



**ONTARIO
CYCLING**

always in motion

ROAD EVENT GUIDELINES

2022

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COVID-19 PROTOCOLS

RACE FORMAT & SCHEDULING

Due to the ongoing COVID-19 pandemic, government-imposed distancing and gathering restrictions are constantly changing. While we anticipate a more normal 2022 race season, there is potential that events may need to adapt and modify to comply with regulations.

Time Trial/Individual Starts or a variation of this format are fantastic and reliable race types that could operate under almost all circumstances. Other race options may be considered upon application to the Ontario Cycling (OC); however any format must follow the Ontario Government's most up-to-date regulations regarding COVID-19.

If limitations are imposed by the Ontario Government for outdoor sport, this will be communicated to the organizer of the event and OC members.

Regardless of format chosen, ALL riders, officials and volunteers at the event should continue to follow any posted rules/regulations regarding Health and Safety protocols to ensure a safe environment for all.

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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 OC waiver acknowledging the risks of COVID-19. This waiver should be built into the registration process to ensure that it is captured prior to the event day.
3. Rowan's Law Concussion Code of Conduct for the Organizer should be included with registration to ensure compliance with legislation.

Day of:

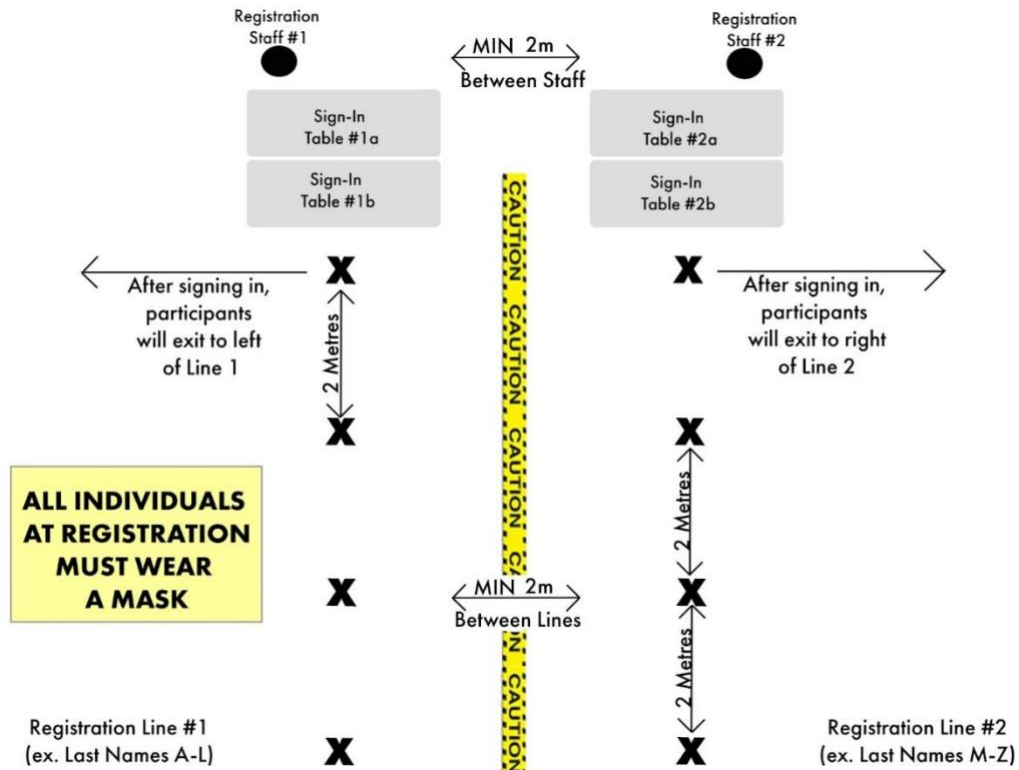
1. All event participants (including organizers, volunteers, exhibitors, coaches, competitors, and spectators) may be pre-screened for COVID-19, with a screening questionnaire/declaration needing to be completed, prior to attending the event.
 - a. Any screening questionnaire should be available online so that registration/volunteers can confirm that it has been completed for the individual with no contact or writing utensil required. Passive Screening at the event may be considered as an alternative.
 - b. Any decision on screening should be run by the local Public Health Unit to confirm the local regulations
2. Registration/sign-in should be setup on site to ensure proper physical distancing. An outdoor covered area is recommended unless weather is an issue. An example of proper registration set-up allowing for distancing measures is on the following page.
3. All individuals at registration including competitors, spectators, volunteers, organizers, etc. will be required to wear a mask (not a scarf or buff). (SIGNAGE SHOULD BE POSTED INDICATING AS SUCH).
4. Organizers may recommend this practice for all individuals during the event, except when racing or taking a drink/eating food. Organizers have the right to refuse entry to any participant/spectator not following event protocols

EVENT SIGNAGE AND DISTANCING

As a result of the COVID-19 Pandemic, all events will be required to have signage in regard to physical distancing, washing/disinfecting hands, and the mandatory wearing of masks (minimum at registration and on the start line).

