



Ontario Cycling Association

Phone: (416) 855-1717 E-mail: events.team@ontariocycling.org

2-2015 Pan-Am Blvd Milton, Ontario L9E 0K7

STEP 1 – EVENT INFORMATION

General Information

Event Name: _____

Event Location: _____

Event Date: _____

Organizer Contact for OCA Information

Contact is accountable for the event operation and will act as the liaison between the OCA and event.

Club Name/Organization (if applicable)		OCA License Number (must hold a UCI License)	
<input type="text"/>		<input type="text"/>	
Contact Person	E-Mail Address		
<input type="text"/>	<input type="text"/>		
Street	City, Province	Postal Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mobile Telephone	Work Telephone	Home Telephone Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Social Media Event Information

Achieve greater exposure and reach in the marketing of your events, by allowing us to tag your event in the OCA social media posts when advertising your events.

Facebook Handle/Username:

Twitter Handle/Username:

Instagram Handle/Username:

Event Hashtag:



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STEP 2 - SANCTION

Event Fees

All sanctioned Youth Road Development Series events have the following associated costs:

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

2021 Youth Road Development Series Fees	
Event Permit Fee	No Charge
Levies* ❶ <i>(\$50 Non-refundable deposit required)</i>	\$1. ⁰⁰ + HST per registered entrant
Non-Member Permit	Please contact OCA office
Insurance	No Charge <i>(events with OCA members only)</i>

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.

Youth Road Development Series Guidelines

Note: Please review the Youth Road Development Series Guidelines at the link below, prior to completing the rest of the information in this application.

<https://www.ontariocycling.org/forms/2021-youth-road-development-series-guidelines/>





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STEP 3 – EVENT DETAILS

Event Layout

Course Length: KM

Course Terrain: Flat Rolling Hills At Least One Difficult Hill Very Hilly

Land / Road Permission Letter Included: Yes No

Ambulance Stationed On-Site: Yes No

Number of Marshals Stationed Along Course:

Number of Two-Way Radios Supplied for staff & Commissaires:

Will the course be marked to UCI / CC / OCA rules? Yes No

P.A. System & Announcer On-Site: Yes No

How many toilets will be available?

Associated events, festivals or facilities at venue:

Registration & Promotion

Registration will be available:

 CCN Online Other

Event day sign-in/check-in will take place:

 Inside Outside Under Tent Other

Do you plan on including and selling non-member permits? Yes No

How will the race information and results be published?

 OCA Website Social Media Other

Estimated Total Prizes (note: cash prizes are not allowed at youth races):

 Merchandise



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Results – Due to COVID-19 regulations, in order to prevent gathering at events, we are not recommending organizers host podium celebrations.

Finish Line platform or shelter provided for Officials:	Yes	No	
Finish Line Equipment/Results Collection:	Manual	Video Camera	Other
Awards Presentation Area (not recommended for the 2021 season, if holding, protocols must be provided):			
3-Place Podium on-site?	Yes	No	
Backdrop?	Yes	No	

Entry Fees

Maximum entry fee is \$35.⁰⁰. If operating outside of the maximum entry fee, a budget must be submitted to the OCA for review.

Categories*	Pre-Registration Early Bird (\$)	Pre-Registration Entry Fee (\$)	Day of Entry Fee (\$)
A			Not Permitted
B			Not Permitted
C			Not Permitted
D			Not Permitted
E			Not Permitted
Try It A			Not Permitted
Try It B			Not Permitted

* Under Categories, please list the name of the start group. If it is simply a distance, use that. If there are multiple waves within a distance, please list them all.

Start Times

Categories*	Distance (km)	Skills Challenge Start Time*	Time Trial Start Time	Other Event Start Time
A				
B				
C				
D				
E				
Try It A				
Try It B				

* Skills Challenge is highly recommended but not mandatory.

