



**ONTARIO  
CYCLING**

**CYCLOCROSS**

# **2024 CYCLO-CROSS EVENT GUIDELINES**



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## 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 by the OC office. License requirements subject to event rules.
2. **General Series** events run in a series format with category structures Beginner, Sportif, and Open unless otherwise agreed to with the OC office. Ontario Cup and category upgrade points are not awarded at these events. License requirements subject to event rules. General Series are events that have a registration cost of \$30 or more per registrant for each 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. **Regional Events** run with any category structure including but not limited to ability-based, age-based or distance-based. Ontario Cup points are not awarded at these events. License requirements subject to event rules. Regional events tracking towards OCup status with larger fields and more competition are recommended to have 1 or more provincially assigned commissaires attend to score the race and enforce rules.
4. **Ontario Cup Races** 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** sanctioned events must run with age-based categories (see License Requirements below). This event may be open to UCI License holders from other Canadian provinces however these individuals will not be considered for any Provincial Championship prizing.
6. **National Race** events must run according to Cycling Canada stipulations and sanctioning. License requirements subject to event rules.
7. **International Races** shall be considered on application. Please contact the OC office. If events/categories are to be sanctioned through the province, this must be communicated, and all applicable paperwork and fees submitted.

### SANCTIONED EVENT FEES

All sanctioned events will be subject to the fees according to their respective sanction package. Sanctioning packages can be found on the resources page of the OC website under the Event Organizer heading [here](#). Packages are broken down into three major groups depending on what type of event the organizer is planning to host – (1) OC Member Only or Non-Member Events, (2) Events using OC Insurance or with their own Insurance, and (3) Charity Events. Sanctioning fees will fluctuate depending on the number of participants, number of non-members participating, and if the event is using OC insurance coverage.

If there are any questions regarding event sanctioning and the associated packages, please reach out to the OC Events Team at [events.team@ontariocycling.org](mailto:events.team@ontariocycling.org).

**Below are the fees associated with each sanctioned event:**

**1. Event Permit Fees**

The Event Organizer must submit an Event Permit Application as part of the sanctioning process and is due no later than 60 days prior to the event. The Event Permit fee is built into the upfront cost organizers will be billed according to their respective sanction package upon approval of paperwork. If an event must be cancelled, the portion of the upfront cost for the permit fee is non-refundable & non-transferable. If an event does not comply with OC's rules and standards for event operation, sanctioning can be withdrawn by OC at any date prior to the event.

**2. Event Insurance**

Any organizer hosting an event requiring insurance coverage must complete and submit a Commercial Event Insurance form to OC. The Insurance Certificate Fee is built into the upfront cost organizers will be billed according to their sanctioning package. Fees for the event must be paid prior to event day and non-member insurance costs (if applicable) based on participation numbers following the event will be reconciled.

Additional insured entities may only include landowners, municipalities, and governments. Sponsors cannot be listed within the additional insured list provided to OC. 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 Ontario Cycling 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 OC's insurance broker. This insurance must list 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 registrant over the amount of rider levies included in the organizers respective sanctioning package (DNS and DNF included) must be reconciled with OC. Levies are based on published start lists for races and registered entrants for all other events. Organizers are expected to follow up with OC post-event, providing final registrant numbers within 3-5 business days to report final participant numbers and levies owing.

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

At OC'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 registration (not available onsite) at a cost of:

- \$10.00 for Adults (18+)
- \$5.00 for Youth (U18)

Individuals purchasing a Non-Member Permit and then looking to obtain a same season OC membership (Challenge, Compete, or UCI Race License), may apply the cost of one previously purchased Non-Member Permit towards their OC Membership purchase. Individuals interested in doing this will need to contact the OC office to obtain a coupon code for the previously paid Non-Member Permit.

## EVENT SANCTION CHART

Event Sanction	Sanction Details		
	Category Structure	Ontario Cup Points	Non-Member Permit
Weekly Series	Any structure (ability, age, and/or distance-based)	N/A	Yes, upon request to OC
General Series			
Regional Events			
Ontario Cup	Age-Based & Ability-Based	Yes	Yes, challenge categories only
Provincial Championships	Age-Based	Yes	Yes, youth/non-championship categories only
National	According to CC Stipulations & Sanctioning	N/A	Yes, challenge categories only

\*Levies are based on published start lists for races and registered entrants for all other events. Organizers to provide final registrant numbers to the OC within 3-5 business days after the event for sanctioning fee reconciliation to occur.

