CALENDAR SANCTIONING AND EVENT ORGANIZERS OBLIGATIONS POLICY 2026

DOCUMENT TITLE	Calendar Sanctioning and Event Organizers Obligations Policy 2026
LAST AMENDED	04 October 2025
EFFECTIVE DATE	04 October 2025
APPROVED BY	General Assembly
SIGNED ON BEHALF OF CYCLINGSA	Qondisa Ngwenya | President
SIGNATURE	
NEXT DATE REVIEW	October 2026
RESPONSIBLE	Secretary General | Sport and Technical | VP Finances

CONTENTS

CONTENTS **2**

PURPOSE OF POLICY **3**

PREAMBLE - THE SAFETY AT SPORTS AND RECREATION EVENTS ACT (SASREA) , 2010 ..... **3**

1. OBJECTIVES OF SASREA 3
2. SCOPE OF THE ACT 3
3. WHAT IS CONSIDERED TO BE AN EVENT 4
4. SAFETY AND SECURITY REQUIREMENTS AT EVENTS AS OUTLINED IN THE ACT 4
5. EXEMPTION FROM COMPLIANCE WITH THE SASREA 6
6. NON-COMPLIANCE WITH SASREA 6

CALENDAR LISTING AND EVENT SANCTIONING **7**

7. GENERAL CALENDAR LISTING 7
8. APPROVAL OF EVENT CALENDAR DATE APPLICATIONS 7
9. CALENDAR LISTING 7
10. APPROVAL OF EVENT CALENDAR DATE APPLICATIONS 8
11. SANCTIONING OF EVENTS 8
12. EVENT SANCTIONING CERTIFICATES 8
13. CANCELATION AND REFUND POLICY 9

TECHNICAL REQUIREMENTS **10**

14. RESPONSIBILITY OF AN EVENT ORGANIZER 10
15. ONLINE MEMBERSHIP APPLICATION OR VERIFICATION 11
16. COMMISSAIRES 11
17. ANTI DOPING 11
18. TIMEKEEPING 11
19. RACE CATEGORIES AND EVENT DISTANCES 12
20. SPECIAL PROVISIONS 12

FEES **13**

21. CALENDAR FEES 13
22. EVENT INSURANCE 14
23. ONE DAY EVENTS LISTING AND SANCTIONING FEES 14
24. MULTI-DAY RACES 15
25. DAY MEMBERSHIP FEES 15
26. PARTICIPATION LEVIES 15
27. DISCIPLINE SPECIFIC REGULATIONS 16
28. UCI CATEGORISED EVENTS 16
29. COMMISSAIRES FEES 16
30. ONLINE ENTRY PORTAL FACILITATION 16

PROCEDURAL GUIDE TO ASSIST ORGANIZERS **17**

PURPOSE OF POLICY

The purpose of this document is to provide a simplified explanation of the sanctioning requirements for cycling events and serves as the policy for all events fees applicable and associated obligations taking place between 1 January & 31 December of each year.

PREAMBLE - THE SAFETY AT SPORTS AND RECREATION EVENTS ACT (SASREA), 2010

1. OBJECTIVES OF SASREA

1.1. The SASREA which came into operation in August 2010, seeks to promote spectator-friendly, safe and secure sports, recreational, religious, cultural, organizational or similar events and to set and maintain minimum safety and security standards at such events held in stadiums, venues or along a route in the case of a race.

1.2. The main aims and objectives of SASREA are to–

1.2.1. confirm and align the roles and responsibilities of the various role players who will be obliged to provide safety and security measures at all sports and recreational events held at stadiums and other venues in South Africa;

1.2.2. ensure that the planning, management and enforcement of safety and security at sports and recreational events held at stadiums and other venues in South Africa are in the hands of professional and experienced people;

1.2.3. determine and maintain minimum reasonable safety and security standards at sports and recreational events held at stadiums and other venues in South Africa;

1.2.4. ensure that the rights and interests of all persons who attend sport and recreational events at stadiums and other venues are upheld;

1.2.5. ensure that all sports and recreational controlling bodies and their management must have proper safety and security structures in place and place the broader sport and recreational interests above their own, emphasizing the promotion and maintenance of the safety, security and convenience of all persons who attend events at stadiums and other venues;

1.2.6. ensure that all legislation applicable to the hosting of any sports and recreational events at stadiums and other venues in South Africa are complied with; and

1.2.7. promote spectator-friendly yet secure sports and recreational events held at stadiums and other venues in South Africa.

