



# GRAVEL GUIDELINES 2021

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## COVID-19 PREAMBLE

As a result of the ongoing COVID-19 pandemic and restrictions that are still in place in the province of Ontario, some of the items in the Gravel Guidelines will require updating to reflect the current Provincial situation.

Below are items that organizers will need to be aware of and/or factor in when organizing their 2021 Gravel Individual Start events:

1. Race Format & Scheduling
2. Registration Protocols
3. Membership Requirements
4. Washroom Facility Access
5. Event Signage and Course Setup
6. Spectators
7. Prizing & Podium Protocols
8. Volunteers, Staff and Suppliers

**The Gravel Guidelines (including COVID-19 PREAMBLE) are based on the event's Public Health Unit region being in either the **Green**, **Yellow**, or **Orange** zones.**

**Events in **Red** or **Grey** zones will have more severe government restrictions on gathering sizes and travel between regions. As a result, we believe hosting successful events in these zones will be extremely difficult for organizers.**



### RACE FORMAT & SCHEDULING

Currently the province of Ontario requests that all individuals maintain a physical distance of 2m, whether indoors or outdoors, at all times. This makes mass start racing virtually impossible to achieve (especially when considering that, over the past year, at best the **maximum allowable gathering size has been 100 people outdoors**). While we continue to investigate various options with Public Health and Government officials, it has become clear that the Individual Start format, or a variation of this, will need to be considered for the 2021 season.

These include such formats as:

- 1. Individual Start Rides**
  - a. With 30-60 second individual starting intervals
  - b. Out and back, or one long loop format
- 2. Distance-Based Ability Sessions (with individual starts)**
  - a. This is an event that wants to cater to the beginners, as well as advanced riders
  - b. Different “sessions” will have different ride distances or marked courses for different ability levels. (eg. 50k beginner, 75k intermediate, 100k pro race)
- 3. Team Time Trial**
  - a. Individual Start format with each team member’s time being added together for a combined team result.
- 4. Contactless Team Relay**
  - a. 2-3 person teams competing in alternate lap race, contactless format

Other considerations may be considered upon application to the OCA, however any format must follow the Ontario Government’s most up-to-date regulations regarding COVID-19.

When creating an event schedule, Event Organizers should factor in that pre/post session congregating of more than the government allowed gathering size will put the organizer’s event sanction and insurance in jeopardy.

Surveys done in 2020 revealed that the majority of riders are supportive of events without prizing, so providing immediate in person results, podiums, or scheduling race times by category (vs distance) really are not necessary in the above formats.

For events larger than that allowed by the Ontario Government for a public gathering, different “sessions” will be required to accommodate the number of registrants and abide by Provincial gathering regulations. These sessions be separate and distinct from each other.

Regardless of format chosen, ALL riders, officials and volunteers at the start line should be wearing a mask. Riders may remove their face mask at the 15 second warning from the starter.



### **What does all this mean?**

If the Government has a maximum allowance of 50 participants for a public gathering, there will need to be multiple “sessions” to accommodate a larger number of registrants. If the race is a loop format with the start and finish in the same location, all racers from one session will need to complete the race and exit the premises before second session participants are permitted entrance. If the race is a point-to-point, separate allotted parking and gathering points will be required, along with a period of 30-60 minutes between the last rider departing from one session, and the first riders estimated arrival at the facility to park and register from the next session. Some ways to separate sessions include:

#### **Distance based Sessions or Waves**

- One session per race distance
- Three different race distances with three different start times (or separate race days)

#### **Ability based Sessions or Waves (if only one race distance)**

- One ability per session or wave (eg. Beginner, Intermediate, Advanced)
- 2 to 3 different start times based on perceived ability level during day

#### **Open Wave signup (if only one race distance)**

- Participants may sign up to the wave start time of their choice
- Results will only be posted at the end of the competition

## **REGISTRATION PROTOCOLS**

Different registration protocols will need to be put in place to ensure proper contact tracing and limit possible transmission of the virus. Measures include:

### **Prior to Event Day**

1. Events are PRE-REGISTRATION ONLY with session and wave maximums (if applicable)
2. All participants MUST have completed the OCA waiver also acknowledging the risks of COVID-19. These should be built into the registration process to ensure both are captured prior to the event day.