Please make note of any specific registration information below:
(i.e. all riders that register before a certain date receive a free shirt)



STEP 4 – TRAFFIC MANAGEMENT PLAN

Traffic Management Plans

REQUIREMENT:

Any time the race route crosses a controlled part of the road (stop sign, signals, railroad, etc.), a Traffic Management Plan (TMP) must be included for those locations. If the event restricts access to any or all lanes of a roadway, in either direction, to public vehicles or pedestrians, the organizer must complete a TMP for the entire course.

Intersection Traffic Management Plan

This diagram must include the following:

- Layout of intersection
- Placement of police
- Placement of marshals
- All signage and cones
- Distances between all items
- Direction of race flow

Race Route Restriction

If the event has permission to close the side of the road that you are running your race on, in addition to the proper intersection TMPs, the Organizer must include a plan for detours and local resident access.

If the entire road is to be closed (even if it's just for a portion of the route), in addition to the above items, the Organizer must include TMPs for every road that could enter the course, regardless if the race direction has the right of away. In addition, resident access plans must be included, with detail on how the residents are to get in and out of their homes.

Crowd Control

If any part of your course is closed to a significant volume of pedestrians, the Organizer must provide a TMP for them as well. (*Example: Downtown Criteriums*).

Format

Please provide the above plans in a Word or a PDF document.





STEP 5 – TECHNICAL GUIDE

Organizers are required to provide a Technical Guide to the OCA with the Event Permit Application (this document) for review for all Youth Road Development Series Events.

Technical Guides are due to the OCA 90 days prior to the event for approval by the OCA and Chief Commissaire, and published upon approval a minimum of 60 days before the event.

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.

Will a Technical Guide be published for this event? Yes No

Note: An OCA approved technical guide must be available to riders 60 days in advance of the event.

Criteria

Technical Guide must include the following:

- OCA and/or OCA Youth Development Series related logo (if applicable)
 - 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, protocols, etc.)
- Race rules and regulations
 - Description of event, other pertinent rules and regulations
 - Course rules (bib placement, pre-riding)
- Course map to scale including a course profile
 - Direction to race location and parking location
- Restroom facilities and locations
- Safety, Emergency Action Plans and information
 - Direction to the nearest hospital(s)
 - Person or company responsible for first aid
- COVID-19 Safety Plan
 - Include items like mask rules, gathering limits, registration information, start/finish setup, instructions for spectators, parking protocols, pre-screening measures, etc.
- Prize list and podium protocol (*if applicable*)
- Refund/cancellation policy
- Accommodations

For further details, please refer to the technical guide template, available on the OCA Website

Format

Please provide the event Technical Guide in either Word, or a PDF document.



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STEP 6 – COURSE MAP

REQUIREMENT:

The Organizer is required to provide a detailed map of the entire intended race course.

Criteria

This map must include the following items:

- Line indicating the race path and direction
- All streets that cross the course
- Location of start and finish
- Time Trial Staging location
- Route elevation
- Address of your event location within Ontario
- Marshal locations (if applicable)

Format

Please provide the course map in either jpeg, png, or in a PDF document.

STEP 7 – DETAILED START/FINISH DIAGRAM(S)

REQUIREMENT:

The Organizer is required to provide a close up diagram of the start and finish areas, as well as the location of the adjacent race facilities.

Criteria

This document must include the following items:

- Finish Stage
- Barriers
- First Aid Station
- Timing Area
- Closest Washrooms
- Corralling Area (if necessary)
- Registration
- Podium Location & Setup (if applicable)
- Parking
- Caravan Staging Area (if necessary)

COVID-19

All items must take into consideration physical distancing requirements to meet Ontario Government regulations. This includes registration, participant staging, timing setup, parking, etc.

Format

Please provide the detailed start/finish diagrams in either jpeg, png, or in a PDF document.