## 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 and a copy of the insurance coverage from the third-party organization responsible for the alcohol. Additional insurance fees will apply. Liquor Liability Application forms are on the OC website and must be submitted fifteen business days before 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](#)

### Unsanctioned Event Participation

If a commissaire is made aware that a rider has competed in an unsanctioned event, Ontario Cycling will not be penalizing that rider. Riders with jerseys from non-sanctioned events will not be allowed to wear them as they must wear the

jersey that corresponds to the affiliated team on their membership. Results from riders who have participated in unsanctioned events will not be considered for Ontario Cycling call-up orders. Call-up orders are based on the order listed in the guidelines and the event technical guide.

## **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 are recommended 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 OC's preferred provider of online registration services. Unless otherwise approved by OC office, all sanctioned events must use CCN bikes to administer their event registration. It is the responsibility of the Organizer to set up 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 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 Agreement (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 membership 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 memberships.

Registration must close on the **Wednesday at midnight** prior to the race unless



other arrangements have been made with the OC office.

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

All riders must sign an OC waiver and a Concussion Code of Conduct. 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 the scanned PDF copies of those waivers to OC. CCN Bikes can embed 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. 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, either through a digital copy or a hard copy.
- \*At Provincial Championships riders must race in the category indicated on their license. OCup event categories are self-seeding and riders can choose the best category for themselves in accordance to their age and ability level.
- \*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 will be pre-registration only.
- \*Rider sign-in closes 30-minutes prior to the first rider departing. Start lists should be delivered to the President of the Commissaire Panel 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 sign-in, a minimum of 2-3 volunteers should be present at registration

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

### 3. **Membership Requirements**

For all 2024 Events, registration will be open to 2024 Ontario Cycling members holding a valid Challenge, Compete, or UCI Race License. However, there will still be a minimum age requirement to participate in OCups and/or Provincial Championships.

In addition, organizers may 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. **Technical Guide**

Technical Guides associated with the event must be submitted for approval and review by OC and the 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
- Directions 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)
- Location podium
- Location of Washrooms
- Refund/Cancellation Policy
- Accommodations

In addition to the Technical Guide, Organizers must also submit the following:

- Diagram of the start/finish area
- Marshal plan and location map
- Traffic Management Plan (if applicable [live road use/crossings])
- 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 2024 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 must be forwarded to OC within 24 hours of the event's completion so 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 Category
- Rider's First and Last Name
- Rider's Club/Team Name
- Rider's Time/Result (Lap times also encouraged)
- Rider's Earned Ontario Cup Points/Upgrade Points (OCup events only)

## 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.

#### **4. Officials**

Payment of officials (honorariums and mileage) is the responsibility of the organizer, as well as overnight accommodation(s) if applicable. At least 2 to 4 officials are required for all Regional and Ontario Cup races.

## **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 used by OC to help promote the event on social media before it (e.g., logos, photos, videos, etc.). Collaboration on marketing efforts can result in a greater reach and exposure for your event advertising. If you want to market your event, reach out to your Event Team contact at Ontario Cycling.

## **ON-SITE REQUIREMENTS**

### **1. Facilities**

The organizers shall have a permit for the use of the course/venue and shall ensure that the permit meets all local requirements. The organizer is responsible for ensuring adequate barriers are in place to keep spectators off the racecourse near the start/finish and other areas as required.

### **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 contact their local public health unit for information on how many toilets would be required for your event size and 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.

## **COMMUNICATION REQUIREMENTS**

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

A public address system is recommended for all events. The public address system should be used for all rider/race announcements and during the awards presentation/ceremony. This can be done with 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 and Provincial Championship events. The radios have multiple channels and should be distributed accordingly. Handheld radios should be used for OC staff, Technical Delegate, all assigned Commissaires, First Aid and the Event Organizer. 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 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 through a backup plan and provide a knowledgeable volunteer at the start/finish area to answer race questions, who is always clearly identifiable.

### 3. **Land Acknowledgement**

Ontario Cycling strongly recommends that event organizers acknowledge the land on which their event will be taking place. Making this acknowledgement in the technical guide for the event (if applicable) and when speaking to all riders before the event starts. For information on how to acknowledge a territory in a respectful and thoughtful manner, [visit the website here](#). For help identifying what Indigenous nations may have resided on the land your event will be taking place on, [visit Native Land's digital map here](#) (not representative of official or legal boundaries). To learn about definitive boundaries, always contact the nations in question.

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## 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 their event's completion. Fillable PDF accident report forms can be found on OC website or by clicking the following link [2024 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. 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.

