



MOUNTAIN BIKE GUIDELINES

2021

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 Mountain Bike 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 MTB 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 Mountain Bike 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**
 - a. 30-60 second starting intervals between riders
 - b. Scheduled with presumed fastest rider starting first in Session
- 2. Contactless Team Relay (Madison Style)**
 - a. 2-4 person teams competing in alternate lap race, contactless format
 - b. Individual Start format with intervals between riders
- 3. Fastest Lap**
 - a. Short course race where riders start individually in intervals and do multiple laps.
 - b. Instead of the full race being counted (like in an Individual Start format), only the rider's fastest lap is used for results.

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 are not necessary in the above formats.

For events larger than that allowed by the Ontario Government for a public gathering or organized activity, different "sessions" will be required to accommodate the number of registrants and abide by Provincial gathering regulations. These sessions must 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 or organized activity, 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 general 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

- One Session per race distance

Ability based Sessions

- One ability category per Session

Open Session signup (if only one race distance)

- Participants may sign up to the wave start time of their choice but are seeded by presumed fastest within that Session
- Results will only be posted at the end of the competition

See Next Page for Possible Examples



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Example Day Schedules (with separate start loop from finish):

Example 1 – Max 50 per Session (Total 150)

Session 1			
Time	Item	Distance	Notes
8:00 – 8:45	Sign-in/# Pickup/COVID-19 Screening		Riders must complete this process MIN. 10 minutes before allotted race time.
8:30 – 9:00	Session 1 Riders Line-Up		Physical distanced start lineup with markings required.
9:00 – 10:30	Session 1 Races	4-5km	30 second start gap
10:30 – 11:00	Session Break		Allows time for Session 1 Riders to empty park and Session 2 riders to arrive
Session 2			
11:00 – 11:45	Sign-in/# Pickup/COVID-19 Screening		Riders must complete this process MIN. 10 minutes before allotted race time.
11:30 – 12:00	Session 2 Riders Line-Up		Physical distanced start lineup with markings required
12:00 – 1:45	Session 2 Races	4-5km	30 second start gap
1:45 – 2:15	Session Break		Allows time for Session 2 Riders to empty park and Session 3 riders to arrive
Session 3			
2:30 – 3:15	Sign-in/# Pickup/COVID-19 Screening		Riders must complete this process MIN. 10 minutes before allotted race time.
3:00 – 3:30	Session 3 Riders Line-Up		Physical distanced start lineup with markings required
3:30 – 5:15	Session 3 Races	8-10km	30 second start gap

Example 2 – Max 100 per Session (Total 200)

Session 1			
Time	Item	Distance	Notes
8:00 – 9:00	Sign-in/# Pickup/COVID-19 Screening		Riders must complete this process to be eligible to participate.
8:45 – 9:30	Session 1 Riders Line-Up		Physical distanced start lineup with markings required
9:30 – 12:00	Session 1 Races	10-12km	30 second start gap
12:00 – 12:30	Session Break		Allows time for Session 1 Riders to empty park and Session 2 riders to arrive
Session 2			
12:30 – 1:30	Sign-in/# Pickup/COVID-19 Screening		Riders must complete this process MIN. 15 minutes before allotted race time.
1:15 – 2:00	Session 2 Riders Line-Up		Physical distanced start lineup with markings required
2:00 – 4:30	Session 2 Races	20-24km	30 second start gap



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 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 capture 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 setup on site must ensure proper physical distancing is maintained. An outdoor covered area (but not enclosed) 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
4. Riders registering for the Ontario Cup MTB Series event will receive a number for the season that can be used at each O-Cup MTB event. This is a suggested practice for all events run as a series.
 - a. Riders will still be required to “sign/check-in” at each event but will not need a new number for each event.
 - b. Numbers will still be available for those who lost/misplace their number (\$10 replacement fee) or who require one as it is their first event.

MEMBERSHIP REQUIREMENTS

For all 2021 MTB 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 relatively 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. (Start lists should be based on pre-registration and not on who checked-in the day of)
 - 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. In addition, ALL course crossings should have a designated volunteer presence at all times.
 - a. This requirement may be re-considered if there are no spectators at the venue.
4. Organizers must employ a reliable timing system which can accommodate their race format and publish online results in an accurate and timely fashion (Updated Live Results would be best). Results should not be posted at the event site to avoid people congregating. 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, and in some colour zones, spectators are strictly forbidden. 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, as well as wear a mask.

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 alternative prizing options (e-gift cards, discount codes to online retailers, etc.) 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 each day



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they are working the event. 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.



MTB Event Sanctions

Weekly Series

A weekly series event runs with a similar category structure as a Citizen or Cycle for All sanctioned event categories. License requirements subject to event rules.