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 (Max 100m). There should still be enough airflow 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 in this area). **Please see image below for example of distanced registration setup.**



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 choose not to permit spectators.

WASHROOM FACILITY ACCESS

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 of washrooms 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 sanitization stations should be near ALL washroom facilities.

PRIZING AND PODIUM PROTOCOLS

Any organizer looking to have awards and a podium presentation will need to demonstrate stringent podium protocols including sanitization, mask wearing and physical distancing of both the recipients as well as photographers and family of those involved.

VOLUNTEERS, STAFF AND SUPPLIERS

All on-site volunteers, staff and suppliers will be required to complete the Event Pre-Screening. Mask wearing is strongly encouraged for volunteers, staff and suppliers at all times and is mandatory when distancing is not possible.

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

EVENT SANCTIONING

EVENT SANCTIONS

Types of Sanctioned Events

1. **Weekly Series** events run with the category structures Beginner, Sportif, and Open categories, unless otherwise agreed to with the OC office. License requirements subject to event rules.
2. **Cycle For All** events also known as Tours and Gran Fondos may run with any category structure including but not limited to ability-based, age-based or distance-based. Ontario Cup and category upgrade points are not awarded at these events. License requirements subject to event rules.
3. **Regional Events** run with any category structure including but not limited to ability-based, age-based or distance-based. Ontario Cup and category upgrade points are not awarded at these events. License requirements subject to event rules.
Regional Events will be broken down into 2 levels based on recommended officiating needs:
 - a. **Regional A** are events tracking towards OCup status such as larger-scale road or criterium races that require 2 or more provincially-assigned commissaires to score and enforce rules
 - b. **Regional B** are community-based events where there is less emphasis on timing and scoring and therefore do not require provincially-assigned commissaires
4. **Ontario Cup Race** events must run with ability-based categories (see License Requirements below). Ontario Cup and category upgrade points are awarded at these events. License requirements subject to event rules.
5. **Provincial Championship** events must run with UCI age-based categories (see License Requirements below). Ontario Cup and upgrade points are not awarded at these events. License requirements subject to event rules.
6. **National Race** events must run according to Cycling Canada stipulations and sanctioning. License requirements subject to event rules.

SANCTIONED EVENT FEES

All sanctioned Events have the following associated costs:

- Event Permit fee \$140.⁰⁰ +HST
- Insurance Coverage \$200.⁰⁰ +HST (\$50.⁰⁰ +HST for youth only events)
- Event Levies \$3.25 + HST

Below are the fees associated with each sanctioned event:

1. Event Permit Fees

The Event Organizer will be required to submit an Event Permit Application and Sanction Agreement. The Event Permit fee will be billed to the organizer upon approval of paperwork. If an event must be cancelled, the \$140.00 +HST Permit Fee is non-refundable & non-transferable.

2. Event Insurance

Any organizer hosting an event requiring insurance coverage must complete and submit a Commercial Event Insurance form to events.team@ontariocycling.org and pay the \$200.00 +HST Insurance Certificate fee (\$50.00 +HST for youth events). The Organizer will pay the insurance certificate fee for the event prior to event day and reconcile non-member insurance costs (if applicable) 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 OC office. Commercial Event insurance forms can be found on the OC website. Organizers may update their Certificate of Insurance application up to 2 times at no extra cost. Any further updates are subject to a \$25 administrative fee.

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

Insurance permits are for a specific date and may not be transferable. If an organizer is offering insurance for non-members, they may charge the non-member insurance fee in addition to the registration if they wish.

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

3. **Levies**

Unless otherwise stated, a fee of \$3.25 + HST per event registrants (DNS and DNF included) must be paid to OC. Organizers are expected to follow up with OC post-event, within 3-5 business days, to report final participant numbers and levies owing.

4. **One-Day Permits**

At OC's discretion, and in agreement with the Organizer on the terms, One-Day Permits may be available for your race. One-Day 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 (18 and under)
- Riders are eligible to purchase 3 One-Day Permits for the season. After three One-Day Permits are purchased, a Provincial Race License or UCI Race License will be required to participate in future events. OC will be closely monitoring the number of One-Day Permits issued per rider.

