

# Event Entry Policy



## PURPOSE

This policy ensures a fair and consistent process for event and competition entries. It promotes predictability, accurate communication, and efficient delivery for all state and territory competitions hosted by AusCycling.

## SCOPE

This policy applies to all AusCycling National and state/territory competitions that it hosts, takes entries or are within a sanctioned series.

Entry processes for club-level events or events where AusCycling is not the host are managed by the event host.

## ENTRY CAPACITY

Every event has a maximum capacity for participants which is set by the organiser (and approved by AusCycling). Some considerations include:

1. Technical regulations
2. Safety considerations
3. Available services (e.g., parking, course limits)
4. Venue capacity and permits
5. Weather and daylight limitations
6. Safety must always be the primary factor in determining capacity, and organisers should clearly communicate the reasons behind any entry limits.

Organisers should ensure they are aware of the various limiting factors and communicate the reason for any of these to their participants. In all cases safety must be the primary factor for setting entry capacity.

## ENTRY OPENING DATE

Where organisers expect participant numbers to reach capacity in any category or the event overall, the entry opening should be announced at least two weeks prior to the date of opening to ensure it is well known.

To properly prepare for the number of participants attending the event, the entry opening date should be set as far in advance of the event date as is practical, however when organisers are confident, they will reach capacity they may set the event opening date as late as they please. In either case opening dates should be communicated as early as possible.

*Example: A Downhill State Series round to be held in May has a capacity of 300 total participants and the host club expect to reach that number easily and sell out. Rather than open entries in January when the event is announced, they announce that entries will open at 6pm on the Sunday two weeks prior to the event, and close on the Sunday prior to the event.*

### For any National event:

The opening time will be from 5 pm Australian Western Standard Time.



## ENTRY CLOSING DATE

The entry closing date should be set to ensure competition administration can be completed to deliver on the event requirement.

Tables 1 and 2 outline requirements for National and State Level events closing dates.

**Table 1: Entry Closing Dates – National Championships & National Series**

<i>Discipline</i>	<i>Event Level</i>	<i>Entry Closing Date*</i>	<i>Late Entries</i>
<b>BMX Racing</b>	National Championships	Monday, 4 weeks prior to the first day of competition.	Wednesday, 4 weeks prior to the first day of competition.
	National Series	Monday, 3 weeks prior to the first day of competition.	Wednesday, 3 weeks prior to the first day of competition.
<b>Road Road Race, ITT, Criterium</b>	National Championships	14 days prior to the first day of competition.	7 days prior to the first day of competition.
	National Series (J19 only)	Monday, week of event.	Wednesday prior to the event.
<b>MTB Downhill, Enduro, XCO, XCM</b>	National Championships		
	National Series		
<b>Cyclo-cross</b>	National Championships		
	National Series		
<b>Gravel &amp; all other Disciplines</b>	National Championships		
<b>Track</b>	National Championships	10 days prior to the first day of competition	7 days prior to the first day of competition
	National Series	Sunday prior to the event.	Monday prior to the first day of competition.

All entries will close at midnight AWST.

\* Para-cycling events may close earlier in the case where medical / classification requirements necessitate.

**Table 2: Entry Closing Dates & Late Entries – State/Territory Championships & State/Territory Series**

<i>Discipline</i>	<i>Event</i>	<i>Entry Closing Date</i>	<i>Late Entries</i>
<b>BMX Racing</b>	State/Territory Championships	Monday, 3 weeks prior to the event	Tuesday 3 weeks prior to the event.
	State /Territory Series	Monday prior to event	Tuesday the week of the event



<b>Criterium</b>	State/Territory Championships & State/Territory Series	Monday the week of the event.	2 days prior to the first day of the event.
<b>Track (bunch)</b>			
<b>Cyclo-cross</b>			
<b>Downhill</b>			
<b>Cross-Country</b>			
<b>Road Race</b>			
<b>Enduro</b>			
<b>Road Time Trial</b>			
<b>Track (timed)</b>			

\*All entries will close at midnight in the time zone of the host state/territory.

Several MTB named 'State Series' are not AusCycling State Series. In such cases the close dates are not applicable.



## **LATE ENTRIES**

Late entries are discouraged due to the additional workload they create but may be allowed in certain cases if:

7. They don't affect the competition schedule.
8. The event hasn't reached capacity.
9. The entry portal indicates late entries will be accepted.
10. Are within the timeframe outlined in Tables 1 and 2.

Late entries won't be accepted if they would:

11. Change the number of heats in Kriteriums, or Track events.
12. Exceed the course capacity in MTB, Road, or Cyclo-cross events.

Late entry fees are 150% of the standard entry fee.

## **COMPLIANCE & DISCRETION**

AusCycling and organisers can choose not to accept late entries, even if the criteria for late entries are met, if this is clearly communicated in advance.

AusCycling and event organisers may adjust the late entry fee for an event prior to the opening of entries. The late entry fee cannot be adjusted after entries have opened.