Citizen Race

A citizen sanctioned race is classified as an event with less than 500 participants. License requirements subject to event rules. Availability of non-member permits subject to OCA approval.

Cycle for All Race

A cycle for all sanctioned race is classified as a mass participation event. License requirements subject to event rules.

Ontario Cup Race

An Ontario Cup sanctioned race must run as per the License Requirements chart found in the Guidelines document. Ontario Cup points are awarded at these events, as are upgrade points. Additional race options may be allowed under a different category structure however; this is in addition to the standard Ontario Cup XCO race.

Provincial Championship

A Provincial Championship sanctioned race must run with age/ability based categories (see License Requirements below).

National Race

A National sanctioned race must run according to Cycling Canada stipulations and sanctioning.



Sanctioned Event Fees

All sanctioned Mountain Bike events have the following associated costs:

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

Permit Type	Weekly Series	Cycle for All	Citizen Race	Ontario Cup Series	Provincial Championship	National Event
Event Permit Fee	\$0	\$0	\$0	\$0	\$0	\$0
Levies* ❶ (<i>\$50 Non-refundable deposit required</i>)	\$1. ⁰⁰ + HST per unique rider ⁽¹⁾	\$1. ⁰⁰ + HST per rider ⁽²⁾	\$1. ⁰⁰ + HST per rider	\$1. ⁰⁰ + HST per rider	\$1. ⁰⁰ + HST per rider	\$1. ⁰⁰ + HST per rider
Non-Member Permit	Not Permitted	N/A	Please Contact OCA Office For Eligibility			Not Permitted
Insurance	Please Contact the OCA					

Levy Notes

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

⁽¹⁾ Per unique entrant

⁽²⁾ To be quoted > 500 entrants

⁽³⁾ 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 Application, Emergency Action Plan, and Technical Guide for each event unless otherwise communicated.

Levies

Unless otherwise stated, a fee of \$1.⁰⁰ + HST per event registrants (DNS and DNF participants 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.

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.

Pre-Ride Insurance

For insurance for pre-riding, all participants must be registered for the event and have signed an Ontario Cycling Association waiver to have valid coverage.

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.

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 race organizers must be 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 monitor licensing issues.
- Registration must close on the Thursday prior to the race at midnight.
- 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 in 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

Preliminary 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. Finalized detailed Technical Guides are 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 should include the following:

- OCA logo, and series related logo (if applicable). Should also be posted on event website/registration page
- Category race information (start time, total distance, lap distance, # of laps)
- Registration information
 - Pre-Registration (website, opening and closing dates, early bird cut-off dates, cost)
 - Event Day (sign-in location/process, closing times, pre-screening/check-in information, etc.)
- Race rules and regulations
 - Course rules (pre-riding, bib number information, etc.)
- Licensing chart (See below)
- Course map to scale including a course profile
 - Direction to race location and parking location
- Rest facility locations
- Safety and emergency action plans and information (including COVID-19)
 - 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
- Accommodations

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

- Drawing of the start/finish area
- Marshal plan and location map



- Emergency Action Plan
- Staffing 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.

Course Design

The course should be designed with safety in mind. Courses should be wide enough to allow for passing and physical distancing as much as possible. A starting loop should be considered for the start area to allow for riders who are starting their race to avoid riders continuing for a second lap or finishing their race.

An ambulance must be able to access the facility and emergency personnel must be able to access any part of the course.

Facilities

The organizers shall have a permit for the use of the course/venue and shall ensure that the permit 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 and/or spectators 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 Accident Reports. All reports must be submitted



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to the OCA, by the Organizers within 72 hours (3 days) of the completion of their event. Fillable PDF accident report forms can be found on the OCA website.

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. This can be through the use of a microphone and PA system and/or loud haler.

Communications

Organizers shall provide 2-Way VHF radios at Ontario Cups and Provincial Championships events. The radios must have multiple channels and be distributed accordingly; handheld radios for OCA staff, and/or technical delegate, Chief race official and commissaire panel, medical staff, and primary race organizers. Organizers are responsible for any other radio requirements at the event (i.e. race operations of the organizer).

Radios may not function well in all circumstances - hills, long distances, and other interfering devices can make communication difficult at times. A backup plan using cell phones should be in place, for events covering long distances.

Note: 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 MTB Ontario Cups are to be timed by an OCA approved timer. The cost of this service shall be covered by the organizer. Organizers shall contact the official timer upon approval of their event to confirm timing services. Timers must be able to provide accurate and timely results. Results should be posted on the OCA website within 24 hours of the completion of the event.

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 Final Time (*Lap Times also encouraged*)
- Rider's Earned Ontario Cup Points/Upgrade Points (*O-Cup events only*)

Toilets

Toilets must be available in quantities appropriate to the number of participants. Consideration must be given to providing nearby access to toilets for officials located 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 Chief Commissaire in consultation with 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:



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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.