If neither Odyssey Medical nor other approved First Aid Medical services are being used, than all individual's acting as medical personnel at a sanctioned event are required to have an active Emergency First Responder Certification through a recognized agency (i.e., St. John's Ambulance or Red Cross) at minimum. Providing OC with a copy of the individual's certification no later than 30 days from the event date.

The number of riders attending an event will impact the number of medical personnel required to have sufficient first aid response. OC recommends that organizers have the following number of medical personnel for the respective number of riders at an event:

- 0 to 100 riders – 1 medical personnel + EAP Coordinator
- 101 to 300 riders – 2 medical personnel + EAP Coordinator
- 301 to 600 riders – 3 medical personnel + EAP Coordinator
- 601 to 1,000 riders – 4 medical personnel + EAP Coordinator
- Greater than 1,000 riders – 5 or more medical personnel + EAP Coordinator

Medical personnel should think about bringing the following first aid supplies with them when preparing for an event – access to a tourniquet, sling, gauze, bandages, gloves, sterile wipes/antiseptic wound cleaner, ice for treating heat stroke, cell phone or other device to contact 911, and be always in radio communication with the EAP Coordinator/Event Organizer. Consideration must be given to extracting an injured athlete from all course areas before the event.

If an accident does occur, 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 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 26.***

### 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.

Please reference the OC Weather Policy & Guidelines for more information [here](#).

### 5. **On-Board Technology**

The following are OC regulations for onboard technology for all OC events managed by OC Commissaires. These regulations do not apply to any events which do not require Commissaires, but if they are sanctioned under the OC Insurance Policy, Section 6 (a) and (b) applies.

1. All onboard technology device which is fitted on a bicycle must:
  - a. Be installed on a system designed specifically for bicycles and not affect the certification of any item on the bicycle.
  - b. Not cause a risk for the safety of any rider, and therefore, be affixed in a manner that ensures it is not susceptible of inadvertently dismounting or is non-removable.
  - c. The camera footage is not immediately available to the rider.
2. Helmets must have a CSA certification. Any modification, alteration, manipulation, addition or removal of any element, or addition of an accessory unapproved by the helmet manufacturer is prohibited.
3. If the technology appears to be improperly affixed based on the commissaires discretion, the rider must remove or adjust the technology before the rider will be allowed to start.

4. If there is a crash during an event, permission must be secured in writing from the individuals involved before posted any footage from the incident.
5. It is strongly recommended that anyone who is using footage for individual promotion or private use, secure written consent in advance from any individual appearing on the footage.
6. **Note:**
  - a. OC Insurance does not cover loss or damages which may occur to onboard technology during the event.
  - b. All individuals using onboard technology are responsible and liable for any damages and injuries which may occur if the technology interferes with the integrity and safety of the event.



## WEEKLY SERIES & REGIONAL EVENTS

### Membership Requirements

All Cyclo-Cross sanctioned events must ensure participants are members, unless approved to offer a Non-Member Permit option. For most events, participants must possess one of an OC Challenge Membership, Compete Membership, or UCI License.

Sanction	Non-Member Permit	Community Membership*	Challenge Membership	Compete Membership	UCI License
Weekly Series	X (On Application)	X	X	X	X
Regional	X (On Application)		X	X	X

\*\$5 million in liability and no sport accident coverage.

### Technical Guide

Weekly Series and Regional 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 Regional events are encouraged to have a licensed official who has successfully completed the Provincial 'C' Commissaire course present to help ensure the event remains fair, safe, and to help provide a quality racing environment.

### 2024 Entry Fees

Organizers are encouraged to set entry fees appropriate for their event's organization level. Experience has shown that entry fees that are too high will discourage athletes from participating in your event. A quality event can be run within the fees listed below and events wishing to charge more must be able to prove value to the participants.

## ONTARIO CUP EVENTS

The Ontario Cup CX Series is the premier race series in Ontario. OC has developed the following standards for these events to help race organizers and ensure that Ontario Cup events are organized to the highest standards. The following is an overview of the Series and guidelines which all organizers must follow.

## ONTARIO CUP SCHEDULE

The series will not start until the final Road & Mountain Bike Provincial Championship has been completed. Races following the Cyclo-Cross Provincial Championship can be included within the Series.