### **Day of**

1. All event participants (including organizers, volunteers, exhibitors, coaches, competitors and spectators) must be pre-screened for COVID-19, with a screening questionnaire/declaration needing to be completed, prior to attending the event.
  - a. The screening questionnaire should be available online so that registration/volunteers can confirm that it has been completed for the individual with no contact or writing utensil required.
2. Registration/sign-in must be setup on site to ensure proper physical distancing. An outdoor covered area is recommended unless weather is an issue.
3. All event participants including competitors, spectators, volunteers, organizers, parents, etc. will be required to wear a mask, except when racing. Scarfs and buffs are not sufficient! (SIGNAGE SHOULD BE POSTED INDICATING THIS REQUIREMENT)



- a. Organizers have the right to refuse entry to any participant/spectator not following event protocols

### MEMBERSHIP REQUIREMENTS

For all 2021 Gravel events, registration will be open to 2021 UCI Race License holders or 2021 OCA Citizen Permit holders with a valid race category on their card.

In addition, organizers of Citizen or Regional level gravel events may have the option to offer non-member permits as part of their event should they choose. This must be done via online registration only if approved. Please contact the OCA for more details should you be interested. An insurance premium will apply.

We encourage organizers to reach out to local area cycling clubs to encourage participation in their events and the OCA will help in marketing the event through its website and social media channels.

### WASHROOM FACILITY ACCESS

Washroom facilities must be available in quantities appropriate to the number of participants. Consideration must also be given to providing nearby access to washroom facilities for officials located at the finish line. In addition, organizers are strongly encouraged to provide barrier-free washrooms.

Organizers will need to contact their local Public Health Unit Office for guidelines on washroom facilities, including how often these washrooms must be cleaned/sanitized and the appropriate number for an event held during the COVID-19 period. If using a city facility, and the city facility washroom is closed, organizers will need to find an alternate location or alternate washroom alternative. Hand wash or hand sanitizer stations should be near ALL washroom facilities.

#### ***O. Reg. 364/20: RULES FOR AREAS IN STAGE 3***

##### ***Cleaning requirements***

5. (1) *The person responsible for a business or place that is open shall ensure that,*
  - (a) *any washrooms, locker rooms, change rooms, showers or similar amenities made available to the public are cleaned and disinfected as frequently as is necessary to maintain a sanitary condition; and*
  - (b) *any equipment that is rented to, provided to or provided for the use of members of the public is cleaned and disinfected as frequently as is necessary to maintain a sanitary condition.*
- (2) *For greater certainty, clause (1) (b) applies to computers, electronics and other machines or devices that members of the public are permitted to operate.*



### EVENT SIGNAGE AND COURSE SETUP

As a result of the COVID-19 Pandemic, all events will be required to have signage in regards to physical distancing, washing/disinfecting hands, and the mandatory wearing of masks.

Signage should be placed throughout the event facility/location including at any entrances/exits, registration areas, parking lots, washrooms facilities, course entries/exits and spectator/vendor areas. Organizers will need to indicate where and what signage will be posted when submitting their event sanctioning application.

Registration/Sign-in and Start/Finish areas shall be in a covered area, within a short walking distance of each other. There should still be enough air-flow to ensure this is not a fully enclosed space and to limit any potential virus transmission. Individuals at these locations should be physically distanced (min 2m) and wear masks. Registration should be equipped with multiple tables to ensure physical distancing can be kept. Ground markers/indicators for staff and participants on where to stand (physically distanced) should be strongly considered (and are mandatory for indoor registration), in addition to any other signage required (including mandatory mask wearing).

