



# Ontario Cycling Association

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

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

## 2021 MTB Event Permit Application

### 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 MTB events have the following associated costs:

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

Permit Type	Weekly Series	Citizen Event	Regional Race	Ontario Cup Race	Age Based Race	National Event
<b>Event Permit Fee</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Levies* ❶</b> <i>(\$50 Non-refundable deposit required)</i>	\$1.00 + HST per unique rider <sup>(1)</sup>	\$1.00 + HST per rider <sup>(2)</sup>	\$1.00 + HST per rider	\$1.00 + HST per rider	\$1.00 + HST per rider	\$1.00 + HST per rider
<b>Non-Member Permit</b>	Not Permitted	Please Contact OCA Office For Eligibility				Not Permitted
<b>Insurance</b>	Please Contact OCA Office					

### 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.

### 2021 MTB Guidelines

**Note:** Please review the 2021 MTB Guidelines at the link below, prior to completing the rest of the information in this application.

<https://ontariocycling.org/forms/2021-mtb-guidelines/>



**STEP 3 – EVENT DETAILS**

**Note:** Please review the event guidelines (link provided on previous page) along with the Organizer Agreement prior to completing the chart below.

**Event Layout**

Course Length:  KM      Course Length:  M

Will the course be taped:       Yes       No

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

Pressure Washer at Venue?       Yes       No

How many toilets will be available?

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

Ambulance Stationed On-Site       Yes       No

Number of Marshals Stationed Along Course:

Number of Two-Way Radios Supplied for Officials & Staff:

    Short-Range / FRS radios:       Long-Range Radios:

Do you plan on incorporating a kids race?       Yes       No

Land / Road Permission Letter Included:       Yes       No

Associated Events / Festivals:



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## 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:  
Cash:  Merchandise:

**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:  
3-Place Podium on-site?  Yes  No  
Backdrop?  Yes  No





## STEP 4 – TECHNICAL GUIDE

Organizers are required to provide a Technical Guide to the OCA with the Event Permit Application (this document) for review for the following sanctioned events: Ontario Cup Events, Regional, Citizen and others upon request.

Technical guides are due to the OCA 90 days prior to your 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.

### Technical Guide Criteria

Technical Guide must include the following:

- OCA and/or OCA MTB OCUP 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

### Format

Please provide the event technical guide in either Word, or a PDF document. Please also note that it is a requirement to include the information from your tech guide on your event page as well.



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### STEP 5 – 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
- Location of start and finish
- Registration location
- Road crossings
- 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 6 – 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 diagram must include the following items:

- Line indicating the race path and direction
- Location of start and finish
- Registration location
- Closest Washrooms
- Corralling Area (if necessary)
- Parking
- Route elevation
- Address of your event location within Ontario
- Marshal locations (if applicable)

#### **COVID-19**

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

#### **Format**

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



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### STEP 7 – 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, COVID-19 Protocol Manager, Equipment 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 the staffing plan in a Word or a PDF document.

### STEP 8 – 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/>





## STEP 9 – 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 an COVID-19 Protocol document 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 (ie. When not racing, at registration, etc. what is expected)

### **Format**

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

## STEP 7 – 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 insureds 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 include landowners, municipalities, and governments. 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.

### Alcohol

We will not be issuing alcohol liability coverage for the 2021 season to ensure no pre/post event congregating.

## STEP 8 – ATTACHMENTS & AGREEMENT

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

- Signed 2021 Event COVID-19 Protocol Document
- Signed Organizer Contract Agreement
- Signed Sanctioning Policy
- Event Permit Application (*this document*)
- Payment of Fees (*\$50 Levy deposit*)
- Tech Guide (*due upon request, or 60 days out from your event*)
- Course Map
- Start / Finish Close Up
- Staffing Plan
- Emergency Action Plans
- COVID-19 Safety Plan
- Structured Engineered Drawings (*if applicable*)
- Commercial Event Insurance Application



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### Organizer Acceptance of Above Agreement

I have read and fully understand the 2021 MTB Event Permit and Guidelines and agree to follow the OCA standards.

*Print Name*

*Authorized Signature of Organizer*

*Date (DD/MM/YY)*

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