****NEW**** Individuals purchasing a One-Day Permit and then looking to obtain a same season OC Provincial Race License or UCI Race License, may apply the cost of their previously purchased One-Day Permit towards their OC Membership purchase. Individuals interested in doing this should contact the OC office to obtain a coupon code for the amount of the previously paid One-Day Permit.

Event Sanction Chart

Event Type	Sanction Details		Sanction Fees			
	Category Structure	Ontario Cup/Category Upgrade Points	Event Permit Fee	Insurance	Levies*	1-Day Permit
Weekly Series	Beginner, Sportif, Open	N/A	\$140.00 + HST	\$200.00 + HST (\$50.00 + HST for youth events) **Events with One-Day Permits will face a premium	\$3.25 + HST per unique rider	Please contact OC Office for Eligibility
Cycle For All and Regional Events	Any structure (ability-based, age-based, distance-based)	N/A				
Ontario Cup Race	Ability-based	Yes				
Provincial Championship	Age-based as per National Champs	No				
National Race	According to CC stipulations and sanctioning	N/A			\$1.00 + HST per rider	

*Levies are based on published start lists for races and registered entrants for all other events. Organizers to provide final registrant numbers within 3-5 business days and will be invoiced following the event.

OTHER ITEMS

Alcohol Insurance

Alcohol is not permitted at events without prior written approval from OC. This includes samples and prizing. Events that wish to include alcohol must submit a Liquor Liability Application as well as submit a copy of the insurance coverage from the third-party organization responsible for the alcohol. Additional insurance fees will apply. Liquor Liability Application forms can be found on the OC 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.

Refundable Registration

CCN Bikes/Interpodia has developed 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. This is not an OC service and should you have any questions or concerns please contact CCN directly. [Interpodia/CCN Refundable Registration Program](#)

GENERAL GUIDELINES: ALL LEVELS OF EVENTS

ORGANIZER REQUIREMENTS

- All Event Organizers must have a 2022 License
- It is recommended that all Organizers complete a Commissaire training course. For information related to Commissaire courses, please contact OC.

REGISTRATION REQUIREMENTS

1. Online Registration Requirements

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

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

- Registration cannot go live until the following has been submitted AND approved:
 - 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)
 - Payment of Event Permit fees
- The following items may be completed after the event has gone live
 - Completed Technical Guide
 - Completed Emergency Action Plan
 - Certificate of Insurance Application
 - Payment of Insurance Certificate fee

OC shall be given access to CCN registration to monitor licensing issues. If your event has received approval to utilize other registration software, OC will need to obtain registration lists with enough time to properly verify licenses.

Registration must close on the Wednesday prior to the race at midnight unless other arrangements have been made with OC office.

The organizer is directly responsible for any expenses incurred due to early registration setup before obtaining permission from the Ontario Cycling.

All riders must sign both an OC waiver as well as a Concussion Code of Conduct. In an effort to streamline waiver capture, waivers must 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 waivers will be contacted in advance by the Organizer to complete before the event. The Organizer is responsible in forwarding to OC 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.

2. **Event Registration Requirements**

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 on page 3 of this document. 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
- *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 your discipline's appendix
- Pre-registration must be offered through OC's registration system, CCN bikes unless otherwise agreed to
- All events in 2022 will be pre-registration only
- *Rider sign-in closes 30-minutes prior to the first rider departing. Start lists should be delivered to the Timing Company, and subsequently made accessible to the Commissaires after rider sign-in closes
- *Prize list must be posted online (if applicable)
- Appropriate number of staff/volunteers at the registration desk to manage rider check-in

*May not apply to Regional, Weekly Series, Cycle For All events

3. **Membership Requirements**

For all 2022 Events, registration will be open to 2022 Provincial Race License holders or 2022 UCI Race License holders with a valid race category on their card. All memberships (including Provincial Race Licenses) now have a road category on it; however, there will still be a minimum age requirement to participate in OCups and/or Provincial Championships.

In addition, organizers may have the option to offer One-Day Permits as part of their event. Please contact the office for more details. This must be done via online registration only. An insurance premium will apply.

SPORT TECHNICAL REQUIREMENTS

1. **Technical Guide**

Technical Guides associated with the event must be submitted for approval and review by OC and Lead Commissaire, no later than 60 days before the event date and published upon approval, a minimum of 45 days before the event day. The OC reserves the right to withhold sanctioning an event, until further review of the event technical guide. Organizers should be prepared to provide further details as requested by OC.

