Event Sanctioning Policy

Policy Title	Ontario Cycling Event Sanctioning Policy
Version	1.0
Effective Date	January 1, 2027
Approved By	Ontario Cycling President & CEO
Date of Last Review	November 2026
Date of Next Review	September 2027
Replaces	Ontario Cycling Sanctioning Policy (2025)

1.0 Purpose

1.1 Ontario Cycling (OC) is the PTSO for the sport of cycling in Ontario with the authority to sanction competitions, events and other activities in Ontario that have been approved as affiliated organizations of OC. OC is committed to providing an environment that promotes safe, inclusive, standard, and fair competition; and as such, affiliated clubs and event organizers wishing to run cycling events must first seek approval and sanctioning from OC.

1.2 Irresponsible behaviour, unfair competition, or an unsafe environment can result in severe damage to the sport, to OC, and to its Members, Clubs and Teams. This Policy provides sanctioning regulations that will help ensure that cycling events are safe, fair, and protect the health and welfare of the participants.

2.0 Definitions

The following terms have these meanings in this Policy:

2.1 **"OC"** – Ontario Cycling, the Provincial Territorial Sport Organization for the sport of cycling in Ontario.

2.2 **"Affiliated Club"** – A club which has formed according to the rules and regulations of incorporation, and which has affiliated for the current year with OC and is in good standing.

2.3 **"Event Organizer"** – A third-party event organizer who may be an Affiliated Club or a Non-Affiliated Organization.

2.4 **"Events"** – Includes cycling events and competitions run by Affiliated Clubs and Event Organizers, as further defined in this Policy.

2.5 **"Good Standing"** – Has the meaning set out in Section 9.0 of the OC Membership Policy, as amended from time to time. In summary, a Member is in good standing where, as determined by OC or any delegated authority, the Member:
(a) has not been suspended, and has not had their membership terminated or otherwise ceased to be a Member;
(b) is not subject to disciplinary restrictions or sanctions imposed by OC;
(c) has completed and submitted all documents required by OC;
(d) has complied with OC's By-laws, policies, procedures, rules and regulations;
(e) is not subject to a current disciplinary investigation or action by OC or, if subject to prior disciplinary action, has fulfilled all terms and conditions of that action to the satisfaction of OC; and
(f) has paid all required membership fees and any other amounts owed to OC.
In the event of any inconsistency, the OC Membership Policy and OC By-law Article VII govern.

2.6 **"Member"** – Anyone who holds a membership as a registered member in good standing of Ontario Cycling. This includes affiliated clubs, teams, cyclists, athletes, coaches, commissaires, organizers and volunteers.

2.7 **"UCI"** – The Union Cycliste Internationale, the International Sport Federation overseeing all cycling sports.

2.8 **"CC"** – Cycling Canada, the National Sport Organization for cycling sports in Canada.

2.9 **"PTSO"** – Provincial Territorial Sport Organization; a not-for-profit organization that is recognized by the National Sport Organization (Cycling Canada) as the governing body for cycling in the province of Ontario.

2.10 **"Emergency Action Plan (EAP)"** – A plan that facilitates and provides structure for the response to emergency situations.

2.11 **"Liability"** – The duties, obligations or responsibilities imposed on a person or organization by common law or by statute. For example, a person or organization may be held liable, through a legal action, for an action or inaction in a particular set of circumstances and be required to pay damages to someone harmed as a result.

2.12 **"High-Risk Activity"** – A program, event or activity which is more likely to be subject to danger or hazards and requires greater risk management.

2.13 **"Non-Affiliated Organization"** – An entity that is organizing or hosting a cycling event and is not a registrant or Member of OC.

2.14 **"Sanctioning"** – The act of approving, through OC governance, cycling activities. This includes quality control of the event and ensuring that all individuals are in good standing and therefore covered by insurance.

3.0 Application of this Policy

3.1 This Policy applies to all cycling events that are organized and run by Affiliated Clubs and sanctioned Event Organizers. This Policy establishes and enforces proper and inclusive standards through effective governance to ensure all cycling event participants are competing in safe environments with proper insurance coverage to protect vulnerable persons. This Policy ensures that sanctioned events and activities meet OC's technical criteria and follow OC's rules and regulations.

3.2 OC competition and event sanctions are primarily intended for events organized for Members of OC or for members of other PTSOs of CC and of UCI member countries. If an organizer chooses to make their event open to non-members, they are required to pay an additional amount to cover insurance premiums. It is recommended that entrants who are not registered with OC be charged a higher fee to help recoup the sanction and insurance fee.

4.0 Insurance

4.1 Only Events which have been sanctioned by OC have access to OC's insurance policy and coverage.

4.2 Organizers of all OC-sanctioned competitions and events have access to liability insurance as part of their sanctioning package, and all OC Members have access to, or are covered under, both liability and sport accident coverage.

5.0 Liquor Liability

5.1 Alcohol is not permitted at events without approval from OC. This includes samples, prizing, and any individuals bringing liquor onto event grounds.

5.2 Events that wish to have alcohol present must submit an OC Liquor Liability Application or provide a copy of their liquor coverage from the third-party organization responsible for the alcohol. If providing third-party insurance, both OC and Cycling Canada must be listed as additional insured. Additional fees will apply if OC liquor insurance is required.

5.3 Liquor Liability Application forms can be found on the OC website and must be submitted fifteen (15) business days in advance of the event. If applications are submitted less than fifteen

(15) business days prior to the event, liquor coverage will not be guaranteed. OC may require copies of Special Occasion Permits and/or evidence of Smart Serve certification.