Course setup will be determined by the race format chosen by the organizer for the event. Key Course setup requirements however will include:

1. The Start should have marked off spots for each rider to stage that provides the minimum physical distancing requirement of 2m.
2. Riders should be seeded on the start list in order of presumed fastest rider with pre-arranged starting times.
  - a. The “Staging Area” will be required to be a large space with physical distancing markers indicating on the ground in which riders must adhere to in order to respect physical distancing requirements. Riders will move forward to the next marker, only when vacated by the previous individual.
3. The Start/Finish area must be controlled at all times. Depending on the venue, this may require metal connecting barriers. In addition, ALL course crossings should have a designated volunteer/police presence at all times.
4. For the 2021 season, organizers are encouraged to employ a reliable timing system which can accommodate their race format and publish online results in an accurate and timely fashion. Results should not be posted at the event site to avoid a congregation area. Due to changes in scheduling and restrictions, riders from the same category may ride within the same session but not necessarily in succession.

### SPECTATORS

Organizers are encouraged to limit spectators as much as possible unless they have the capacity to accommodate these individuals safely AND the local public health unit permits as such. A reminder that Ontario Government regulations dictate how many spectators can attend a sporting activity at an outdoor facility. Spectators are required to complete a COVID-19 Screening Form and must physically distance. Organizers may limit spectators to none should they choose.



Each youth athlete under the age of 18 may be accompanied by one (1) parent/legal guardian to the event. This should be clearly indicated in the event technical guide.

For events with spectators, spectator areas should also be designated and individuals reminded to physically distance at all times from other spectators and event participants.

### **PRIZING AND PODIUM PROTOCOLS**

During the COVID-19 Pandemic, organizers are encouraged to forgo podium presentations to avoid congregation of people. A survey of members last fall indicated an overwhelming majority are in favor of no prizing to help save costs to organizers and to limit close gatherings. Organizers may offer virtual prizing if they so choose.

Any organizer looking to have awards and a podium presentation will need to demonstrate stringent podium protocols (including sanitization and physical distancing).

### **VOLUNTEERS, STAFF AND SUPPLIERS**

All on-site volunteers, staff and suppliers will be required to complete the Event Pre-Screening. Volunteers, staff and suppliers should also wear a mask (mandatory in places where close proximity to other participants is likely including parking lot, registration, start line, finish line, awards area (if applicable), etc.

Each event should designate an individual to be in charge of COVID-19 matters, including ensuring protocols are being followed, signage is posted in high visibility areas, etc. Some health and safety businesses do offer this service for events.



## Gravel Event Sanctions

### Weekly Series

A Weekly Series event runs with the category structure Beginner, Sportif, and Open categories, unless otherwise agreed to with the OCA office. All riders must hold a valid 2021 OCA Citizen Permit or UCI Race License.

### Citizen Event/Regional Race

A sanctioned Citizen Event or Regional Race may run under the organizer’s preferred category structure, subject to OCA approval.

### Sanctioned Event Fees

All sanctioned Gravel events have the following associated costs:

- Event Permit (Waived for 2021 season)
- Insurance Coverage
- Event Levies (See 2021 special pricing)

Permit Type	Weekly Series	Citizen Event	Regional Race
<b>Event Permit Fee</b>	\$0	\$0	\$0
<b>Levies* ❶</b> <i>(\$50 Non-refundable deposit required)</i>	\$1. <sup>00</sup> + HST per unique entrant <sup>(1)</sup>	\$1. <sup>00</sup> + HST per entrant	\$1. <sup>00</sup> + HST per entrant
<b>Non-Member Permit</b>	Not Permitted	Please Contact OCA Office For Eligibility	
<b>Insurance</b>	Please Contact OCA Office		

### Levy Notes

\*Based on published start lists for races and registered entrants for all other events

<sup>(1)</sup> Per unique entrant      <sup>(2)</sup> To be quoted > 500 entrants      <sup>(3)</sup> Total number of entrants

❶ Levies will be invoiced following the event. Organizers to provide final registrant numbers within 3-5 business days following their event. Event cancellations due to Government imposed COVID-19 shutdowns will have their levy deposit credited.



### Event Permit Fees

Event permit fees are dependent on the type of event being held. Please see the above chart to identify the fee associated with your event. The Event Organizer will be required to submit an Event Permit and Technical Guide for each event unless otherwise communicated.