Technical Guide to include the following:

- Sanctioned By OC logo and/or 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, 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 (if applicable)
- Staffing Plan

Note: Weekly Series and Cycle For All 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 OC. Reduced documentation requirements and simplified structure are not to be confused with standard risk management requirements for the event

2. **Timing & Results**

All events (does not apply to Regional, Weekly Series, Cycle For All events) in 2022 are to be appropriately timed, providing a result for each participant. Timers must be approved by OC in advance. All results should be forwarded to OC within 24 hours of the completion of the event so that they can be listed on the Results page of OC website. Results must be in either Excel, PDF or html format, sorted by category, with the following items displayed:

- Placing
- Rider's #
- Rider's Ontario Ability or Age Category
- Rider's First and Last Name
- Rider's Club/Team Name
- Rider's Time/Result

Photo/Video-finish is required for all OCup events except for time-trials.

3. **Post-Event Reporting**

Organizers are required to provide the following within 3-5 business days, following the completion of each event:

- Total number of participants (DNS and DNF participants must be included), broken down by non-members and OC members.
- Sport Injury Report Forms
- 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.

MARKETING REQUIREMENTS

Upon approval of the event technical guide and/or payment of the permit fee, OC shall advertise the event on OC website Calendar of Events. Events will not be posted on the calendar until all paperwork is finalized and payment has been received.

Organizers will need to provide content that can be utilized by OC 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. If you would like to market your event, reach out to OC Marketing & Communication Specialist **Patrik Zimmermann**.

ON-SITE REQUIREMENTS

1. Facilities

If road closures are required for the event, the Organizers shall have a permit for the use of the road/course and shall ensure that the road closure complies with all local requirements. The Organizer is responsible to ensure that adequate barricades are in place to keep spectators off the racecourse in the vicinity of the start/finish and or other areas of the race course as required. If road closures are not required, the organizers must communicate to all participants that they must adhere to the rules of the road through pre-race information as well as on event day.

2. Toilets

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 especially if a race included para-athletes. 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.

3. **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 OC. Please contact OC to receive the appropriate OC logo to be used on signage, both online and on-site.

COVID-19 Health and Safety Signage regarding masking and distancing will potentially be required, for more information on signage requirements please contact your local Public Health Unit.

COMMUNICATION REQUIREMENTS

1. Public Address System

A public address system is required for all events for 2022. 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 hailer.

2. On-site Communications

OC shall provide on a best-efforts basis, appropriately licensed, 2-Way VHF radios for race management at Ontario Cup, Youth Development Series and Provincial Championship events. The radios have multiple channels and should be distributed accordingly. Handheld radios for OC staff, Technical Delegate, all assigned Commissaires, First Aid and primary Event Organizer. A base station can be supplied for the start/finish area and in-car radios can be available in limited quantities. The OC Technical Delegate shall aid in placing the radios and antennas in the Commissaire vehicles and returning them at the end of the race. Organizers are responsible for any other radio requirements at the event (e.g. 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 always contact First Aid and also be equipped with the means to effect adequate communication with the President of the Commissaire Panel (PCP) over the course of the event. 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.

SAFETY REQUIREMENTS

1. Sport Injury Report Form

Organizers are responsible for the timely completion of sport injury report forms. All reports must be submitted to OC, by the Organizers within 72 hours (3 days) of the completion of their event. Fillable PDF accident report forms can be found on OC website or by clicking the following link **[2022 OC Sport Injury Form](#)**

2. 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 by OC 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.

3. Rowan's Law

Ontario's new Rowan's Law is in effect at all OC sanctioned events in the Province of Ontario. For more information visit **OC 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. ***It is the Organizer's responsibility to ensure completion of this waiver by all participants under the age of 26.***

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

4. 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 President of the Commissaire Panel in consultation with the Organizer will be responsible for making decisions regarding stoppage/delay/evacuation due to thunder, lightning or other extreme weather patterns.

- [OC Lightning Policy](#)

WEEKLY SERIES & CYCLE FOR ALL EVENTS

CATEGORIES & LICENSING REQUIREMENTS

All sanctioned events at this level must provide racing opportunities for all levels of riders. An example of potential race divisions and licensing requirements is listed below.

Some Weekly Series and Cycle For All events can offer One-Day Permits purchase for first time racers. For more information including if your event qualifies, please contact the Ontario Cycling directly. Weekly Series and Cycle For All event organizers will have to submit registration lists to us for tracking purposes as One-Day Permit use is being strictly enforced and tracked.

Category	One-Day Permit	Provincial Race License	UCI License
Beginner – Male / Female	X	X	X
Sportif – Male / Female	X	X	X
Open – Male / Female	X	X	X

TECHNICAL GUIDE

Weekly Series and Cycle For All 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 OC. ***Reduced documentation requirements and simplified structure are not to be confused with standard risk management requirements for the event.***

RESULTS

Organizers are encouraged to provide results for ALL participants. Organizers are responsible for timing, judging, and results. If interested, Organizers may provide results to OC for posting purposes.