STEP 8 – STAFFING PLAN

REQUIREMENT:

The Organizer is required to provide a list of your intended staffing plan. Note during this 2021 season, extra volunteers/staff will be required to ensure COVID-19 safety protocols can be met including additional registration/rider check-in staff, parking staff, those responsible for sanitization, etc.

Criteria

Please list the staff members the event will require in order to operate efficiently.

For major roles, please include the title and name of the person, if known.

Examples: Registration Manager, Equipment Manager, Protocol Manager, etc.

For minor roles, please include the title and the expected number of people in that position.

Examples, course marshals, registration staff, runners, etc.

Format

Please provide your staffing plan as a Word or PDF document.

STEP 9 – EMERGENCY ACTION PLAN

REQUIREMENT:

The Organizer is required to provide a detailed plan for dealing with emergency situations.

Criteria

Please create an Emergency Action Plan (EAP) which includes the following:

- Location of nearest hospitals
- On-site first aid plan
- Protocol for managing injuries and accidents
- Critical path for dealing with injuries and accidents
- Lightning – OCA Policy

Format

Please provide your Emergency Action Plan as a Word or PDF document or complete the following EAP template form: <https://www.ontariocycling.org/forms/2021-emergency-action-plan/>



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STEP 10 – COVID-19 SAFETY PLAN

REQUIREMENT:

The Organizer is required to provide a detailed plan regarding expectations of both participants, spectators and event staff/volunteers throughout the duration of the competition.

Criteria

Please create a COVID-19 Safety Plan which includes the following:

- COVID-19 Event Signage (including physical distancing, mask wearing, sanitization, etc)
- Mask Requirements for the Event
- Spectator Limitations / Rules (including parents)
- COVID-19 Pre-Screening measures for volunteers, athletes, etc.
- Parking Protocols
- Registration Protocols
- Podium Protocols (if applicable)
- General Event Protocols (i.e. when not racing, at registration, etc. what is expected)

Format

Please provide your COVID-19 Safety Plan as a Word or PDF document

STEP 11 – INSURANCE

Insurance

For the 2021 race season, there will be no insurance cost for events. Non-member insurance however will be charged additional insurance fees. A cost estimate will be prepared based on the number of non-members. The Organizer will verify the number of actual non-members at the event, within 3-5 business days following the event. If your event is interested in allowing for non-member participation, please contact the Ontario Cycling Association office.

Certificate of Insurance

If a certificate of insurance (COI) naming additional insured is required, the application is due fifteen (15) business days in advance of the event.

In general, the names provided to be added as named insured should only be those that have specifically requested to be named (i.e. municipality, landowner, etc.). We will not list those that are providing services that should be covered under their own liability policy (i.e. sponsors, first aid, photography services, etc.). If you are in doubt and have any questions, please contact the OCA office.

Please ensure that the information provided is 100% accurate at time of submission. Additional charges may apply if the certificate requires multiple revisions.



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Structures

All structures must be declared (i.e. stages, arches, and temporary bridges). We may require engineered drawings and not all structures will be approved. We require three (3) weeks notice to consider any structure.

STEP 11 – ATTACHMENTS & AGREEMENT

The following documents must be submitted in order to consider your application complete:

- Signed COVID-19 Event Statement
- Signed Organizer Contract Agreement
- Signed Sanctioning Policy
- Event Permit Application (*this document*)
- Payment of Fees (*\$50 Levy deposit*)
- Traffic Management Plan
- Tech Guide (*due upon request, or 90 days out from your event*)
- Course Map
- Start / Finish Close Up
- Staffing Plan
- Emergency Action Plan
- COVID-19 Safety Plan
- Commercial Event Insurance Application

Organizer Acceptance of Above Agreement

I have read and fully understand the 2021 Youth Road Development Series Guidelines and agree to follow the OCA standards.

<i>Print Name</i>	<i>Authorized Signature of Organizer</i>	<i>Date (DD/MM/YY)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

By signing this form, I hereby acknowledge that I, declare that the above information and attached documents are true and correct.



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