



**ONTARIO
CYCLING**

always in motion

TRACK EVENT GUIDELINES

v.4

2023

TABLE OF CONTENTS

EVENT SANCTIONING	3
EVENT SANCTIONS	3
SANCTIONED EVENT FEES	3
OTHER ITEMS	6
GENERAL GUIDELINES: ALL LEVELS OF EVENTS	7
ORGANIZER REQUIREMENTS	7
REGISTRATION REQUIREMENTS	7
Online Registration Requirements	7
Event Registration Requirements	8
Membership Requirements	8
SPORT TECHNICAL REQUIREMENTS – YTDS, OCups, Provincials	9
Technical Guide	9
Timing & Results	10
Post-Event Reporting	10
SPORT TECHNICAL REQUIREMENTS – Regionals	11
Technical Guide	11
Timing & Results	11
Post-Event Reporting	11
EVENT REQUIREMENTS	12
REGIONAL EVENTS	12
YOUTH TRACK DEVELOPMENT SERIES	12
OCup SERIES	12
PROVINCIAL CHAMPIONSHIPS	13
MARKETING REQUIREMENTS	14
ON-SITE REQUIREMENTS	14
Signage	14
Awards Protocol	14
COMMUNICATION REQUIREMENTS	15
Public Address System	15
On-site Communications	15
SAFETY REQUIREMENTS	15
Sport Injury Report Form	15
First Aid	15
Rowan’s Law	16
2023 ENTRY FEES	16
APPENDICES	17
Youth Track Development Series: Category Structure & Licensing Requirements	17
Ontario Cups: Category Structure & Licensing Requirements	18
Provincial Championships: Category Structure & Licensing Requirements	19

EVENT SANCTIONING

EVENT SANCTIONS

Types of Sanctioned Events

All participants must hold a valid Provincial Race License or a UCI Race License.

Weekly Series run with any category structure including but not limited to ability-based, age-based or distance-based.

Regional Events run with any category structure including but not limited to ability-based, age-based or distance-based.

Youth Track Development Series & Ontario Cups must run with ability-based categories (see License Requirements below). **Provincial Championship** events must run with National Championship age-based categories (see License Requirements below). Ontario Cup and upgrade points are not awarded at these events.

*Please note that all sanctioned events must require all participants to have a valid Provincial Race License or a UCI Race License. Participants who are non-members are not allowed and One-Day permits will not be sold.

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:

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.

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.



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.

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

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.

Event Sanction Chart

Event Type	Sanction Details	Sanction Fees		
		Category Structure	Event Permit Fee	Insurance
Weekly Series	Any structure (ability-based, age-based, distance-based)	\$140.00 + HST	\$200.00 + HST (\$50.00 + HST for youth events)	\$3.25 + HST per unique rider
Regional Events	Any structure (ability-based, age-based, distance-based)	\$140.00 + HST		\$3.25 + HST per rider
Youth Development & Ontario Cups	Ability-based	Events are organized by Ontario Cycling		
Provincial Championship	Age-based as per National Championships	Events are organized by Ontario Cycling		

*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

- It is recommended that organizers have a 2023 Ontario Cycling issued membership
- It is recommended that all Organizers complete a Commissaire training course. For information related to Commissaire courses, please contact OC.

REGISTRATION REQUIREMENTS

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 to the OC member 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 registration 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 11:59pm unless other arrangements have been made with the OC office.



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

All riders must sign both an OC waiver as well as a Concussion Code of Conduct (applicable only to participants under the age of 26). 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 for 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.

Event Registration Requirements

The following registration standards must be adhered to at the sanctioned 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
- Pre-registration must be offered through OC's registration system, CCN bikes unless otherwise agreed to
- All events in 2023 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 (approximately 1 for every 100 athletes)

*May not apply to Weekly Series or Regionally sanctioned events

Membership Requirements

For all 2023 Events, registration will be open to 2023 Provincial Race License holders or 2023 UCI Race License holders with a valid race category on their card.

SPORT TECHNICAL REQUIREMENTS – YTDS, OCups, Provincials

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
 - Event rules (bib placement, training sessions)
- Direction to race location and parking location
- Safety and emergency action plans and information
 - 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 infield set-up
- Staffing Plan
- Emergency Action Plan

Timing & Results

OCups and Provincials are to be appropriately timed, providing a result for each participant. Timers must be approved by OC in advance.

All official results must be printed by the Timer (with Gold, Silver, and Bronze listed) and signed by the President of the Commissaire Panel.

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.

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)
- 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.

SPORT TECHNICAL REQUIREMENTS – Regionals

Technical Guide

Technical guides are not mandatory for regionally sanctioned events. For series events, it is encouraged that organizers have an information bulletin with race information for the entire race season.