Date	OCUP #	Event	Location
Sept 15 <sup>th</sup>	1	Dam Cross	Pittock Park, Woodstock
Sept 29 <sup>th</sup>	2	Highlands Cross	Highlands Nordic, Duntroon
Oct 6 <sup>th</sup>	3	Baseball Cross	Barrie Sports Complex
Oct 13 <sup>th</sup>	4	Hardwood Cross	Hardwood Ski & Bike
Oct 27 <sup>th</sup>	5	TOCX	Christie Pits Park, Toronto
Nov 10 <sup>th</sup>	Prov.	CX Provincial Championships	Park TBC, Ottawa

## REGISTRATION

Registration for the Cyclo-Cross Series will be made available. Giving riders the opportunity to register for all 5 OCup & Provincial Championship events at one-time for a reduced rate over registering for each event individually. Registration for all OCup and Provincial Championship events close on the Wednesday of race week at 11:59pm, if a rider misses the Wednesday deadline they have until Thursday at 5pm to contact the OC office to be let into the race for an additional \$50 fee.

To keep the barrier of entry as low as possible to participants, there are suggested entry fees in place for all Ontario Cup and Regional sanctioned events.

A secondary event entry fee is at the discretion of the organizer, should an athlete request to participate within the Singlespeed category. Note: riders are not eligible to participate in two different (age or ability-based) categories. However, riders are allowed to compete in Singlespeed, in addition, at the same CX event.

**All organizers must abide by the following fee caps:**

Entry Fee Caps		
Registration Type	Under 17 Years	17+ Years
Series Registration (6 events: 5 OCups + Provincials w/ 10% discount)	\$216	\$378
Individual Registration	\$40	\$70

## **OFFICIALS**

Ontario Cup events require at least 3 to 4 officials and OC will work with the Provincial Lead Commissaire to assign them. Officials are to be paid by the organizer including honorariums, mileage, and accommodations as requested, unless otherwise agreed to.

## LICENSING REQUIREMENTS – ONTARIO CUP EVENTS

Categories (Age as of Dec. 31, 2025)	Non-Member Permit*	Challenge Membership	Compete Membership	UCI License
U13 Boys (8-12)	X	X	X	X
U13 Girls (8-12)	X	X	X	X
U15 Boys (13-14)	X	X	X	X
U15 Girls (13-14)	X	X	X	X
U17 Boys (15-16)	X	X	X	X
U17 Girls (15-16)	X	X	X	X
Elite 1/2 Men (17+)			X	X
Elite 1/2 Women (17+)			X	X
Elite 3 Women (17+)	X	X	X	X
Elite 3 Men (17+)	X	X	X	X
Elite 4 Men (17+)	X	X	X	X
Master Women (35+)	X	X	X	X
Master 1 Men/Open (35+)			X	X
Master 2 Men/Open (35+)	X	X	X	X
Master 3 Men/Open (35+)	X	X	X	X
Single Speed Men/Women (17+)	X	X	X	X

*\*Riders competing in events on a Non-Member Permit are subject to an additional fee at the time of registration, \$5 and \$10 for Youth and Adults respectively. Non-Members will not be eligible to earn OCup Points, Call-Ups, and giveaways from Ontario Cycling at applicable events.*

## CATEGORIES & START TIMES

Each Regional and Ontario Cup sanctioned race must have the following start times and categories (if running as a mass start):

Ontario Cups & Regional Events		
Start Time	Category	Duration
9:00 AM	Elite 4 Men (17+)	40 minutes
9:01 AM	Master 3 Men/Open (35+)	40 minutes
9:40 AM	<i>Break</i>	20 minutes
10:00 AM	U17 Girls & Boys	30-40 minutes
10:01 AM	U15 Girls & Boys	30-40 minutes
10:02 AM	U13 Girls & Boys	30-40 minutes
10:30 AM	<i>Break</i>	30 minutes
11:00 AM	Elite 3 Men (17+)	45 minutes
11:01 AM	Master 2 Men/Open (35+)	45 minutes
11:45 AM	<i>Break</i>	30 minutes
12:15 PM	Elite 1/2 Women (17+)	45 minutes
12:16 PM	Elite 3 Women (17+)	40 minutes
	Master Women (35+)	40 minutes
1:00 PM	<i>Break</i>	30 minutes
1:30 PM	Elite 1/2 Men (17+)	60 minutes
	Master 1 Men/Open (35+)	60 minutes
1:31 PM	Single Speed	45 minutes

## TIRE WIDTH RESTRICTIONS

At Ontario Cup events the following tire width restrictions will be enforced for each corresponding category. The categories required to follow the UCI tire width restriction align with those enforced at National and Provincial Championships. The tire width restriction will only be enforced for categories – U17, Master 1 Men, Elite 1/2 Women & Men.