2. SCOPE OF THE ACT

2.1. The Act applies to all entities who organize sports, recreational, religious, cultural, exhibitional, organizational or similar events.

2.2. The Act also applies to all property at venues where these events are organized, including stadiums or other venues and, in the case of a race, tour or procession, along a route.

2.3. The Act also applies to all persons who attend such events.

2.4. It requires that all controlling bodies of sports to have the necessary safety and security measures in place whilst putting any own interest aside.

2.4.1. **"Controlling body"** - as defined in these regulations with reference to the Act under Chapter 1 - *Definitions and Application of the Act*:

> *"controlling body" means a national federation as defined in section 1 of the National Sports and Recreation Act, 1998 (Act No. 110 of 1998), a provincial federation or an international controlling body or other body controlling a code of sport, recreational, religious, cultural or similar activity in the Republic, but excludes the National Department of Sport and Recreation of South Africa.*

2.4.2. The overall responsibility for policy, provision and delivery of sport and recreation resides with the Department of Sport, Art and Culture (DSAC), formerly known as the Department of Sport and Recreation of South Africa (SRSA). In meeting the criteria set out by DSAC, SASCOC and the UCI, Cycling SA is recognized as the only controlling body responsible and accountable for the sport of cycling in South Africa.

3. WHAT IS CONSIDERED TO BE AN EVENT

3.1. The South African Sport and Recreation Events Act (SASREA) 2 of 2010 defines an 'event' as a sporting, entertainment, recreational, religious, cultural, exhibition, organizational or similar activity hosted at a stadium, venue or along a route or within their respective precincts.

3.2. It is organized by event organizers who are companies or persons who plans, oversees, manages, supervises or holds an event or sponsorship rights to an event, or in any manner controls or has a material interest in the hosting of an event.

3.3. A Cycling SA sanctioned event means a cycling event approved by Cycling SA and its affiliates and have met all the necessary safety and technical requirements as provided for by different acts governing sport in South Africa, the regulations provided for the discipline and is not considered a forbidden event as defined in the UCI regulations.

4. SAFETY AND SECURITY REQUIREMENTS AT EVENTS AS OUTLINED IN THE ACT

4.1. A controlling body, event organizer, stadium or venue owner must put in place measures to ensure the physical safety and security of persons and their property at an event.

4.2. No person may organize an event unless s/he complies with the requirements of the Act.

4.3. An event organizer must appoint persons responsible for safety and security at an event, including an event safety officer, security officers; and stewards (marshals).

4.4. Sale and transfer of tickets.

4.4.1. No person may resell event tickets for a commercial purpose without the prior written authorization of the event organizer or a stadium or venue owner.

4.5. Risk categorization of events

4.5.1. An event organizer must submit an annual schedule of events to the National Commissioner at least six months before the start of a calendar year for a specific activity or a season, for a seasonal activity.

4.5.2. As per Chapter 2, Article 6 of SASREA, The National Commissioner must consider the schedule and make a risk categorization of each event contained in the schedule, being either low-risk, medium-risk or high-risk at least 6 months prior to the event.

4.5.2.1. The schedule of events must contain sufficient particulars of the planned events to enable the National Commissioner to make a categorization of the safety and security risk associated with each event.

4.5.2.2. Where an event cannot be planned by virtue of its unforeseen nature, the event organizer must submit the schedule for that event upon initiating plans for that event to enable the National Commissioner to make a risk categorization.

4.5.3. Application for Risk Categorization must be submitted at least six (6) months prior to your event.

Contact: Major Event Operations
Section: Operations
Division: Operational Response Services
Tel: 012 400 6486 Fax: 012 400 5554
Email: majoreventsnodalpoint@saps.gov.za

4.6. Venue Safety certificates in general

4.6.1. A stadium or venue owner or anyone who wants to stage an event must obtain a safety certificate from the national commissioner and a grading certificate from the local authority in respect of each event.