### Levies

Unless otherwise stated, a fee of \$1.<sup>00</sup> + HST per event registrants (DNS and DNF included) must be paid to the OCA. Organizers are expected to follow up with the OCA post-event, within five (5) business days, to report final participant numbers and levies owing.

### Event Insurance

Any level of event that intends to allow member and/or non-member participation is required to submit a request for commercial event insurance. The Organizer will pay the premium for the event prior to event day and reconcile insurance costs based on participation numbers following the event.

Additional insured listed may only include landowners, municipalities, and governments. Sponsors should not be listed within the additional insured list. In general, the names provided to be added as named insured should only be those that have specifically requested to be named (e.g. municipality, landowner, etc.). We will not list those that are providing services as that should be covered under their own liability policy (e.g. first aid, photography services, sponsors, etc.). If you are in doubt or have questions, please contact the OCA office. Commercial Event insurance forms can be found on the OCA website and will be sent out as part of the organizer's package.

Events that include alcohol must also submit a Liquor Liability Application as well as submit a copy of the insurance coverage from the third party organization responsible for the alcohol. Liquor Liability Application forms can be found on the OCA website and must be submitted **fifteen (15) business days** in advance of the event. We may require copies of Special Occasion Permits and/or evidence of smart serve certificates. **(During the COVID-19 pandemic, no events with an alcohol component will be sanctioned. Organizers should also make clear individuals should not bring their own alcohol.)**

Organizers are permitted to secure their own insurance for an event, as long as there is \$10 million comprehensive general liability coverage and it is approved by the OCA insurance broker. This insurance must list the OCA and Cycling Canada Association (CCA) as additional insured and a copy of the insurance certificate be submitted to the OCA office.

**Commercial insurance applications are due fifteen (15) business days in advance of the event.**





### **Cancellation Policy**

If an event must be cancelled, the Permit Fee is non-refundable & non-transferable. Insurance permits are for a specific date and may not be transferable. For 2021, levy fee deposits will only be credited should the event be cancelled as a direct result of a Government imposed shutdown due to COVID-19.

Organizers are strongly encouraged to have their own refund/cancellation policy posted.

### **Refundable Registration**

CCN Bikes/Interpodia is working to develop a system where individual participants can register and purchase “upgraded refund terms” as a form of registration protection. This small additional fee will help ensure that if participants are unable to attend an event, for various reasons listed at the link below, their registration fees will be compensated by CCN Bikes. <https://interpodia.com/new-feature-refundable-registrations-enabled-to-improve-purchaser-confidence/>



### General Guidelines: All Levels of Events

#### Organizers

- All Event Organizers must be current licensed members of the Ontario Cycling Association (OCA)
- It is recommended that all Organizers complete a Commissaire training course. For information related to Commissaire courses, please contact the OCA

#### Online Registration

CCN Bikes is the OCA's preferred provider of online registration services. All sanctioned events must use CCN bikes to administer their event registration, unless otherwise approved by the OCA office. It is the responsibility of the Organizer to setup the online registration, ensure all online waivers are attached and inform CCN that the OCA requires access to monitor registrations (in case of any license issues that can be resolved prior to the event).

Prior to registration going live on CCN, the following guidelines must be followed:

- Registration cannot go live until the following has been submitted AND approved:
  - 2021 COVID-19 Event Protocol Statement (*Prior to Preliminary Calendar Announcement*)
  - Signed Organizer Contract Agreement (*Prior to posting on Official Calendar*)
  - Signed Sanctioning Policy (*Prior to posting on Official Calendar*)
  - Completed Event Permit Application (*Prior to posting on Official Calendar*)
  - Completed Technical Guide
  - Completed COVID-19 Safety Plan
  - Completed Emergency Action Plan
- OCA shall be given access to CCN registration to review prior to going live and to monitor licensing issues
- Registration must close on the Thursday prior to the race at midnight unless otherwise agreed to
- All rider must sign an OCA waiver. In an effort to streamline waiver capture, **waivers can be built into the registration system** for riders to sign off on

All event waivers and registration must be completed online. Participants who have missing signed waivers will be contacted in advance to complete before the event. The Organizer is responsible for forwarding to the OCA scanned PDF copies of those waivers. CCN Bikes has the capability to imbed the waiver as part of the registration process for participants to sign electronically.