Ontario Cups			
Start Time	Category	Duration	Tire Width
9:00 AM	Elite 4 Men (17+)	40 minutes	<b>N/A</b>
9:01 AM	Master 3 Men/Open (35+)	40 minutes	<b>N/A</b>
9:40 AM	<i>Break</i>	20 minutes	
10:00 AM	U17 Girls & Boys	30-40 minutes	<b>33mm</b>
10:01 AM	U15 Girls & Boys	30-40 minutes	<b>N/A</b>
10:02 AM	U13 Girls & Boys	30-40 minutes	<b>N/A</b>
10:30 AM	<i>Break</i>	30 minutes	

11:00 AM	Elite 3 Men (17+)	45 minutes	<b>N/A</b>
11:01 AM	Master 2 Men/Open (35+)	45 minutes	<b>N/A</b>
<i>11:45 AM</i>	<i>Break</i>	<i>30 minutes</i>	
12:15 PM	Elite 1/2 Women (17+)	45 minutes	<b>33mm</b>
12:16 PM	Elite 3 Women (17+)	40 minutes	<b>N/A</b>
	Master Women (35+)	40 minutes	<b>N/A</b>
<i>1:00 PM</i>	<i>Break</i>	<i>30 minutes</i>	
1:30 PM	Elite 1/2 Men (17+)	60 minutes	<b>33mm</b>
	Master 1 Men/Open (35+)	60 minutes	<b>33mm</b>
1:31 PM	Single Speed	45 minutes	<b>N/A</b>

At Provincial Championships the following tire width restrictions will be enforced for each corresponding category. The categories required to follow the UCI tire width restriction align with those enforced at National Championships. Categories that are not eligible for a CX National Championship title such as youth U15 and Single Speed will not have their tire width enforced.

<b>Provincial Championships</b>			
<b>Start Time</b>	<b>Category</b>	<b>Duration</b>	<b>Tire Width</b>
9:00 AM	Master C Men/Open (55-64)	40 minutes	<b>33mm</b>
9:01 AM	Master D Men/Open (65+)	40 minutes	<b>33mm</b>
<i>9:40 AM</i>	<i>Break</i>	<i>20 minutes</i>	
10:00 AM	U17 Girls & Boys	30-40 minutes	<b>33mm</b>
10:01 AM	U15 Girls & Boys	30-40 minutes	<b>N/A</b>
10:02 AM	U13 Girls & Boys	30-40 minutes	<b>N/A</b>
<i>10:30 AM</i>	<i>Break</i>	<i>30 minutes</i>	
11:00 AM	U19 Men (17-18)	45 minutes	<b>33mm</b>
11:01 AM	Master B Men/Open (45-54)	45 minutes	<b>33mm</b>
11:02 AM	Master A Men/Open (35-44)	45 minutes	<b>33mm</b>
<i>11:45 PM</i>	<i>Break</i>	<i>30 minutes</i>	
12:15 PM	Elite Women (19+)	45 minutes	<b>33mm</b>
	U19 Women (17-18)	45 minutes	<b>33mm</b>
12:16 PM	Master A Women (35-44)	40 minutes	<b>33mm</b>
	Master B Women (45-54)	40 minutes	<b>33mm</b>
	Master C Women (55-64)	40 minutes	<b>33mm</b>
	Master D Women (65+)	40 minutes	<b>33mm</b>
<i>1:00 PM</i>	<i>Break</i>	<i>30 minutes</i>	
1:30 PM	Elite Men (19+ years of age)	60 minutes	<b>33mm</b>
1:31 PM	Single Speed	45 minutes	<b>N/A</b>

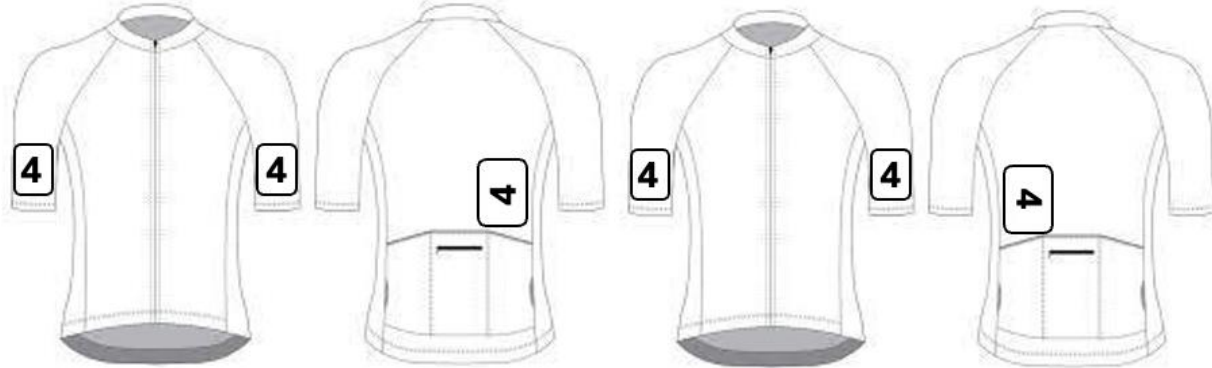
## **COURSE SETUP**

Regional and Ontario Cup sanctioned races should adhere as closely as possible to the UCI regulations found in the UCI handbook, Part 5. In addition, the following items are mandatory and must be followed without exception:

- Course length for Adult categories should result in lap times between 7 to 9 minutes.
- Course length for Youth categories (U17, U15, U13) should result in lap times between 6 to 8 minutes
- Course width must be at least 3 metres throughout. (UCI 5.1.018)
- The entire course must be taped or protected on both sides. (UCI 5.1.018)
- Barriers must conform to UCI standards. (UCI 5.1.024)
- Double Pit Area (UCI 5.1.028 & 5.1.029)
- Two single pits can be used with prior approval but require an additional Commissaire.
- Call Up Zone must be marked off behind the start line to facilitate organizing the riders into starting order. Eight lanes with a width of 75cm and length of 10m. (UCI 5.1.019).
- Sheltered area, equipped with table, chairs, lap cards, bell at finish line for scoring. (UCI 5.1.010)
- Registration/Sign-On and Start/Finish areas shall be in a sheltered area, within short walking distances of each other (maximum 100m).
- The Start/Finish area must always be controlled. Depending on the venue, this may mean that metal connecting barriers are required or stakes and tape may be suitable. As a reminder all course crossings need to be always marshalled.

## **BIB NUMBERS**

Bib Numbers will be supplied by OC for all Ontario Cup and Provincial Championship sanctioned events. Each rider will receive 1 set of bibs (one big, two small) to be used for the duration of the current CX OCup Series. Organizers of weekly series, and Regional sanctioned events shall be responsible to provide their own number bibs at their events. The 2 small bibs should be placed on the shoulders of the jersey facing forward and the large bib should be placed on the back facing the side of the course that timers and officials will be positioned on:



## **2024 CYCLO-CROSS OFFICIAL SERIES TIMER**

The Official Timing Provider for the 2024 Cyclo-Cross season is Zone4 and all OCups and Provincial Championship will be timed by this provider unless other arrangements have been organized and agreed to by OC.

## **OCUP CALL-UP PROTOCOL**

Call-ups for OCups are designed to encourage participation in the OCup series by Ontario riders. OCup races use ability-based categories.

### **Non-Youth Categories:**

1. Call-ups will be done by OCup points only for the first 2 rows.
2. Riders tied with the same number of OCup points will be randomized.
3. After the first 2 rows are filled, the rest of the riders will fill the remaining places on a first-come, first-served basis
4. If the first 2 rows are not filled, other riders can take open positions there.
5. When two or more categories are combined in the same start wave (that is, start at the same time offset), those riders will be considered "in the same race". Call-ups will cycle between each category to fill the first 2 rows (1<sup>st</sup>, 1<sup>st</sup>, 2<sup>nd</sup>, 2<sup>nd</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 3<sup>rd</sup>, 3<sup>rd</sup>, etc.)



Organizers may wish to publicly acknowledge National, World Champions or other celebrity riders in their race. These acknowledgments will be done before the call-ups. Participants will then be called up following the procedure above only. There is no penalty if the riders save a place and allow another rider to move up to take it (riders may choose any position after their call-up).

### **Youth Categories:**

1. Youth categories will be called up based on OCup points separately by U17 Boys, U17 Girls, U15 Boys, U15 Girls, U13 Boys, U13 Girls (ties broken randomly).
2. Call-ups for each category will be for the first 2 rows only. When the first 2 rows are filled, the rest of the riders will fill the positions on a first-come, first-served basis. If the first 2 rows are not filled, other riders in the same category can take open positions there.
3. Each category shall begin in a new row. Half-wheeling between rows is not permitted.
4. All youth categories will start together on the same whistle and use the same lap counter unless communicated otherwise.

### **AWARDS & PRIZES**

Prizing is at the discretion of the organizer; however, any prize list must be listed within the Technical Guide. The organizer must provide a minimum of 3 prizes for each individual start wave, except for the Women's start wave. For the Women's start wave, results and prizing **MUST** be broken out by the following category groupings:

- Elite 3 Women
- Master Women
- Elite 1/2 Women

### **CATEGORY UPGRADE PROCESS**

In 2024, riders competing in Regional or Ontario Cup events are eligible to self-seed into the category they feel best matches their racing ability. If a rider decides that a race category is too difficult (or subsequently not difficult enough), they will be able to downgrade or upgrade at their discretion.