4.7. Event safety and security planning committee

4.7.1. An event organizer must prepare and implement a written safety plan for every event.

4.7.2. The National Commissioner designates in writing, a police official as an authorized member in respect of an event. Such person must establish an event safety and security planning committee for each event categorized as medium- or high-risk.

4.7.3. As per Chapter 2, Article 16, a representative of the national controlling body needs to form part of the Safety and Security Planning Committee to prepare an event-specific written safety and security plan. The representative shall be designated by the respective provincial and / or regional affiliate of Cycling SA.

4.8. Venue Operations Centre (VOC)

4.8.1. The Venue Operations Centre (VOC) at an event is the entire coordinated safety and security operation at a stadium, venue or along a route. When the event is categorized as either medium- or high-risk and is held at a stadium or venue, the authorized member in consultation stadium or venue owner or the event organizer must establish the prescribed VOC.

4.8.2. The event safety and security planning committee may, on written application by the event organizer or the stadium or venue owner or of its own accord, approve the use of an alternative, temporary or mobile VOC for the event or decide that a VOC is not necessary for the event.

4.8.3. An authorized member must act as VOC commander or designate a police official, who is suitably qualified and experienced in event policing matters and at least the rank of Captain as VOC commander.

4.8.4. The controlling body, event organizer or the stadium or venue owner may, in consultation with the event safety and security planning committee, to control access to any area within a stadium, venue or along a route designated, accredit the persons who will have access to specific areas within the stadium or event venue.

4.8.4.1. The event safety and security planning committee, taking into consideration the categorization of the event, must ensure that prescribed measures relating to safety, health and medical services or facilities as contemplated in the National Health Act 61 of 2003, security, the deployment of private security service providers, emergency and essential services and access and safety for persons with disabilities, are in place for that event.

4.9. Public liability insurance

4.9.1. The operator or organizer of the event must ensure that public liability insurance is in place for an event. The insurance must be sourced from a person registered or authorized under the Short-term Insurance Act 53 of 1998 or the Long-term Insurance Act 52 of 1998.

4.9.2. As part of the calendar and sanctioning fee paid by an organizer, Cycling SA include public liability insurance to event organizers.

5. EXEMPTION FROM COMPLIANCE WITH THE SASREA

5.1. As per Chapter 2, Article 3 of SASREA:

The minister of Police may on application in the prescribed manner-

a) By not in the Gazette exclude from the operation of any or all the provisions of this Act any areas specified in the notice or any area other than an area so specified or any evets or any class or category of such events. And may in like manner amend or repeal any such notice; or

b) By notice in writing addressed to any person, and on such conidiations as he or she may deem fit, except such person from compliance with any or all the said provisions, and in like manner amend or withdraw such notice.

6. NON-COMPLIANCE WITH SASREA

6.1. Failure to comply with the Act may lead to a fine being imposed, or to imprisonment of up to 20 years or both as detailed in Chapter 4 of the SASREA.

CALENDAR LISTING AND EVENT SANCTIONING

7. GENERAL CALENDAR LISTING

7.1. Calendar applications should be processed timeously with the relevant provincial administrator to ascertain suitability of intended date.

7.2. Applications of events will require the licensed event organizer to make application on the Cycling SA online system.

7.3. The calendar process shall be administered within the province and / or Region in which the event is to be held, not the province in which the organizer is registered or resides.

7.4. By making an application for an event on the calendar and paying the calendar fee does not automatically entitle that event to be sanctioned by Cycling SA or its Provincial Affiliates.

8. APPROVAL OF EVENT CALENDAR DATE APPLICATIONS

8.1. Online applications are approved by the respective Region and / or Provincial Affiliate who will coordinate and facilitate the finalization of the approval process by reviewing any potential date clashes with neighboring provinces as well as the National Federation.

8.2. Approval between provinces / regions and national federation will take place during October on an annual basis. Thereafter, the calendar will be published for the following year.