Citizen / Cycle for All / Weekly Series Events

Licensing Requirements

All MTB sanctioned events must ensure participants are licensed. Participants shall possess either an OCA non-member permit (where applicable), Citizen Permit or a UCI license to participate within OCA sanctioned events.

Sanction	Non-Member Permit	Citizen Permit	UCI License
Weekly Series	N/A	X	X
Citizen	<i>X (On Application)</i>	X	X
Cycle For All	N/A	X	X

At the OCA's discretion, and in agreement with the Organizer on the terms, Non-Member Permits may be available for certain events, and certain categories. 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 License will be required to participate in future events. The OCA will be closely monitoring the number of Non-Member Permits issued per rider.

Technical Guide

See Technical Guide section on page 13.

Results

Full results are encouraged however, organizers are only required to provide the top three (3) results for each category. Organizers are responsible for timing, judging, and results.

Officials

The OCA reserves the right to assign an official to Citizen or Cycle for All sanctioned events, following review of event specific details.

Organizers may supply their own qualified licensed officials to reduce the number assigned to them for all weekly series, citizen, and cycle for all events. Payment of officials is the responsibility of the organizer, as well as overnight accommodation where applicable.



Ontario Cup Events

Ontario Cup MTB Series Overview

The **Ontario Cup MTB Series** is the premier race series in Ontario. The OCA has developed the following standards for these events to assist race organizers, and to ensure that Ontario Cup events are run to the highest standards. The following is a brief overview of the Series as well as guidelines in which all organizers must follow.

The OCA reserves the right to grant double O-Cup points at their discretion.

Licensing Requirements (Chart should be included in all O-Cup Technical Guides)

Category	Age	Non-Member Permit	OCA Citizen Permit	UCI License
U13 Peewee Boys	10-12 years	X	X	X
U13 Peewee Girls	10-12 years	X	X	X
U15 Minime Boys	13-14 years	X	X	X
U15 Minime Girls	13-14 years	X	X	X
U17 Cadet Sport Boys	15-16 years	X	X	X
U17 Cadet Sport Girls	15-16 years	X	X	X
U19 Junior Sport Women	17-18 years	X	X	X
U19 Junior Sport Men	17-18 years	X	X	X
Senior Sport Men 19+	19+ years	X	X	X
Master Sport Men 35-44	35-44 years	X	X	X
Master Sport Men 45-54	45-54 years	X	X	X
Master Sport Men 55-64	55-64 years	X	X	X
Master Men 65+	65+ years	X	X	X
Senior Sport Women 19+	19+ years	X	X	X
Master Sport Women 35-44	35-44 years	X	X	X
Master Sport Women 45-54	45-54 years	X	X	X
Master Sport Women 55-64	55-64 years	X	X	X
Master Women 65+	65+ years	X	X	X
U17 Cadet Expert Men	15-16 years		X	X
U17 Cadet Expert Women	15-16 years		X	X
U19 Junior Expert Men	17-18 years		X	X
U19 Junior Expert Women	17-18 years		X	X
Senior Expert Men	19+ years		X	X
Senior Expert Women	19+ years		X	X
Elite / U23 Men*	19+ years		X	X
Elite / U23 Women*	19+ years		X	X
Master Expert Men 35-44	35-44 years		X	X
Master Expert Men 45-54	45-54 years		X	X
Master Expert Men 55+	55+ years		X	X
Master Expert Women 35-44	35-44 years		X	X
Master Expert Women 45-54	45-54 years		X	X
Master Expert Women 55+	55+ years		X	X

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.



Mountain Bike Guidelines – 2021

At the OCA’s discretion, and in agreement with the Organizer on the terms, Non-Member Permits may be available for certain categories (see above Licensing Requirements chart). 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.

Entry Fees

Organizers are encouraged to set entry fees appropriate for the level of organization of their event. Experience has shown that entry fees that are too high will discourage athletes from participating in your event. Suggested entry fees are shown in the tables below.

Note: A quality event can be run within the fee table and events wishing to charge more must be able to prove value to the participants.