As a [True Sport](#) organization, Ontario Cycling continues to believe in the True Sport Principles. To this effect, OC reserves the right to move riders into a more suitable category that matches their abilities to ensure the principles of PLAY FAIR, RESPECT OTHERS and KEEP IT FUN are preserved.

Youth Categories are exempt from upgrading to Elite categories. Youth riders who have demonstrated an exceptional ability may be considered for an early upgrade

to Elite 3 however, this will be at the discretion of the Ontario Cycling Office.

## ONTARIO CUP POINTS

Ontario Cup points are awarded to all categories. Only riders who have an OC membership are eligible for OCup points. DNF riders (riders who do not finish) are not entitled to OCup points. Riders who upgrade during the season will not carry their accumulated points into their upgraded category. OCup points earned will remain in the category they were awarded within. Ontario Cup series champions will be decided by season ending Ontario Cup Cyclo-Cross series point totals by a simple tally of all the points earned at OCup events for the current year.

Series points will be awarded as follows for all Ontario Cups:

Position	Points
1 <sup>st</sup>	25
2 <sup>nd</sup>	20
3 <sup>rd</sup>	16
4 <sup>th</sup>	13
5 <sup>th</sup>	11

Position	Points
6 <sup>th</sup>	10
7 <sup>th</sup>	9
8 <sup>th</sup>	8
9 <sup>th</sup>	7
10 <sup>th</sup>	6

Position	Points
11 <sup>th</sup>	5
12 <sup>th</sup>	4
13 <sup>th</sup>	3
14 <sup>th</sup>	2
15 <sup>th</sup>	1

*\*Any riders competing with a non-member permit or residing out-of-province are not eligible to earn OCup points.*

Riders will earn a x1.2 multiplier to their total 2024 OCup Points tally for having competed in the 2024 Provincial Championships of the respective discipline. To earn the multiplier a rider must both register for Provincial Championships and start their race, riders who do not start their race (DNS) are not eligible. For example, the final top three of an OCup category could look like:

Name	OCup #1	OCup #2	OCup #3	OCup Total	Provincials	Final Points
Rider 1	20 (2 <sup>nd</sup> )	25 (1 <sup>st</sup> )	16 (3 <sup>rd</sup> )	61	x1.2 (Yes)	73.2
Rider 2	16 (3 <sup>rd</sup> )	16 (3 <sup>rd</sup> )	25 (1 <sup>st</sup> )	57	x1.2 (Yes)	68.4
Rider 3	25 (1 <sup>st</sup> )	20 (2 <sup>nd</sup> )	20 (2 <sup>nd</sup> )	65	x1 (No)	65

## 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 the OC office to determine which rider is awarded the highest place in the standings.

1. Most race wins overall in the series.
2. Overall Points Average (number of points divided by events attended).

3. Highest placing in commonly attended events (who placed higher in the standings when both riders attended the same events).
4. Highest placing in the last event of the series.

## **PROVINCIAL CHAMPIONSHIPS**

Provincial Championships must adhere to the Ontario Cup guidelines outlined above and the specific Provincial Championship guidelines listed below.

## LICENSING REQUIREMENTS – PROVINCIAL CHAMPIONSHIP

Categories (Age as of Dec. 31, 2025)	Non-Member Permit*	Challenge Membership	Compete Membership	UCI License
U13 Girls (8-12)	X	X	X	X
U13 Boys (8-12)	X	X	X	X
U15 Girls (13-14)	X	X	X	X
U15 Boys (13-14)	X	X	X	X
U17 Girls (15-16)	X	X	X	X
U17 Boys (15-16)	X	X	X	X
U19 Women (17-18)			X	X
U19 Men (17-18)			X	X
U23 Women (19-22)			X	X
U23 Men (19-22)			X	X
Elite Men (23+)			X	X
Elite Women (23+)			X	X
Master A Men/Open (35-44)			X	X
Master B Men/Open (45-54)			X	X
Master C Men/Open (55-64)			X	X
Master D Men/Open (65+)			X	X
Master A Women (35-44)			X	X
Master B Women (45-54)			X	X
Master C Women (55-64)			X	X
Master D Women (65+)			X	X
Single Speed (17+)	X	X	X	X

\*Riders competing in events on a Non-Member Permit are subject to an additional fee at the time of registration, \$5 and \$10 for Youth and Adults respectively. Non-Members will not be eligible to earn the Provincial Championship Title, OCup Points, Call-Ups, and giveaways from Ontario Cycling. If an out of province or non-member rider places within the top 3 of their respective category at Provincials they will be awarded a non-championship medal and a separate podium will be held in addition to the Provincial Championship podium.