OFFICIALS

Weekly Series and Cycle For All events are strongly encouraged to provide a licensed official or person who has successfully completed the Provincial 'C' Commissaire course to help ensure an event remains fair, safe and to help provide a quality racing opportunity.

ROAD REQUIREMENTS

If the event is run on open roads without closures, event participants must understand that they are obligated to follow the rules of the road. This must be communicated through the listed event rules and regulations, as well as during the pre-event speech given on the day of the event(s) by the organizer.

2022 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 appendixes relevant to your event and discipline type.

Note: A quality event can be run within the fee tables provided and events wishing to charge more must be able to prove value to the participants. These prices may be adjusted upon submission and approval of event budget.

APPENDICES

APPENDIX A1: Road Events – Time Trial

Licensing Requirements

Regional / Ontario Cup Series Race			
Categories	One-Day Permit	Provincial Race License	UCI License
Under 17 Women		X	X
Under 17 Men		X	X
Para		X	X
Master A Women		X	X
Master B Women		X	X
Elite 3 Women		X	X
Elite 1,2 Women		X	X
Master 3 Men		X	X
Master 2 Men		X	X
Master 1 Men		X	X
Elite 4 Men		X	X
Elite 3 Men		X	X
Elite 1,2 Men		X	X
Sportif/Eddy Merckx	X	X	X

Provincials or Age-Based Events			
Championship Categories	One-Day Permits	Provincial Race Licenses	UCI Licenses
Para		X	X
Under 17 Men		X	X
U19 Men		X	X
U23 Men		X	X
Master A Men (35-44 Years)		X	X
Master B Men (45-54 Years)		X	X
Master C Men (55-64 Years)		X	X
Master D Men (65+ Years)		X	X
Elite Men		X	X
Under 17 Women		X	X
U19 Women		X	X
U23 Women		X	X
Master A Women (35-44 Years)		X	X
Master B Women (45-54 Years)		X	X
Master C Women (55-64 Years)		X	X
Master D Women (65+)		X	X
Elite Women		X	X

Other Categories	One-Day Permits	Provincial Race Licenses	UCI Licenses
15 KM Sportif	X	X	X
30 KM Sportif	X	X	X
40 KM Sportif	X	X	X
Eddy Merckx	X	X	X

For all 2022 provincially sanctioned events in Ontario, a UCI or Provincial Race License is the requirement.

At OC’s discretion, and in agreement with the Organizer on the terms, One-Day Permits may be made available. One-Day 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 three single One-Day Permits for the season. After three One-Day Permits are purchased, a Provincial Race License or UCI Race License will be required to participate in future events. OC will be closely monitoring the number of One-Day Permits issued per rider.

Event Categories, Distances and Prices

Regional/Ontario Cup/Ontario Time Trial Series		
Categories	Recommended Distance	Entry Fee Cap
Para (Handcycle & Trike)	15 KM	\$85. ⁰⁰ + Fees
Under 17 Women	15 KM	
Under 17 Men	15 KM	
Para (Tandem and "C" Class)	30 KM	
Master A Women	30 KM	
Master B Women	30 KM	
Elite 3 Women	30 KM	
Elite 1,2 Women	30 KM	
Master 3 Men	30 KM	
Elite 3 Men	30 KM	
Elite 4 Men	30 KM	
Eddy Merckx	30 KM	
Master 2 Men	40 KM	
Master 1 Men	40 KM	
Elite 1,2 Men	40 KM	
15 KM Sportif*	15 KM	\$55. ⁰⁰ + Fees
30 KM Sportif*	30 KM	
40 KM Sportif*	40 KM	
<p>*Note: A Sportif category must be provided for each unique distance</p> <p>Please contact OC office for more information</p>		

Provincials/Age-Based Event		
Categories	Recommended Distance	Entry Fee Cap
Under 17 Women	15 KM	\$85. ⁰⁰ + Fees
Under 17 Men	15 KM	
Para (Handcycling / Trike)	15 KM	
Para (Tandem / "C" Class)	30 KM	
Master A 35-44 Women	30 KM	
Master B 45-54 Women	30 KM	
Master C 55-64 Women	30 KM	
Master D 65+ Women	30 KM	
Elite Women	30 KM	
U19 Women	30 KM	
U23 Women	30 KM	
Master A 35-44 Men	40 KM	
Master B 45-54 Men	40 KM	
Master C 55-64 Men	30 KM	
Master D 65+ Men	30 KM	
Elite Men	40 KM	
U19 Men	40 KM	
U23 Men	40 KM	

Other Categories	Recommended Distance	Entry Fee Cap
15 KM Sportif	15 KM	\$55. ⁰⁰ + Fees
30 KM Sportif	30 KM	
40 KM Sportif	40 KM	

Note: Events wishing to charge more must be able to prove value to the participants.

