



**ONTARIO  
CYCLING**

*always in motion*

**GRAVEL EVENT GUIDELINES**

**2023**

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## **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. Weekly Series events have a registration of less than \$30/registrant/event and run on a weekly basis. License requirements subject to event rules.
2. **General Series** events run with category structures Beginner, Sportif, and Open categories, unless otherwise agreed to with the OC Office. License requirements subject to event rules. General Series are events that have a registration cost of \$30+/registrant/event and run every few weeks or once a month. They do not run weekly and have a different set of fees than Weekly Series events.
3. **Cycle For All** events (also known as Mass Participation events) are events with more than 500 participants, with the majority being non-members. These events can be recreational in nature (Tours) or have a competitive side (Gran Fondos, 8 Hours/24 Hours, etc.) Category format at these events is at the discretion of the organizer. License requirements subject to event rules.
4. **Regional Events** are events that are primarily competitive in nature with any category structure including, but not limited to: ability-based, age-based or distance-based. License requirements subject to event rules.

### **SANCTIONED EVENT FEES**

All sanctioned Events have the following associated costs:

- Event Permit fee \$140.<sup>00</sup> +HST
- Insurance Certificate Fee \$200.<sup>00</sup> +HST (\$50.<sup>00</sup> +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 [Ontario Cycling](#) 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 Ontario Cycling's office. Commercial Event insurance forms can be found on the Ontario Cycling website. Organizers may update their Certificate of Insurance application up to two 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 Ontario Cycling's insurance broker. This insurance must list Ontario Cycling and Cycling Canada (CC) as additional insured and a copy of the insurance certificate be submitted to the Ontario Cycling 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 registrant (DNS and DNF included) must be paid to Ontario Cycling. Organizers are expected to follow up with Ontario Cycling post-event, within 3-5 business days, to report final participant numbers and levies owing.

### 4. **Non-Member Permits**

At Ontario Cycling's discretion, and in agreement with the Organizer on the terms, Non-Member Permits may be available for your event. Non-Member Permits may only be sold during pre-registration only (not available onsite) at a cost of:

- \$17.00 for Adults (19+)
- \$14.00 for Youth (18 and under)
- Riders are eligible to purchase 3 Non-Member Permits for the season. After three Non-Member 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 Non-Member Permits issued per rider.

Individuals purchasing a Non-Member 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 Non-Member Permit towards their OC Membership purchase. Individuals interested in doing this should contact the OC office to obtain a coupon code for the previously paid Non-Member 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
<b>Weekly Series</b>	Beginner, Sportif, Open	N/A	\$140.00 + HST	\$200.00 + HST (\$50.00 + HST for youth events)  **Events with Non-Member Permits will face a premium	\$3.25 + HST per unique rider	Please contact Ontario Cycling Office for Eligibility
<b>General Series</b>	Beginner, Sportif, Open				\$3.25 + HST per rider	
<b>Cycle For All and Regional Events</b>	Any structure (ability-based, age-based, distance-based)				\$3.25 + 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 Ontario Cycling. 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 Ontario Cycling website and must be submitted fifteen (15) business days in advance of the event. If applications are submitted less than 15 days prior to the event, liquor coverage will not be guaranteed. 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 Ontario Cycling service and should you have any questions or concerns please contact CCN directly. For more information please see the [Interpodia/CCN Refundable Registration Program](#)

## **GENERAL GUIDELINES: ALL LEVELS OF EVENTS**

### **ORGANIZER REQUIREMENTS**

- It is recommended that all Organizers complete a Commissaire training course. For information related to Commissaire courses, please contact OC.
- All organizers need to obtain/possess a valid UCI Technical License with Organizer listed
- All organizers must be in good standing with Ontario Cycling.