8.3. No new events shall be placed on the calendar after it has closed unless an event has been removed from the calendar or no competing event is reflected on the calendar.

9. CALENDAR LISTING

9.1. Calendar applications should be processed timeously with the relevant provincial administrator to ascertain suitability of intended date.

9.2. Applications of events will require the licensed event organizer to make application on the CyclingSA online system.

9.3. The calendar fee will be a non-refundable amount even is cancelled due to unforeseen circumstances.

9.4. All correspondence between the event organizer and calendar process must be handled within the province and / or Region in which the event is to be held, not the province in which the organizer resides.

9.5. By placing an event on the calendar and by paying the calendar fee does not automatically entitle that event to be sanctioned by CyclingSA or its Provincial Affiliates.

9.6. Events will only be listed on the calendar once the Event Organizer of the event in reference have paid all their outstanding levies, calendar fees, including the calendar fee for the current year and year being applied for has been paid up to date.

10. APPROVAL OF EVENT CALENDAR DATE APPLICATIONS

10.1. Online applications are approved by the respective Region and / or Provincial Affiliate who will coordinate and facilitate the finalization of the approval process by reviewing any potential date clashes with neighboring provinces as well as the National Federation.

10.2. Approval between Provinces / Regions and National Federation will take place during September on an annual basis. Thereafter, the calendar will be published for the following year.

10.3. No new events may be placed on the calendar after it has closed unless an event has been removed from the calendar or no competing event is reflected on the calendar.

11. SANCTIONING OF EVENTS

11.1. Event organizers who apply for a sanctioning certificate shall hold an event organizers license and be affiliated to CyclingSA through the province from which the event organizer operates.

11.2. Event sanctioning is not automatic and is separate from the payment of calendar fees, levies, and day membership fees.

11.3. Sanctioning certificates will only be issued to those events that apply for such a certificate.

11.4. Application for sanctioning certificates must be done at least one month prior to the event.

11.5. The issuance of a sanctioning certificate will be subject to the event organizer complying with safety and security regulations of Cycling South Africa and the respective provincial body.

11.6. Provincial Calendar Coordinator to collect from event organizer at least one month prior to the event:

11.6.1. A copy of the SAPS Risk Categorization

11.6.2. Safety Plan from the event organizer, for processing of the sanction certificate

11.6.3. Any Risk Mitigation plans as may be requested by National Government.

11.7. Sanctioning certificates will not be issued to an event organizer until such time as all fees, levies of previous events and other amounts owning to Cycling SA or affiliates has been paid by the event organizer.

11.8. If an event is not sanctioned for whatever reason, the event organizer shall not represent in any manner whatsoever that the event has been sanctioned by CyclingSA and shall notify that fact to any person holding a license issued by CyclingSA who enters to participate in such event.

12. EVENT SANCTIONING CERTIFICATES

12.1. General Cycle Events

12.1.1. Sanctioning certificates will only be awarded to those events that complete the required application form.

12.1.2. The issuance of such a certificate will be on the declaration of compliance with the terms and conditions of the National Safety Act, confirmation of insurance and prize moneys; and submission of a copy of the completed Section 6(3) Application form (Safety Act Sports and Recreational Events Act 2/2010);

12.1.3. The Event categorization form that must be completed per event and submitted to the provincial SAPS office – there is a section under 2.3., wherein the controlling body's details must be completed. In terms of the Act, the controlling body is defined in both the National Sports Act and the safety Act.

12.1.4. CyclingSA will only sanction events in their entirety and not just the seeded / elite portion.

12.1.5. Sanctioning of a cycling event with CyclingSA, does not release the event organizer/owner from the complying with requirements of the Acts;

12.2. Schools Cycling Events

12.2.1. School cycling or events that market "schools" as a category in their event, must ensure that they are compliant with the terms and conditions of the various Act's pertaining to school sport, basic education and Child Protection Act.

12.2.2. All events that focus on school cycling must apply to Schools Cycling South African (SCSA) for event sanctioning, through their provincial affiliate in which the event is being hosted.

12.2.3. The process of sanctioning the event with SCSA, and subsequent approval thereof, does not release the event organizer from complying with the various Acts and laws associated to school sport.