Time Trial Course Design

Recommended race distances for each category can be found within the chart located above. If organizers wish to run a race that is more than 10% longer or shorter than the recommended race distances, approval must be received by OC. With approval, an organizer may be able to shorten early season or late season events by up to 25%.

The course should be designed with safety in mind. Roads should be paved without serious defects and corners must be swept. 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.

Time Trial Course Requirements

- Start area would ideally be on a closed road
- Where possible the last 5, 4, 3, 2, 1 KM of the course should be marked
- Corners should be swept
- Turnarounds should be clearly marked by pylons with at least 6 metres of radius of course maintained around the turn. Signage indicating prior notice of upcoming turnaround is required
- Organizers should have a volunteer at the turnaround in case assistance is needed
- The finish should be barricaded with sturdy inter-connecting metal barriers for 150 metres after the line. Where possible, the finish must be on a straight line, clear of traffic
- Course length should be ideally between 15km and 40km (either as an out and back or a loop) for Ontario Time Trial Series Events.
- If choosing a two up Time Trial on a closed course, the distance can be shorter.
- The Start should have marked off spots for each rider to stage that provides the minimum physical distancing requirement of 2m.
- Organizers may want to consider doing this on the side of the road or grass (if applicable) to be given more space.
- Riders should be seeded on the start list in order of presumed fastest rider to slowest rider with pre-arranged starting times.

- The Start/Finish area must be always controlled. Depending on the venue, this may require metal connecting barriers. In addition, ALL course crossings should always have a designated volunteer/police presence as well as at any turnaround point.
- If doing an out and back course, organizers must have either a Commissaire or volunteer at the midway point recording which riders made the turnaround.
- For the 2022 season, organizers will be able to select their own timer; however, 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. However, all riders within a category should race within the same session.

Time Trial Officials

At least one (1) official is recommended for Regional events. Organizers supplying their own qualified licensed officials may be able to reduce the number assigned to them. Payment of officials is the responsibility of the organizer, as well as overnight accommodation and per diem where applicable. Ontario Cup/Ontario Time Trial events require a minimum of 3 to 6 officials. Provincial Championship events may require a minimum of 5 to 6 officials. Number of officials are subject to review depending on the event. Officials are to be paid by the organizer.

APPENDIX A2: Road Events – Criterium and Road Races

criterium and Road Race Licensing Requirements

Regional / Cycle for All / Weekly Series Events			
Category	One-Day Permit	Provincial Race License	UCI License
Beginner – Male / Female	X	X	X
Sportif – Male / Female	X	X	X
Open – Male / Female	X	X	X

Ontario Cup / Regional Race			
Categories	One-Day Permit	Provincial Race License	UCI License
Master A Women (35-44)		X	X
Master B Women (45+)		X	X
Master 1 Men (35+ years)		X	X
Master 2 Men (35+ years)		X	X
Master 3 Men (35+ years)		X	X
Elite 1,2 Women		X	X
Elite 3 Women		X	X
Elite 1,2 Men		X	X
Elite 3 Men		X	X
Elite 4 Men		X	X

Provincial Championships			
Categories	One-Day Permit	Provincial Race Licenses	UCI Licenses
U19 Men		X	X
U23 Men		X	X
Master A 35-44 Men		X	X
Master B 45-54 Men		X	X
Master C 55-64 Men		X	X
Master D 65+ Men		X	X
Elite Men		X	X
U19 Women		X	X
U23 Women		X	X
Master A 35-44 Women		X	X
Master B 45-54 Women		X	X
Masters C 55+ Women		X	X
Elite Women		X	X

The Provincial Championships will run utilizing UCI age-based categories. OCup points will not be awarded at these events. Provincial Championships are organized according to distances and regulations based on National Championships. **Registration is open to all licensed riders but only Ontario-licensed riders are eligible for medals.**

**criterium and Road Race Event
Categories, Distances and Prices**

Regional and OCup Road Series Events				
Categories	Distance	Entry Fee Cap	Start Wave	Start Time
Elite 4 Men	60 – 80 km	\$85. ⁰⁰ + Fees	A	8:30 AM
Master 3 Men (35+ years)	60 – 80 km		A	8:32 AM
Master A Women (35-44)	60 – 80 km		A	8:34 AM
Master B Women (45+)	60 – 80 km		A	8:34 AM
Elite 3 Women	60 – 80 km		A	8:34 AM
Elite 3 Men	80 – 100 km		B	11:00 AM
Master 2 Men (35+ years)	80 km		B	11:02 AM
Elite 1,2 Women	80 – 100 km		B	11:04 AM
Elite 1,2 Men	130 km		C	1:30 PM
Master 1 Men (35+ years)	100 km		C	1:32 PM
Sportif	20-40 km		C	1:34 PM
<p>+ Fees refers to HST and online CCN administrative fees</p> <p>Note: Entry fees should not be increased for additional perks such as BBQ or t-shirts, etc.</p> <p>Note: Regional events follow the same structure but upgrade points are not available</p>				