### **REGISTRATION REQUIREMENTS**

#### **1. Online Registration Requirements**

CCN Bikes is Ontario Cycling's preferred provider of online registration services. All sanctioned events must use CCN bikes to administer their event registration, unless otherwise approved by Ontario Cycling office. It is the responsibility of the Organizer to setup the online registration, ensure all online waivers are attached and inform CCN that Ontario Cycling requires access to monitor registrations (in case of any license issues that can be resolved prior to the event). Events sanctioned by Ontario Cycling on CCN are linked on Ontario Cycling 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, Ontario Cycling 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 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 the Concussion Code of Conduct as well as the OC waiver. 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 Ontario Cycling 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
- 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 Ontario Cycling's registration system, CCN bikes unless otherwise agreed to
- All events in 2023 will be pre-registration only
- Prize list must be posted online (if applicable)
- Organizer must provide an appropriate number of staff/volunteers at the registration desk to manage rider check-in

## 3. **Membership Requirements**

For all 2023 Events, registration will be open to 2023 Provincial Race License holders or 2023 UCI Race License holders

In addition, organizers may have the option to offer Non-Member 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. Course Design**

The course should be designed with safety in mind. In addition, an ambulance or medical team must be able to access the course at any given point. All course crossings should always have a designated volunteer/police presence.

### **2. 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. 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 Ontario Cycling.

Technical Guide to include the following:

- Sanctioned By Ontario Cycling logo 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 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:

- Image 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.

### 3. **Timing & Results**

All events in 2023 should be appropriately timed, providing a result for each participant. If the Organizer wishes Ontario Cycling to share results, all results must be forwarded within 24 hours of the completion of the event so that they can be listed on the Results page of Ontario Cycling website. Results must be in either Excel, PDF, or html format, sorted by category, with the following items displayed:

- Placing
- Rider's #
- Rider's First and Last Name
- Rider's Club/Team Name
- Rider's Time/Result

### 4. **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 Ontario Cycling 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 payment of the permit fee, Ontario Cycling shall advertise the event on Ontario Cycling 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 Ontario Cycling 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 the designated OC Marketing & Communication representative.

## **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 location 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 racecourse 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 Ontario Cycling. Please contact Ontario Cycling to receive the appropriate Ontario Cycling logo to be used on signage, both online and on-site.

## **COMMUNICATION REQUIREMENTS**

### **1. Public Address System**

A public address system is required for all events for 2023. The public address system should be used for all rider/race announcements as well as during the awards presentation/ceremony. This can be with a microphone and PA system and/or loud hailer.

### **2. On-site Communications**

Organizers are responsible for any 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 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 always available by radio or backup plan and provide a knowledgeable volunteer at the start/finish area to answer race questions, who is always clearly identifiable.

## **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 Ontario Cycling by the Organizers within five (5) days of the initial incident. The [2023 OC Sport Injury Form](#) may also be filled out by Coaches, Trainers and if under age, parents/guardians.

In the case of serious injury or possible concussion, please contact the OC Event Staff Lead ASAP.

## 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 Ontario Cycling equivalent must be provided. The designated First Aid person must be readily identifiable at the event. If Odyssey Medical is not the medical provider, organizers are required to use a provider of similar credentials. OC has the right to request verification of First Aid qualifications.

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.

In the event of an accident, the organizer is responsible for providing Ontario Cycling with the incident report information. This may require the organizer to reach out to the contracted medical provider to obtain the information, or to request that the athlete allow for the information to be shared.

## 3. Rowan's Law

Ontario's new Rowan's Law is in effect at all Ontario Cycling sanctioned events in the Province of Ontario. For more information visit **Ontario's 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 \(PDF\)](#)

#### 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.

- **Ontario Cycling Lightning Policy**

## **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 Regional events can offer Non-Member Permits purchase for first time racers. For more information including if your event qualifies, please contact Ontario Cycling directly. All event organizers will have to submit registration lists to us for tracking purposes as Non-Member Permit use is being strictly enforced and tracked.

Sanction Level	Non-Member Permit	Provincial Race License	UCI License
Weekly Series	X (On Application)	X	X
Regional	X (On Application)	X	X
Cycle For All	X	X	X

## **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**

All Gravel 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.



## **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. 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.***

Sanction Level	Entry Fee Cap
Regional	\$90.00 + fees