13. CANCELATION AND REFUND POLICY

13.1. Calendar Fees is not refundable.

13.2. If an error has occurred during registration, e.g., the incorrect event category was chosen, an event organizer has 30 days to have this corrected through the provincial and national office.

13.3. In extraordinary circumstances, the Executive Board of CyclingSA in consultation with the Provincial Council and/or General Assembly may determine refunds of calendar fees.

14. RESPONSIBILITY OF AN EVENT ORGANIZER

14.1. Participation in CyclingSA sanctioned events is subject to meeting the regulations as provided for each discipline.

14.2. It is the race organizers responsibility to know who is competing in the race and to make sure that they have completed the relevant indemnity forms, had the necessary insurances and paid the relevant fees (entry, late entry, temporary license etc.)

14.3. It is the race organizers responsibility to ensure that all riders participating in the event have either a license or annual membership or that the rider is issued with a temporary membership for the day and to collect such fees.

14.3.1. An event organizer may appoint the provincial affiliation or 3rd party to assist in issuing the necessary day memberships inclusive of insurance.

14.3.2. All competitors taking part in timed events or events 20km or longer must be licensed or be annual or day members of CyclingSA.

14.3.3. Multi Day events shall ensure that participants not registered with a recognized UCI National Federation, are issued with a day membership per day or, ensure that the rider applies for annual membership the National Federation s/he resides or with Cycling SA.

14.4. Members of CyclingSA are forbidden from participating in any event that is not sanctioned by CyclingSA and shall be subject to sanction in terms of the Rules and Regulations of the UCI and CyclingSA.

14.5. Event Organizers shall take note that the following regulation of the UCI applies for recreational and competitive events and must provision to meet these obligations as part of their entry processes:

15.1.002 Unless provided otherwise, riders may ride under a day license issued by the organizers national federation and given by the latter at the time of entry. The license shall clearly set out the date of validity. The national federation shall ensure that for the duration of the license, a day license holder benefits from the same insurance cover as that provided with an annual license. (Text modified on 25.06.19)

15.1.003 Unless provided otherwise, participation by persons not holding a license is possible under conditions laid down by the organizer national federation, inter alia as regards the requirement to present a medical certificate of fitness to practice cycle sport and proof of insurance cover. (Text modified on 25.06.19)

15.1.004 A rider belonging to a UCI World Team, a UCI professional continental team or a UCI continental team may take part in cycling for all events under the conditions set out in article 2.2.008. (Text modified on 25.06.19)

15.1.005 (N) A rider belonging to a national team, a regional team or a club may take part in cycling for all events under the conditions set by the national federation of the country where the event is held.

15. ONLINE MEMBERSHIP APPLICATION OR VERIFICATION

15.1. Integration between the entry portal of an event may be set up to automatically check the membership status of a rider.

15.2. If any entry portal is not setup accordingly, it is your responsibility of the Event Organizer to ensure that every license and membership status is checked at the race.

16. COMMISSAIRES

16.1. Commissaires are “race referees” and will be provided to all Sanctioned races.

16.2. For the appointment and duties of commissaires, refer to the relevant Discipline Handbook.

16.3. Event Organizers, especially the Race Director should work closely with the appointed president commissaires whose basic responsibilities are to ensure the application and respect of the regulations in all circumstances and collaborate with the Race Director in the completion of their duties inclusive of:

16.3.1. Reviewing and making recommendation with regards to the Safety Plans.

16.3.2. Decide to inspect any dangerous sections should the Race or Course Director feel that is necessary.

16.3.3. Supervision and inspection of the start/finish arrangements on the day, inclusive of the last kilometer for road cycling events.

17. ANTI DOPING

17.1. CyclingSA and its affiliates are committed to a fair and drug free sporting code.

17.2. Drug testing will be done at various events throughout the country, and should your event be chosen; the various documents and processes will be communicated with you.

17.3. For all events, the organizers of the event will be responsible for the payment of expenses of the Anti-Doping Officials whilst at the event.