### Rowan's Law:

Ontario's new Rowan's Law is in effect at all OCA sanctioned events in the Province of Ontario. For more information visit <https://www.ontario.ca/page/rowans-law-concussion-safety>.

Organizers should be aware of all requirements under the legislation including having athletes under 26 agree to a concussion code of conduct as part of registration.

[Example Concussion Code of Conduct \(Word\)](#)

[Example Concussion Code of Conduct \(PDF\)](#)

### Technical Guide

Technical Guides associated with the event must be submitted for approval and review by the OCA and Chief Commissaire, no later than 90 days before the event date and published upon approval, a minimum of 60 days before the event day. The OCA reserves the right to hold sanctioning an event, until further review of the event technical guide. Organizers should be prepared to provide further details as requested by the OCA.

Technical Guide to include the following:

- OCA logo (Should also be posted on event website/registration page)
- Category race information (start time, distance, licensing chart)
- Registration Information
  - Pre-Registration (website, opening and closing dates, cost)
  - Event Day (sign-in location, closing times, etc.)
- Race rules and regulations
  - Course rules (bib placement, pre-riding)
- Course map to scale including a course profile
  - Direction to race location and parking location
- Safety and emergency action plans and information
  - COVID-19 event specific protocols (mask rules, gathering limits, registration information, start/finish setup, instructions for spectators, etc.)
  - Direction to the nearest hospital(s)
  - Person or company responsible for First Aid
- Prize list and protocol (*if applicable*)
- Refund/Cancellation Policy

In addition to the Technical Guide, Organizers must also submit the following:

- Drawing of the start/finish area
- Marshal plan and location map
- Traffic Management Plan
- Staffing Plan
- COVID-19 Safety Plan



**Note:** Weekly Series events are not required to have a detailed technical guide however it is recommended that one be prepared. In all cases, Organizers should be prepared to provide further details as requested by the OCA. ***Reduced documentation requirements and simplified structure are not to be confused with standard risk management requirements for the event.***

### COVID-19

See COVID-19 Preamble at beginning of document for more information on event formats and requirements of Event Organizers for the 2021 season.



### Citizen/Regional Events

#### Licensing Requirements

For all 2021 Provincially sanctioned events in Ontario, a Citizen Permit is the requirement. Those racing outside the province and purchasing a UCI Licence, are also eligible for Provincial races.

At the OCA's discretion, and in agreement with the Organizer on the terms, Non-Member Permits may be available. Non-Member Permits may only be sold during pre-registration only (not available onsite) at a cost of:

- \$15.00 for Adults (19+)
- \$10.00 for Youth (U19)

Riders are only eligible to purchase 1 Non-Member Permit for the season. After the Non-Member Permit is purchased, a Citizen Permit or UCI Race Licence will be required to participate in future events. The OCA will be closely monitoring the number of Non-Member Permits issued per rider.