Regional and OCup Criterium Series Events				
Categories	Suggested Time	Entry Fee Cap	Start Wave	Start Time
Elite 4 Men	50 min	\$85.00 + Fees	A	8:30 AM
Master 3 Men	50 min		A	8:32 AM
Elite 3 Men	50 min		B	9:30 AM
Master 2 Men	50 min		B	9:32 AM
Elite 1,2 Women	60 min		C	10:30 AM
Elite 3 Women	60 min		C	10:32 AM
Master A Women (35-44 years)	60 min		C	10:32 AM
Master B Women (45+ years)	60 min		C	10:32 AM
Elite 1,2 Men	75 min		D	12:00 PM
Master 1 Men (35+)	75 min		D	12:02 PM
+ Fees refers to HST and online CCN administrative fees				
Note: Entry fees should not be increased for additional perks such as BBQ or t-shirts, etc.				
Note: Regional events follow the same structure but upgrade points are not available				

Provincial Road Race				
Categories	Distance	Entry Fee Cap	Start Wave	Start Time
Master C Men (55-64)	60 – 80 km	\$85. ⁰⁰ + Fees	A	8:30 AM
Master D Men (65+)	60 – 80 km		A	8:30 AM
U19 Women	60 – 80 km		A	8:32 AM
Master A Women (35-44)	60 – 80 km		A	8:32 AM
Master B Women (45-54)	60 – 80 km		A	8:32 AM
Master C Women (55+)	60 – 80 km		A	8:32 AM
U19 Men	100-120 km		B	11:00 AM
Master B Men (45-54)	80 km		B	11:02 AM
Elite Women	80 -100 km		B	11:04 AM
U23 Women	80-100 km		B	11:04 AM
U23 Men	160 km		C	1:30 PM
Elite Men	160 km		C	1:30 PM
Master A Men (35-44)	100 km		C	1:32 PM

Provincial Crit Race				
Categories	Suggested Time	Entry Fee Cap	Start Wave	Start Time
Master C Men (55-64)	50 min	\$85. ⁰⁰ + Fees	A	8:30 AM
Master D Men (65+)	50 min		A	8:30 AM
U19 Men	75 min		B	9:30 AM
Elite Women	60 min		C	11:00 AM
U23 Women	60 min		C	11:00 AM
U19 Women	60 min		C	11:00 AM
Master A Women (35-44)	60 min		C	11:02 AM
Master B Women (45-54)	60 min		C	11:02 AM
Master C Women (55+)	60 min		C	11:02 AM
Master A Men (35-44)	75 min		D	12:30 PM
Master B Men (45-54)	50 min		D	12:32 PM
Elite Men	75 min		E	2:00 PM
U23 Men	75 min		E	2:00 PM

Ontario Cup Road Series Points

Ontario Cup Road Series Points are awarded to all categories, except for Sportif. Only riders who purchase their racing membership through OC are eligible for OCup points. DNF riders (riders who do not finish) are not entitled to OCup points.

The breakdown of OCup points are as follows for each category:

Place	Points
1 st Place	25 Points
2 nd Place	20 Points
3 rd Place	16 Points
4 th Place	13 Points
5 th Place	11 Points
6 th Place	10 Points
7 th Place	9 Points
8 th Place	8 Points

Place	Points
9 th Place	7 Points
10 th Place	6 Points
11 th Place	5 Points
12 th Place	4 Points
13 th Place	3 Points
14 th Place	2 Points
15 th Place	1 Points

Note: OCup points are different than upgrade points.

Ontario Cup Series Champions will be determined by the calculation of all OCup points earned per rider at all the OCup events in the series for the current year.

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 OC 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 Cup races running standard ability-based categories. Upgrade points will be awarded for all categories based on field size. Points will be also awarded based on any combined field sizes (i.e., if multiple categories are combined to make the field). Points will not be broken out by category placing but rather placing in that combined field.

APPENDIX A3: Road Events – Youth

The Youth Road Development Series was established as an introduction to youth between the ages of 9 and 18 to ability-based racing. The goal of the series is to build the skill level of youth, preparing them for lifelong enjoyment within the sport. This model allows athletes of different physical age, years in sport, skill and power levels to race alongside those with similar ability levels. Parents are reminded that the focus of the series is on the development of their child, as a cyclist, and that performance at youth races is not a reliable indicator of future international success. However, it is a key stepping-stone to building participation within the sport.