17.4. Cooperation with the SA Institute of Drug Free Sport is a requirement of Sanction

18. TIMEKEEPING

18.1. CyclingSA is non-prescriptive with regard the timing company used to time a particular event.

18.2. The timing company will be responsible for providing accurate results to the race organizer and Commissaires for verification and prize giving.

18.3. Time Keeping and results are the responsibility of the Race Director, however timing companies that do not meet the requirements of CyclingSA will be formally cautioned and even disqualified from timing Sanctioned events.

18.4. At present, any timing company is acceptable, however manual timing options should not be considered with a field more than 500 riders.

19. RACE CATEGORIES AND EVENT DISTANCES

19.1. The various Race distances and Race Age Categories are described in the CyclingSA Discipline Handbooks.

19.2. These must be adhered to, and Race Directors will be held liable should they fail to ensure that riders only compete within allowable categories.

20. SPECIAL PROVISIONS

20.1. E-Bikes:

20.1.1. Are a separate category in the event and not allowed to race with standard bicycles.

20.1.2. Riders should select E-Bike category at online entry should this be provided for.

20.1.3. This category shall be batched separately as determined in association with the safety officer.

20.2. Gravel bikes:

20.2.1. Are prohibited from participating in standard Mountain Bike events, track and BMX races.

20.2.2. A gravel bike may be used in road cycling events.

20.2.3. A Mountain Bike and Road Bike may be used in an event registered as a gravel event.

21. CALENDAR FEES

21.1. For events taking place from 1 January 2026, a new fee structures will apply which incorporate:

21.1.1. National fee:

21.1.1.1. inclusive of mass participation levy if applicable which shall be based on the participation of the previous year.

21.1.1.2. Inclusive of basic public liability insurance covering Cycling SA, its affiliates and the event organizer.

21.1.1.3. The full calendar fee is payable during the calendar registration process and once payment has been received, the calendar date be allocated to the 2026 Calendar.

21.1.1.4. .

21.1.2. Provincial / regional fee:

21.1.2.1. A standard fee payable upon registration.

21.1.2.2. R5 per rider levy payable post event.

21.2. Payment Terms and Process:

INVOICE 1 (Cycling SA)

21.2.1. Once the application has been received, Cycling SA shall issue the event organizer with an invoice for for the Calendar of Cycling SA plus the Total Calendar Fee of the Provinces.

21.2.2. Upon receipt of payment Cycling SA shall:

21.2.2.1. share listing certificate with the event organizer with obligatory requirements for event sanctioning.

21.2.2.2. Pay the provincial / regional calendar fee received to the relevant province or region. [processed at each month-end].

21.2.2.3. Upon receipt of payment, Cycling SA shall issue a sanctioning certificate shred with the province. The province shall share sanctioning certificate with the event organizer once all safety and compliance requirements have been me

INVOICE 3 (Province / Region)

21.2.3. Upon completion of the event, the province or region shall invoice the event organizer for the applicable levies and report the total participation number to Cycling SA to categorize the event for the following year.

22. EVENT INSURANCE

22.1. Basic Public Liability Insurance is included as part of an event's calendar fee and shall be issued following receipt of the full payment of the calendar fee. A copy of the relevant policy document shall be supplied by Cycling SA.

23. ONE DAY EVENTS LISTING AND SANCTIONING FEES

23.1. Incorporating all disciplines:

23.1.1. Road Cycling inclusive road races, any form of time trials and criteriums / circuit racing.

23.1.2. Mountain Biking inclusive of all sub-disciplines and Gravel.

23.1.3. Track Cycling

23.1.4. BMX inclusive of Freestyle and pump track races.

Event Categorization	Event Participation	Cycling SA Fee including levies	Provincial Sanctioning Fee and Rider Levies
Cat A – 1	15000+	R45,500	R3,500 + R5 p/ rider levy
Cat A – 2	10001 - 15000	R30,000	
Cat A – 3	8001 - 10000	R23,500	
Cat A – 4	5001 - 8000	R17,000	
Cat A – 5	2001 - 5000	R12,000	
Cat B	1001 – 2000	R6,000	R2,000 + R5 p/ rider levy
Cat C	501 - 1000	R3,000	R1,500 + R5 p/ rider levy
Cat D	< 500	R12,00	R750 + R5 p/ rider levy
Cat E	< 200	R500	As determined by the province

23.2. Cat E Category events

23.2.1. E-Category events are those organized and owned by a club affiliated with a Province / region and which are sanctioned by CyclingSA or its Provincial / regional affiliates.