#### Day-Of Event Registration

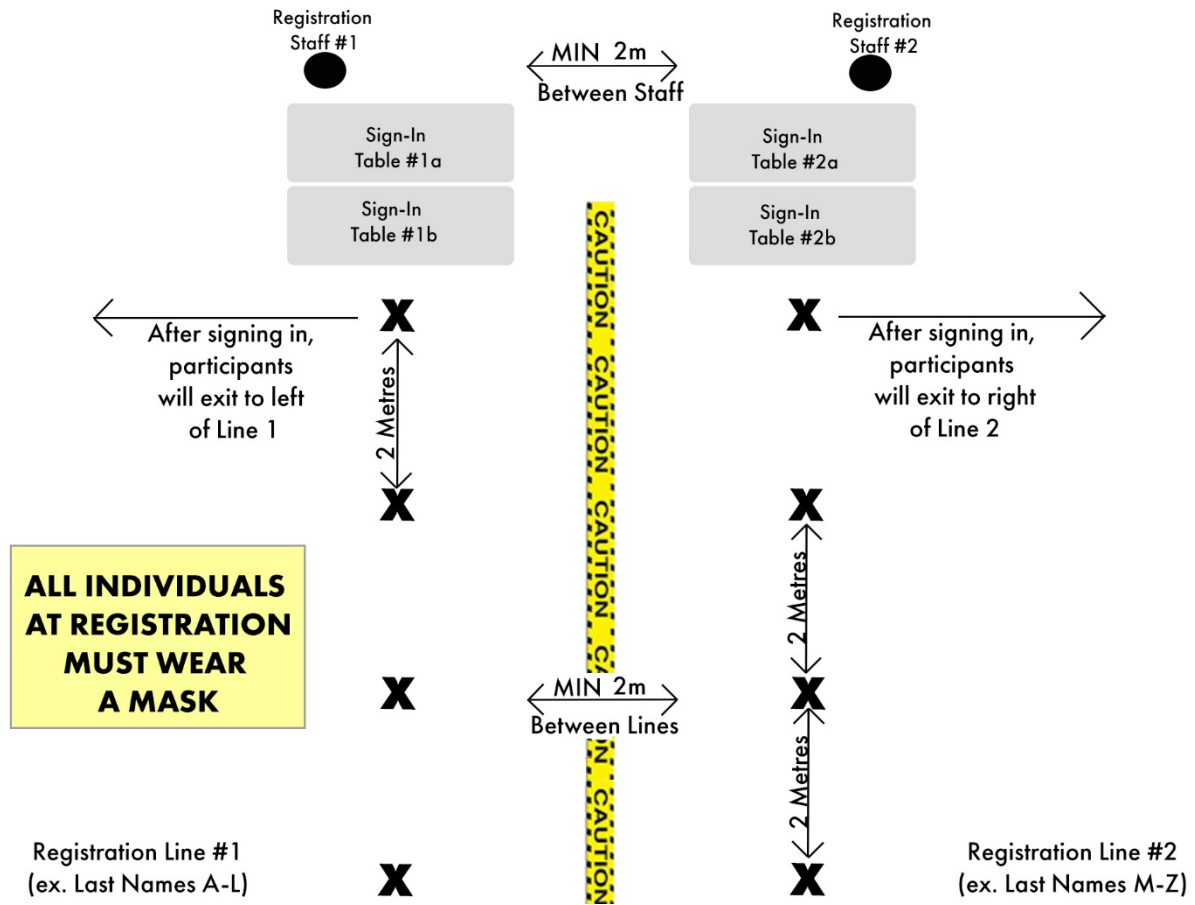
The following registration standards must be adhered to at the sanctioned event:

- Rider sign-in must be located within 250m of the start line, following current COVID-19 physical distancing guidelines, as indicated in the example image below. Organizers are encouraged to limit contact/gathering as much as possible. An online check-in process is encouraged, especially for series events where a number does not need to be given at each event
- All licenses must be checked however this can be done from a distance either by seeing the person's digital or hard copy version
- Pre-registration must be offered through the OCA's preferred registration system, CCN Bikes (unless otherwise agreed to)
- **All events in 2021 will be pre-registration only**
- Prize list must be posted online (if applicable)
- Appropriate number of staff/volunteers at the registration desk to manage rider check-in including a minimum of 1 individual with the specific role of ensuring COVID-19 protocols and procedures are followed.

All riders MUST complete an OCA Waiver online prior to their event participation. Organizers are responsible to email PDF copies of all waivers to ensure this information is captured by all event participants. CCN Bikes has the capability to imbed the waiver as part of the registration process for participants to sign electronically.



# Gravel Guidelines - 2021





### Course Design

The course should be designed with safety in mind. In addition, an ambulance must be able to access any part of the course. Courses should avoid any situation where a rider may have to yield his/her pace. Turnarounds, if any, should be in highly visible, open spots. The finish area should be at least 100 metres offset from the start.

### Facilities

The Organizers shall have a permit for the use of the course and any road use, and shall ensure that any road closure is in compliance with all local requirements. The Organizer is responsible to ensure that adequate barricades are in place to keep spectators off the race course in the vicinity of the start/finish and or other areas of the race course as required. First aid services must be available throughout the race and adequate toilet facilities shall be present for competitors at all times.