Event Categories & Entry Fee Caps:

Start Session	Suggested Time	Categories	XC O-Cup Season Pass	Pre-Reg Individual Event Cap <i>(if available)</i>
1	9:00am	U13 Pee wee Boys U13 Pee wee Girls U15 Minime Boys U15 Minime Girls	\$205 + HST & Fees	\$46 + HST & Fees
2	1:30pm	Under 17 Sport Boys Under 17 Sport Girls Junior and Adult Sport Categories	\$225 + HST & Fees \$ 240 + HST & Fees	\$50 + HST & Fees \$53 + HST & Fees
3	Dependent on Zone Colour	Categories TBD Sport Categories Expert/Elite Categories	\$240 + HST & Fees \$ 285 + HST & Fee (Cadet Expert \$260)	\$53 + HST & Fees \$62 + HST & Fees ((\$57 for Cadet Expert)
4	Dependent on Zone Colour	Categories TBD Sport Categories Expert/Elite Categories	\$240 + HST & Fees \$ 285 + HST & Fee (Cadet Expert \$260)	\$53 + HST & Fees \$62 + HST & Fees ((\$57 for Cadet Expert)



Race Course

The race course may include a variety of terrain such as road sections, forest tracks, fields, and earth or gravel paths, and include significant amounts of climbing and descending. Paved or tarred/asphalt roads should not exceed 15% of the total course.

The Start/Finish area must be at least 6 metres wide for at least 50 metres before the start line, and at least 6 metres wide for at least 100 metres after the start line. The course must be marked out (using stakes or banners) and protected for its entire length. Barricades or banners are encouraged at the start/finish area to prevent spectators from crossing the course within the barricaded area. A call-up area which is sufficiently large for riders to warm up in close to the start zone must be provided.

Directional arrows must indicate the route to be followed showing changes of course, intersections, and potentially dangerous situations. Arrows must be on the right-hand side of the course except for right turns in which case arrows before and at the turn must be on the left-hand side of the course. An arrow must be located 10 metres before each junction and at the junction to confirm the correct route has been followed. Marshals must be at every intersection of the course with marshals at the control points in radio contact with the organizer.

The organizer may provide a bike washing area for participants. Inflatable arches crossing the course are prohibited, unless held up by a solid structure.

Organizers are strongly encouraged to consider a start loop for their activity to provide for the possibility of having riders starting while other riders may be continuing for a second lap.

Officials

A minimum of 2 to 4 officials are required for all Regional and Ontario Cup races. The OCA will assign race officials. Officials are to be paid by the organizer including honorariums, mileage, and accommodations as requested, unless otherwise agreed to.

Event Registration

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

- Sign-in table must be located within 250 meters of the start line.
- Enough space should be given so that volunteers at registration are physically distanced from each other and participants.
- No on-site registration may occur during 2021 season.
- All licenses must be checked from a distance.
- Riders must only race in the category indicated on their license.
- Entry fee caps are in place. Please refer to the entry fee chart in this document.
- Pre-registration must be offered through the OCA's registration system, CCN Bikes.
- Riders sign-in closes 30-minutes prior to race start. Start lists should be ready and delivered to the Chief Commissaire at least 15-minutes prior to the start time by a dedicated volunteer.
- Appropriate number of staff/volunteers at the registration desk to manage rider check-in.

All riders MUST complete an OCA Waiver and COVID-19 pre-screening process. All Organizers are required to email PDF copies of the 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.

Awards / Prizes

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).

Ontario Cup Points

Ontario Cup points are awarded to all categories. Only riders who purchase their racing membership through the OCA are eligible for O-Cup points. DNF riders (riders who do not finish) are not entitled to O-Cup points. Ontario Cup series champions will be decided by season ending Ontario Cup MTB series point totals by a simple tally of all the O-Cup points earned at O-Cup events for the current year.

The breakdown of O-Cup points are as follows for each category:

Place	Points
1 st Place	25 Points
2 nd Place	22 Points
3 rd Place	20 Points
4 th Place	18 Points
5 th Place	17 Points
6 th Place	16 Points
7 th Place	15 Points
8 th Place	14 Points

Place	Points
8 th Place	13 Points
9 th Place	12 Points
10 th Place	11 Points
11 th Place	10 Points
12 th Place	9 Points
13 th Place	8 Points
14 th Place	7 Points

Place	Points
15 th Place	6 Points
16 th Place	5 Points
17 th Place	4 Points
18 th Place	3 Points
19 th Place	2 Points
20 th Place	1 Points

Note: O-Cup points are different than upgrade points.

Tie Breaking Policy – Ontario Cup Series Points

When two or more riders are tied at the end of the Ontario Cup series, the following criteria and procedure shall be utilized by the OCA office to determine which rider is awarded the higher place in the standings.

- Most race wins overall in the series.
- Overall Points Average (number of points divided by events attended).
- Highest placing in commonly attended events (who placed higher in the standings when both riders attended the same events).
- Highest placing in the last event of the series.



Upgrade Points System

Upgrade points will be awarded at all Ontario based regional and Ontario Cup races running standard age/ability based categories.

Upgrade points will be awarded based on a calculation of the rider's time in the category versus the "predicted" winning time. For a more comprehensive understanding of MTB Upgrade Points, please visit <http://www.ontariocycling.org/sports/cross-country/>. Upgrade points are automatically calculated by the series contracted timer.