23.2.2. The province / region can determine the fee structure (if any) payable to the province. This fee structure must be to the same for all clubs in that Province and cannot differ between clubs in a Province.

23.2.3. If a club event exceeds 200 riders, it will default to a D event in the following year, with standard levies and day license fees payable.

23.2.4. E-Category event applications will need to be submitted directly to the Region or Province. The province / region will then load the E-Category events onto the CyclingSA online system and submit the list of events to CyclingSA for the event to be categorized as an E-Category Event.

23.2.5. All BMX, Track, Criteriums, DHI, EDR & XCO events shall be classified as 'E-category' events for administration purposes with no additional fees due in 2026.

24. MULTI-DAY RACES

Event Categorization	Event participation	Cycling SA Fee including	Provincial Sanctioning Fee and Rider Levies
A	2000+	R12,000 + R3500 per additional day	R3,500 per day + R5 p/ rider p/day
B	1000 – 1999	R6,000 + R2,500 per additional day	R2,500 per day + R5 p/ rider p/day
C	501-999	R2,500 + R1,500 per additional day	R1,250 per day + R5 p/ rider p/day
D	< 500	R1200 + R750 per additional day	R750 per day + R5 p/ rider p/day

25. DAY MEMBERSHIP FEES

25.1. The day membership fee, inclusive of VAT for 2026 remains at R70 and are split as follows as per the membership and licensing policy.

25.1.1. R18.90 - Insurer

25.1.2. R18.63 – Event Organizer / 3rd party

25.1.3. R18.63 – Provincial Affiliate

25.1.4. R13.84 – Cycling South Africa

26. PARTICIPATION LEVIES

26.1. By applying for a sanctioning certificate, the event organizer undertakes to pay levies to the province / region in respect of each entrant and the event organizer shall, within 48 hours after the end of an event, submit the required information to the province inclusive of and entry file containing the information required.

26.2. Levies shall be applicable to:

26.2.1. MTB events offering 20km or longer participation distances.

26.2.2. Road Cycling events, excluding time trials and criteriums, offering distances of 30km or longer.

26.3. After receiving the entry file, Cycling SA's provincial / regional affiliate shall prepare an invoice based on the number of competitors who entered to participate (online and late-entries) in the event irrespective of whether the entrant started or completed the event *(invoice 3).*

26.3.1. If a race organizer fails to submit the entry file to the province / region within 48 hours after the end of the event, the number of entrants to the event shall be deemed to be the number of competitors finishing the event plus 30%.

26.3.2. Only if cyclists entered an event, cancel participation and are refunded 100% of their entry fee, shall a province consider any deduction in fees due. A province may request proof of refunds to entrants.

26.3.3. All the levies reflected in the invoice by no later than 30 days after the date reflected on the invoice.

26.4. The failure to make payment of levies may result in a fine of R2000 in addition to the levies due, and disciplinary action being brought against the event organizer.

27. DISCIPLINE SPECIFIC REGULATIONS

For any discipline specific regulations, refer to the discipline handbook.

28. UCI CATEGORISED EVENTS

For any UCI category event application, additional fees shall apply. Contact the Sport and Technical department for information.

29. COMMISSAIRES FEES

29.1. Payment of Commissaires shall be invoiced and paid through the provincial affiliate where the event is taking place, except for National Tours and UCI events which shall be administered through CyclingSA.

29.2. Commissaires Fees:

29.2.1. R750 for National, A and Category B events whilst the provinces will set their own fees as may be applicable with their respective technical commission.

29.2.2. Accommodation & travel expenses must be paid by the organizer over and above these daily fees.

29.3. Each discipline handbook shall outline the required number officials at each type of event.

30. ONLINE ENTRY PORTAL FACILITATION

30.1. Cycling SA entry portal is available, but not compulsory, for the use of any sanctioned event in South Africa. A minimum facilitation fee of 7.5% shall be charged. A deduction of any applicable levy or day license / membership shall be made against fees collected.

