Commissaires and other technical officials shall be provided to you 14 days prior to the Event.
- 9.3 You agree to comply with all reasonable recommendations given to you by the Technical Delegate, PCP, Commissaires and other technical officials.

## **10. Termination or Withdrawal of Sanctioning**

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- 10.1 The SCF shall be entitled to terminate or withdraw sanctioning of the Event immediately upon giving notice to you where:

- (a) In our reasonable opinion, the SCF believe that you will not be able to stage the Event to the standards required of the SCF;
- (b) You breach a term of this agreement which is either not capable of remedy or , if capable of remedy, you have failed to remedy within a reasonable time specified by SCF and following a given notice to you requiring its remedy;
- (c) You have notified the SCF of a proposed change to the Event under clause 6.1(b) and SCF have had insufficient time to review the proposal or SCF consider that the effect of the changes is such that you will not be able to stage the Event to the standards required of the SCF.
- (d) A resolution is passed for your winding up.

10.2 If SCF decline to sanction the Event or, having sanctioned the Event, SCF elect to withdraw SCF's- sanction for any reason, you authorise SCF to publish and disclose to any person the facts, nature and reasons for SCF's decision to decline or withdraw SCF sanctioning.

## **11. Disputes**

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11.1 If a dispute arises between us, the SCF shall attempt to resolve such disputes between ourselves, failing which the SCF shall refer the dispute to Sport Singapore to appoint a mediator.

## **12. Notices**

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12.1 Any notice to be served under this Agreement shall be in writing and served upon the recipient at its address set out in this Agreement (or such other address as may be notified for this purpose) either by hand or by fast post or fax and shall be deemed served 48 hours after posting if sent by fast post, on delivery if delivered by hand, and on completion of transmission if sent by fax.

## **13. No Partnership**

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13.1 Nothing contained in this Agreement shall be construed as constituting a partnership or joint venture between us and neither of us shall hold ourselves out as being the agent of the other.

## **14. Governing law**

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14.1 The terms of this agreement shall be governed by the laws of Singapore.

SIGNED for and on behalf of SCF

SIGNED for and on behalf of the Event  
Organiser



Name:	Name:
Date:	Date:

Witnessed by and on behalf of SCF	Witnessed by and on behalf of the Event Organiser
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Name:	Name:
Date:	Date:

**Sanctioned Event Categories**

**Level 1**

Events that attract International or regional competitors and which require UCI sanction (Examples: World/Asian/SEAsian Championship, Olympics/Commonwealth/Asian/SEA Games).

**Level 2**

Local competitive championships or competitive races (which **may be** on the UCI Calendar depending on the race or event format) / club events that typically attract riders mainly from within Singapore (Recent Examples: SCF Celebration Road Series 2014, 2015 OCBC Singapore National MTB Championship, National BMX Championship 2014, 2015 OCBC Super Sprints, OCBC Cycle Speedway Club and SEAsia Championship in 2015).

**Level 3**

Community or charitable type events that attract riders of all ages – organised with the objectives of sport promotion, pursuit of a healthy lifestyle, to drive mass participation of the sport and /or for charitable purposes (Past Examples: Pesta Sukan National Cycling, Runway Cycling. Upcoming Examples: Community/recreational cycling events, Habitat for Humanity Singapore’s “Cycle Out Poverty” 2016, SCF 1,000km Charity Ride).

**Costs Associated**

**Level 1** – The final amount to be charged will be determined in consultation with UCI

1	Includes costs to be incurred for Technical Delegate to do a race/route and safety site check AND costs for the organisation of Team Manager’s Meeting, UCI Licence and equipment check etc, all in full compliance to UCI requirements.
2	Includes fees to register the event on UCI’s Calendar of Events
3	Includes fees for the appointment of Technical Delegate, PCP, Commissaires and other technical officials i.e. per diem allowance, their airfares, meals, accommodation and other travel related costs, where applicable
4	Includes costs for Doping Control set-up and random tests
5	Does not include Online Entry fees

**Level 2** – \$10,000.00 to \$50,000.00 (50% of fee is refunded if sanctioning is declined)

1	Includes costs to be incurred for Technical Delegate to do a race/route and safety site check AND costs for the organisation of Team Manager’s Meeting, UCI or SCF National Licence and equipment check etc, all in full compliance to SCF requirements.
2	Includes fees to register the event on UCI’s Calendar of Events, if required
3	Includes fees for the appointment of Technical Delegate, PCP, Commissaires and other technical officials i.e. per diem allowance, their airfares, meals, accommodation and other travel related costs, where applicable
4	Does not include costs for Doping Control set-up and random tests

5	Does not include Online Entry Fees
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**Level 3** – free

The Event owner/organiser may wish to engage the services of a professional event organiser, safety marshals and other volunteers.

The Event owner/organiser is advised to conduct an event risk assessment and develop a safety management plan to mitigate areas of concerns which are identified.

The Event owner/organiser is advised to purchase a public liability insurance to cover all aspects of the event.

**Benefits**

**Level 1:**

1	Event added to the UCI and <a href="http://www.cycling.org.sg">www.cycling.org.sg</a> website, calendar and other platforms available to SCF
2	The event can be better positioned to secure sponsorships to defray costs to be incurred
3	No two Level 1 sanctioned events may be on the same day (unless both events agree or can prove that there is no clash for participants)
4	Access to resources available or owned by the SCF (should they be available)
5	Safety approved event (Safety requirements are standardised to ensure adherence to minimum requirements)
6	UCI ranking points will be accorded for top performing athletes
7	UCI and / or SCF Technical officials present to assist with race rules, queries
8	UCI Compliance check by the appointed Technical Delegate and Random Audits of event by appointed PCP, Commissaires or other technical officials

**Level 2:**

1	Event added to the UCI and / or <a href="http://www.cycling.org.sg">www.cycling.org.sg</a> website , calendar and other platforms available to SCF
2	The event can be better positioned to secure sponsorships to defray costs to be incurred
3	Safety Approved event (Safety requirements are standardised to ensure adherence to minimum requirements)
4	National ranking and points will be accorded for top performing athletes <i>(Note: This will depend on the competition type, and will be progressively instituted by SCF as a national ranking and points system across cycling disciplines, starting with Road events organised or sanctioned by SCF in 2016). As for National Championships organised by SCF, top performing athletes can acquire UCI ranking points).</i>
5	Online entries, leveraging on SCF's online registration platform, are available for an additional fee upon request. The fee will be calculated as follows: <ul style="list-style-type: none"> <li>- \$S1 per successful registration &amp; 6.5% online transactional fee</li> <li>- For e.g., if a participant registers for an event at \$S100, the total amount to SCF and SCF's vendor is \$7.50</li> </ul>



6	UCI and / or SCF Technical officials present to assist with race rules, queries
7	Random Audits of event by appointed PCP, Commissaires or other technical officials

**Level 3:**

1	Event added to the <a href="http://www.cycling.org.sg">www.cycling.org.sg</a> website, calendar and other forms of media available to SCF
2	Event organiser will be given access to SCF's Safety Management Plan-Template and Technical Guide. These can be customised to suit the needs of the event organiser

**All Sanctioned events** will be clearly identifiable on the website [www.cycling.org.sg](http://www.cycling.org.sg)