The Youth Road Development Series is guided by four (4) main principles. It is important to keep these principles in mind if you are a participant, parent, coach, or organizer.

1. Fun

Keep a positive attitude and contribute to a positive atmosphere both in and out of competition.

2. Sportsmanship & Fair Play

Play honestly and obey the letter and spirit of the rules.

3. Development

Every young athlete deserves a program appropriate to their individual stage of development.

4. Participation

Ensure everyone has a place to compete. The core format is comprised of a cycling race where the outcome is determined by the finish order across the line. The Organizer is responsible for all aspects regarding the race.

Youth Licensing Requirements

For all 2022 Youth Road Development Series events, registration will be open to both 2022 UCI Race License and 2022 Provincial Race License holders with a valid race category on their card and be between 8 and 18 years of age as of December 31st, 2022.

In addition, organizers of Ontario Youth Road Development Series events will have the option to offer one-day permits as part of their event should they choose. This must be done via online registration only. Please contact OC 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 OC will help in marketing the event through its website and social media channels.

Youth Format

A 2022 Youth Road Development Series event shall be comprised of a minimum of two events Non-traditional events may be considered upon review by OC. Suggested events include:

- Individual Time Trial
- Team Relay
- Hill Climb Time Trial
- Skills Competition/Session
- Criterium
- Road Race

Youth Entry Fees

In an effort to keep the barrier of entry as low as possible, there is an entry fee cap in place for all Youth Road Development Series events.

The maximum entry fee shall be \$42.50 + HST and CCN administration fees.

Categories	One-Day Permit	Provincial Race License	UCI License
A Grade		X	X
B Grade		X	X
C Grade		X	X
D Grade		X	X
E Grade		X	X
Try-it	X	X	X
<i>Out of Province riders must have a UCI license.</i>			

Youth Categories, Rollout and Suggested Distances

CATEGORY	ROLLOUT	SUGGESTED SEEDING	TIME TRIAL DISTANCE
A Grade	7.12m	U19 Female – finishing in the Ontario Cup Series U19 Male – finishing in the Ontario Cup Series U17 Male – top 5 in the YRDS	10-15 KM
B Grade	7.12m	U19 Female – top 5 in the YRDS U19 Female – mid pack in the Ontario Cup Series U17 Female – top 5 in the YRDS U17 Male – finishing in the pack U15 Male – top 5 in the YRDS New U19 Males	6-10 KM
C Grade	7.12m	U17 Female – finishing in the pack U15 Female – top 5 in the YRDS U15 Male – finishing in the pack U13 Male – top 5 in the YRDS New U19 Females + New U17 Males	4-6 KM
D Grade	7.12m	U13 – finishing in the pack U11 – top 5 in the YRDS New U17 and U15 Females + New U15 Males	2-4 KM
E Grade	7.12m	U11 & U13 athletes who consistently finish in the YRDS New U13 & U11 Athletes	1-2 KM
Try-it B	None	New to cycling as a competitive sport	1-2 KM
<p>Distances are suggested and may be adapted to individual courses. Organizers are encouraged to consider offering Para categories at their events. Please contact OC office for more information.</p>			

Youth Equipment

Cycling gloves are strongly recommended. Aero bars and wheels are not permitted. All equipment must be in good repair, have adequate tires, and operating brakes. Disc wheels are not permitted. The use of Disc brakes in road races has been approved for use in all road races within Ontario.

**Please note that maximum wheel rim depth will not be enforced during this road season.

Youth Officials

The competition shall be under the control of a currently licensed commissaire as assigned by OC. Two (2) are required for all Youth Road Development Series events. The event will run governed by common sense and a sense of fair play shall rule the day. Organizers shall pay the cost of all officials.

Youth Course Design

The competition shall only be held on circuits that are closed to traffic while participants are racing. The course should be designed with safety in mind. Wavy, blind corner sections and corners that narrow, should be avoided or well-marked. Roads should be paved without serious defects and corners must be swept. In addition, an ambulance must be able to access any part of the course.

Youth Awards / Prizes

- **Cash prizing is not permitted.**
- Youth Road Development Series events are based around fun and participation. Any podium, prizing or medal distribution is at the discretion of the organizer.
- Any handing out of prizes/medals or execution of podium presentations must be done following COVID-19 physical distancing, mask wearing, and sanitization rules.
- Any event choosing to offer podiums must follow proper Youth Road Development Series podium protocols. Riders should wear their competition jersey/kit for the presentation. Hats and sunglasses should not be worn during the podium presentation.