



Ontario Cycling Association

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

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

2021 Road 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)	
Contact Person		E-Mail Address	
Street	City, Province	Postal Code	
Mobile Telephone	Work Telephone	Home Telephone Number	

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 Time Trial Road 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 Event	Regional Race	Ontario TT Series Race	Age Based Race	National Event
Event Permit Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Levies* ❶ (\$50 Non-refundable deposit required)	\$1.00 + HST per unique rider ⁽¹⁾	\$1.00 + HST per rider	\$1.00 + HST per rider	\$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	Please Contact OCA Office For Eligibility					Not Permitted
Insurance	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 Time Trial Series Guidelines

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

<https://www.ontariocycling.org/forms/2021-time-trial-guidelines/>

2021 Cycle For All Guidelines

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

<https://www.ontariocycling.org/forms/2021-cycle-for-all-guidelines/>



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STEP 3 – EVENT DETAILS

Cycle for All / Weekly / Age Based Event

Categories*	Distance (km)	Early Bird (\$)	Last Chance Online Reg Fee (\$)	Start Time

* 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.
 ** All registration must occur online with COVID-19 pre-screening process built in. As such, no on-site registration should occur.

Please note any specific registration information below: *(i.e. all riders under 23 are \$20):*



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Regional / Citizen / Ontario Time Trial Series Events

Categories*	Distance (km)	Early Bird (\$)	Registration Entry Fee (\$)	Start Time
Elite (Senior) 4 Men				
Elite (Senior) 3 Men				
Elite (Senior) 1,2 Men				
Master 1 Men				
Master 2 Men				
Master 3 Men				
Master A Women (35-44 years)				
Master B Women (45+ years)				
Elite (Senior) 3 Women				
Elite (Senior) 1,2 Women				
U17 Men				
U17 Women				
Sportif				
Para				
Eddie Merckx				

Please note any specific registration information below: *(i.e. all riders under 23 are \$20):*



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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:				
Additional 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:				
	Cash:	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	

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*).



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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 the following sanctioned events: Ontario Cup Road Events, Ontario Time Trial Series, Citizen, Regional, Cycle for All, and Age-Based Events.

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.***

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.

Criteria

Technical Guide must include the following:

- OCA and/or OCA TT 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



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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 technical guide on your event page as well.

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
- 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
- Corraling Area (if necessary)
- Registration/Sign-in
- Podium (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, time trial staging, timing setup, parking, etc.



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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, 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 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 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 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 for more information.

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.

Alcohol

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

STEP 12 – 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*)
- 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 Plans
- COVID-19 Safety Plan
- Commercial Event Insurance Application



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Organizer Acceptance of Above Agreement

I have read and fully understand the applicable 2021 Guidelines for my Road event (TT or Cycle4All), and agree to follow all 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.