### First Aid

In addition to first aid coverage outlined in a fully completed Emergency Action Plan (EAP) form, an onsite first aid person provided by [Odyssey Medical](#) or approved equivalent must be provided. The designated First Aid person must be readily identifiable at the event.

Odyssey Medical is the approved medical service provider however, if another approved service is being used, there must be an event representative (Organizer/ volunteer) to note all incidents/accidents/crashes/injuries, etc. At a minimum, we require the name (if possible to attain), bib number, wave of race, and suspected injuries.

### Accident/Incident Reports

Organizers are responsible for the timely completion of Sport Injury Report Forms. All reports must be submitted to the OCA, by the Organizers within 72 hours (3 days) of the completion of their event. Fillable PDF Sport Injury Report Forms can be found on the OCA website under Events & Organizers, in the Forms & Literature subsection.

### Marketing

Upon approval of the event technical guide and payment of levy deposit, the OCA shall advertise the event on the OCA website Calendar of Events. Events will not be posted on the calendar until all paperwork is finalized and payment has been received.

Organizers are encouraged to provide content that can be utilized by the OCA to help promote the event on social media (e.g. logos, photos, videos, etc.) in advance. Collaboration on marketing efforts can result in a greater reach and exposure for your event advertising.



### Signage

Event sites must have adequate signage. This includes registration, facilities, and course signage including turnarounds. All marketing signage online and on-site must show that the event is sanctioned by the OCA. Please contact the OCA to receive the appropriate OCA logo to be used on signage, both online and on-site.

COVID-19 Health and Safety Signage regarding mandatory facemask areas, physical distancing, etc. will be required.

### Public Address System

A public address system is required for all events for 2021. The public address system should be used for all rider/race announcements as well as during the awards presentation/ceremony (if applicable). This can be through the use of a microphone and PA system and/or loud haler.

### Communications

The Organizer must be able to contact First Aid at all times. The Organizer must be available by radio or backup plan at all times, and provide a knowledgeable volunteer at the start/finish area to answer race questions, who is clearly identifiable at all times.

### Timing & Results

All events in 2021 are to be appropriately timed, providing a result for each participant. Timers must be approved by the OCA in advance. All results should be forwarded to the Ontario Cycling Association within 24 hours of the completion of the event so that they can be listed on the Results page of the OCA website. Results must be in either Excel, PDF or html format, sorted by category, with the following items displayed:

- Placing
- Rider's #
- Rider's Category
- Rider's First and Last Name
- Rider's Club/Team Name
- Rider's Time





### Toilets

Toilets must be available in quantities appropriate to the number of participants. Consideration must be given to providing nearby access to toilets for those working at the finish line. If a race includes para-athletes, appropriate and accessible washrooms must be included.

Organizers are encouraged to reach out to their local public health unit for information on how many toilets would be required for your event size along with sanitation requirements.

### Inclement Weather Policy

Local weather should be monitored by the Event Organizer. Events will not be held during conditions of thunder and lightning, excessively high winds or in the unlikely event of a possible tornado. In the event of thunder or lightning, the course must be evacuated and shelter found. Thirty minutes must pass from the last clap of thunder or flash of lightning before riders may resume their competition. The next occurrence begins a new 30-minute cycle. The Organizer will be responsible for making decisions regarding stoppage/delay/evacuation due to thunder, lightning or other extreme weather patterns.

OCA Lightning Policy: <http://www.ontariocycling.org/forms/lightning-policy/>

### Post-Event Reporting

Organizers are required to provide the following within 5 business days, following the completion of each event:

1. Total number of participants (DNS and DNF participants must be included), broken down by non-members and OCA members.
2. Injuries/accident reports
3. Completed waivers (online collection within the registration system)

Failure to comply will result in additional mandatory fees:

- \$50 if past the 5 business days, and before 30 days after the event.
- \$100 if within 31-60 days after the event.
- \$150 if within 61-90 days after the event.

Non-compliance or lack of full payment may result in future cancellation of event permits, fines, or discipline.