.

PROCEDURAL GUIDE TO ASSIST ORGANIZERS

(See separate payment terms and procedures)

Step 1:

- Event organizers log onto www.cyclingsa.com, select Event Organizer and register and license their profile.
- Once this is completed the Event Organizer will be able to complete the event page, make date application and pay the necessary calendar listing and / or sanctioning fees.

Step 2:

- And Event Organizer contact the relevant Provincial / Regional office to request an event date.
    - The Provincial / Regional Administrator shall ensure are no date clashes on the Provincial calendar and shall liaise with neighboring affiliates to identify any cross-border clashes that should be considered.
- The Provincial / Regional Administrator allocates a date on the Provincial / Regional Administrator calendar and refer Event Organizer to the events portal on the Cycling SA website.
- The Event Organizer
    - Loads event on events portal and pays the relevant Cycling SA and provincial / regional calendar fee.
    - Loads all other information i.e.: security page on the Manage your events page.
    - Review and accept all terms and conditions page, that serves as a contractual agreement between Event Organizer and Cycling SA. This agreement holds the Event Organizer liable for all fees: calendar, rider levies, day license fees, commissaire fees, and all other fees pertaining the event being applied for.

Step 3:

- Cycling SA receives calendar application on portal.
- During October annually, prior to the start of the new calendar year, Cycling SA shall review and confirm all events dates which had been applied for the following year.
- Late applications shall be considered as received, but events dates shall not be approved if it clashes with another event.

Step 4:

- Once reviewed by Cycling SA, the Provincial / Regional Administrator shall receive approval confirmation / rejection of the race date. (Cycling SA automated system).
- The Provincial / Regional Administrator shall resolve any date clashes.
- The Provincial / Regional Administrator shall:
    - Distribute the application to Provincial / regional discipline commission for approval and copy the Event organizer.
    - Include contact details of technical delegate appointed, Discipline commissions and Safety Representative.
    - Copy both Technical, Discipline commission and Safety Representative in all events related communications for their specific disciplines.

Step 5:

- Discipline commissioner:
    - Confirm race categories, distances, etc. to confirm meets Cycling SA rules and regulations.

    - Assist in reviewing calendar clashes and obtain final approval on dates from Cycling SA and the Provincial representatives.
    - Inform administrator and organizer if date can be approved or propose an alternative date.
- Technical Commissioner takes note of the new event

Step 6:

- The Provincial / Regional Administrator approves calendar date on Cycling SA events affiliate.
- Automatic event date approval / decline mail is generated from Cycling SA directly to the Event Organizer once the process had been completed.
- Provincial / Regional Administrator shall share a pre-approval notification with the Event Organizer allowing them to continue with their application process outlining all the necessary documents required prior to the issue of a sanctioning certificate and advise the Event Organizer the details of:
    - The Discipline Commissioner
    - Technical Commissioner

Step 7:

- The event organizer shall email the following documents to the Provincial / Regional administrator:
    - Approved SAPS 6.3 Risk Cat Application
    - Approved Operational and Safety plans
    - Approved Health Management (Covid) plan (if applicable)
    - Proof of payment of any outstanding fees.

Step 8:

- The Provincial / Regional administrator shall share confirmation of sanctioning status, the event racing categories if any, with Cycling SA,
- A sanctioning certificate shall be issued by Cycling SA which shall be send to the Provincial / Regional Administrator via email.

Step 9:

- The Provincial / Regional Administrator shares the sanctioning certificate with the Event organizer who shall note the conditions stated on the certificate, such as to ensure that all National, Provincial and Municipal legislation and requirements are adhered to.
- The Discipline representatives appointed Technical Commissioner as well as Safety Representative and Regional Chairperson shall be copied.

Step 10:

- Province to finalize and communicate the appointment President Commissaire (PC) / Commissaire(s) and technical processes to follow.
- Technical Commissioner / PC liaise with Event organizer.
- The Provincial / Regional Administrator shares technical costs with Event Organizer and advises on process.