**Note:** There will be a reduced cost UCI license that will be offered to the OC Membership. This will be available only in September before the first Cyclo-Cross event starts.

- **Riders must race in the correct Cyclo-Cross category on their license. Riders must have a CX code (i.e., CME, CWU23, CMMMA, CMMA, CMMB, etc.) on their license.**

\*Provincial Championship Categories: Riders competing in a Provincial Championship Category (whether with a UCI Race License or applicable OC membership) are eligible for the category that reflects their age as of December 31, 2025. (Regardless of Prov. Code or Nat. Code)

*\*Exception:* Riders who have competed at Track, Road, or MTB Provincial or National Championships in an Elite or Master aged category, must race that same age category at any Ontario Provincial Championship event.

\*Riders who select a category for which they are not eligible will be moved to the correct category and contacted by the OC office shortly after the close of registration

## CATEGORIES & START TIMES

**Provincial Championship must have the following start times and categories:**

Provincial Championships		
Start Time	Category	Duration
9:00 AM	Master C Men/Open (55-64)	40 minutes
9:01 AM	Master D Men/Open (65+)	40 minutes
9:40 AM	<i>Break</i>	20 minutes
10:00 AM	U17 Girls & Boys	30-40 minutes
10:01 AM	U15 Girls & Boys	30-40 minutes
10:02 AM	U13 Girls & Boys	30-40 minutes
10:30 AM	<i>Break</i>	30 minutes
11:00 AM	U19 Men (17-18)	45 minutes
11:01 AM	Master B Men/Open (45-54)	45 minutes
11:02 AM	Master A Men/Open (35-44)	45 minutes
11:45 PM	<i>Break</i>	30 minutes
12:15 PM	Elite Women (19+)	45 minutes
	U19 Women (17-18)	45 minutes
12:16 PM	Master A Women (35-44)	40 minutes
	Master B Women (45-54)	40 minutes
	Master C Women (55-64)	40 minutes
	Master D Women (65+)	40 minutes
1:00 PM	<i>Break</i>	30 minutes
1:30 PM	Elite Men (19+)	60 minutes
1:31 PM	Single Speed (17+)	45 minutes

## OFFICIALS

Organizers shall pay the cost of all officials. At least three commissaires are required for Ontario Cup and Provincial Championship events.

## **PROVINCIAL CHAMPIONSHIP CALL-UP PROTOCOL**

Call-up rules are as follows:

1. Current Canadian National Champion
2. Outgoing Ontario Provincial Champion
3. UCI ranking (decreasing UCI points)
4. Alternate between Eastern Cross Series Rank (aged-based results) and *Derived OCup Series Rank* (see below) \*\*
5. Random

\*\* *Derived OCup Series Rank*

Ability-based OCup standings are converted to an age-based ranking as follows:

1. For all OCup riders competing in the same provincial age group, sort them by these two sort keys
  - a) Ability (increasing)
  - b) Then OCup Points (decreasing)

This will sequence riders in groups of ability categories.

2. Within each ability category, riders will then be sequenced by decreasing OCup points.

Call-Ups are for pre-registered riders only

### **Youth Categories:**

The Youth Categories will follow the same call-up sequence as the OCup call-ups. See Ontario Cup Call-Ups section for more information.

## MEDALS & JERSEYS

At Provincial Championships, only riders residing within the province with an applicable Ontario Cycling membership or UCI licenses will be awarded championship status.

Provincial Championship Awards Breakdown is as follows:

<b>Categories</b> (Age as of Dec. 31, 2025)	<b>Provincial Medal</b>	<b>Provincial Champion Jersey</b>
U13 Girls (8-12)	X	X
U13 Boys (8-12)	X	X
U15 Girls (13-14)	X	X
U15 Boys (13-14)	X	X
U17 Girls (15-16)	X	X
U17 Boys (15-16)	X	X
U19 Men (17-18)	X	X
U23 Men (19-22)	X	X
Elite Men (23+)	X	X
U19 Women (17-18)	X	X
U23 Women (19-22)	X	X
Elite Women (23+)	X	X
Master A Men/Open (35-44)	X	X
Master B Men/Open (45-54)	X	X
Master C Men/Open (55-64)	X	X
Master D Men/Open (65+)	X	X
Master A Women (35-44)	X	X
Master B Women (45-54)	X	X
Master C Women (55-64)	X	X
Master D Women (65+)	X	X
Single Speed (17+)		