Timing & Results

Regionally sanctioned events should be hand-timed, at minimum. Results for the top 3 or top 5 athletes should be posted for each event.

Post-Event Reporting

Please see section above regarding Post-Event Reporting.

EVENT REQUIREMENTS

REGIONAL EVENTS

Officials

Commissaires are not assigned by OC for Regional events. It is encouraged that the competition has an individual who is knowledgeable of the sport technical rules to assist in running the event. The event will run governed by common sense and a sense of fair play shall rule the day.

Awards/Prizes

Cash prizing is not permitted for Youth (U17 and U15) categories, however, cash equivalents (gift certificates, gift cards, vouchers) are allowed.

YOUTH TRACK DEVELOPMENT SERIES

Officials

The competition shall be under the control of a currently licensed commissaire as assigned by OC. Three (3) commissaires are required for Youth 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.

Awards/Prizes

Cash prizing is not permitted.

OCup SERIES

Officials

The competition shall be under the control of a currently licensed commissaire as assigned by OC. Eight (8) commissaires are required for OCup 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.

Awards/Prizes

Cash prizing is not permitted. The top three finishers in each event will receive a medal.



PROVINCIAL CHAMPIONSHIPS

Officials

The competition shall be under the control of a currently licensed commissaire as assigned by OC. Eight (8) commissaires are required for Provincial 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.

Awards/Prizes

Cash prizing is permitted. The top three finishers in each event will receive a Provincial Championship medal. Out-of-province winners are ineligible for medals or jerseys.

MARKETING REQUIREMENTS

Upon approval of the event technical guide and/or payment of the permit fee, OC shall advertise the event on the 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

Signage

Event sites must have adequate signage. This includes registration, facilities, and medical. 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.

Awards Protocol

Any event choosing to offer podiums must follow proper podium protocols. Riders must wear their competition jerseys/kit for the presentation. Hats and eyewear should not be worn during the podium presentation.

COMMUNICATION REQUIREMENTS

Public Address System

A public address system is required for all events. 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.

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. An indoor, on-site speaker system will also be used to communicate with event participants. A bull horn will be on site in case of an emergency. Handheld radios for OC staff, Technical Delegate, all assigned Commissaires, First Aid and primary Event Organizer.

Note: The Organizer must be able to always contact First Aid and also be equipped with the means to effectively communicate with the President of the Commissaire Panel (PCP) over the course of the event.

SAFETY REQUIREMENTS

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 five days (5) of the initial incident. Fillable PDF accident report forms can be found on OC website or by clicking the following link [2023 OC Sport Injury Form](#)

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.

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, please visit **[Rowan's 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 \(PDF\)](#)

2023 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.

APPENDICES

Youth Track Development Series: Category Structure & Licensing Requirements

Youth Track Development Series are run using ability-based categories and are open to riders 18 years of age and younger, with a minimum age of 9. The ability-based format allows athletes to self-seed themselves from categories A to E, based on their ability and experience level. The ability-based format is designed to provide meaningful competition for all riders and help to ensure appropriate participant numbers for quality racing.

Categories	Provincial Race License	UCI License
A	X	X
B	X	X
C	X	X
D	X	X
E	X	X

Ontario Cups: Category Structure & Licensing Requirements

Ontario Cups are run using ability-based categories and are open to riders 17 years of age and older. The ability-based format allows athletes to self-seed themselves from categories A to E, and A to B for women, based on their ability and experience level. The ability-based format is designed to provide meaningful competition for all riders and help to ensure appropriate participant numbers for quality racing.

For any U17 riders looking to participate in the OCup series, please see the Youth Upgrade Policy for more information.

Categories	Provincial Race License	UCI License
A	X	X
B	X	X
C	X	X
D	X	X
E	X	X

Categories (Women)	Provincial Race License	UCI License
A	X	X
B	X	X

Provincial Championships: Category Structure & Licensing Requirements

Provincial Championships require riders to race in their National age category. All riders must be in possession of a 2023 Provincial Race License or a UCI Race License with the Track designation to compete at the Provincial Championships.

Categories (Men and Women)	Age	Provincial Race License	UCI License
*U13 (Men and Women)	11-12	x	x

*combined podium

Categories (Men)	Age	Provincial Race License	UCI License
U15 Men	13-14	x	x
U17 Men	15-16	X	X
Junior Men	17-18	X	X
Elite Men	19+	X	X
Master A Men	35-44	X	X
Master B Men	45-54	X	X
Master C Men	55-64	X	X
Master D Men	65+	X	X
Para Men	-	X	X

Categories (Women)	Age	Provincial Race License	UCI License
U15 Women	13-14	x	x
U17 Women	15-16	X	X
Junior Women	17-18	X	X
Elite Women	19+	X	X
Master A Women	35-44	X	X
Master B Women	45+	X	X
Para Women	-	X	X