5.4 Liquor coverage is at the discretion of the insurance company and is not guaranteed.

5.5 OC recommends that all organizers obtain liquor coverage, even if their event does not include any liquor, as added coverage. Organizers are liable for any alcohol at the event, whether it is sold, handed out as prizing, or consumed by spectators and/or riders at the event.

6.0 Eligibility

Event Organizers are eligible to host a sanctioned event if they:

6.1 Hold a valid Cycling Canada UCI Technical License with organizer designation;

6.2 Agree to the Event Organizer Responsibilities described in Appendix A;

6.3 Comply with the Conditions of Sanction described in Section 11.0 of this Policy; and

6.4 Apply for and are granted a sanction.

7.0 Requesting a Sanction

7.1 Requests for Event sanctions must be submitted to OC at least ninety (90) days prior to the Event.

7.2 Requests for sanctions submitted after the deadline must be accompanied by a written statement giving reasons for requesting an exemption to the deadline. The decision to accept, or not accept, the late sanction request will be at the sole discretion of OC and may not be appealed.

7.3 Requests for Event sanctions must be accompanied by the signed Organizer Agreement and the applicable sanctioning package fee (see Appendix C).

7.4 If the Event is cancelled, fees may be refunded up to five (5) days prior to the Event, not including the permit fee.

7.5 The request for sanction will be approved or refused by OC.

7.6 Events which conflict with OC Ontario Cups (OCups), Provincial Championships, or other important competitions may be denied sanction for the date requested.

7.7 Event date selections will be dealt with in the following order of priority:

(a) National

(b) Provincial

(c) Regional

(d) Gran Fondo / Cycle for All

7.8 Two events of the same discipline may not be held on the same weekend unless both organizers agree.

7.9 Clubs and Event Organizers whose competitions may conflict with other events on the schedule should apply early to allow the OC office sufficient time to assess possible impacts and offer satisfactory solutions to all involved.

8.0 Sanction Request Evaluation

For each sanction request, OC will consider the following:

8.1 The Event Organizer's status with OC;

8.2 The Event Organizer's ability to comply with the Conditions of Sanction (Section 11.0);

8.3 Submission of the signed Organizer Agreement and fee;

8.4 Success of previous sanctioned Events (if applicable);

8.5 Issues with previous sanctioned Events (if applicable);

8.6 Any issue or matter which OC deems may affect OC's ability to obtain insurance coverage;

8.7 Any other issue or matter which OC deems may damage the reputation of OC or that may introduce unreasonable safety concerns; and

8.8 Any activity that is seen or identified as a High-Risk Activity by OC.

9.0 Sanction Request Refusals

OC may refuse, deny, withdraw, or cancel a sanction for reasons that include, but are not limited to:

9.1 Poor organization, hosting or running of a prior sanctioned event;

9.2 Failure to meet the Conditions of Sanction;

9.3 Concerns that the Affiliated Club and/or Event Organizer requesting the sanction cannot meet OC sanctioning requirements, or other factors relating to the operations of the event;

9.4 A late or incomplete sanction request;

9.5 Failure to pay any required fees to OC;

9.6 The Affiliated Club and/or Event Organizer is not in good standing with OC;

9.7 Any other issue or matter which OC deems may affect OC's ability to obtain insurance for the event; or

9.8 Any other issue or matter which OC deems may damage the reputation of OC or that may introduce unreasonable safety concerns.

10.0 Sanction Request Approvals

10.1 If the sanction is approved, OC will fulfil the responsibilities described in Appendix B.

10.2 Sanctioned events must comply with the Conditions of Sanction described in Section 11.0 of this Policy.

10.3 Sanctions are not transferable, and new sanctions must be obtained each year for annual Events.

11.0 Conditions of Sanction

11.1 The Event must be conducted in accordance with all applicable technical standards as established by OC and Cycling Canada (CC).

11.2 The Code of Conduct and Ethics and all policies of OC remain in effect during sanctioned events, including pre-sanctioned events.

11.3 All participants, athletes, coaches and commissaires participating in an event must be Members in good standing with OC.

11.4 All sanctioned and pre-sanctioned events must comply with all applicable legislation in their municipality and the province.

11.5 The Affiliated Club and/or Event Organizer must fulfil the responsibilities described in Appendix A.

11.6 If alcoholic beverages are to be sold at the Event, it is the responsibility of the Affiliated Club and/or Event Organizer to ensure that all permits, rules, and regulations of the Alcohol and Gaming Commission of Ontario (AGCO) are adhered to. A copy of the liquor permit must be submitted to OC prior to the event. For information on how to obtain an insurance certificate through the OC insurance policy, please contact the OC Events Team at events.team@ontariocycling.org.

11.7 If fundraising is to occur through the sale of 50/50 tickets, raffle tickets or other gaming activity, it is the responsibility of the Affiliated Club and/or Event Organizer to ensure that all applicable provincial and municipal gaming permits, rules, and regulations are adhered to.

12.0 Sanction Revocation

12.1 A sanction may be revoked at the discretion of OC at any time in advance of the Event if the Affiliated Club and/or Event Organizer fails to fulfil its obligations under this Policy or under the signed Organizer Agreement.

13.0 Policy Review and Approval

13.1 This Policy is reviewed annually by OC staff in advance of each event season, or sooner if required by changes in legislation, insurance requirements, or Cycling Canada or UCI regulations. Amendments are approved by the President & CEO.

13.2 Sanctioning package fees (Appendix C) are reviewed annually and may be updated by OC between policy reviews.

Revision History

Version	Date	Description
1.0	November 2026	Policy placed in the OC policy format with Document Control; clauses renumbered; cross-references, terminology and contact details corrected; Appendix C sanctioning packages converted from images to accessible tables. Effective January 1, 2027.

Appendix A: Event Organizer Responsibilities

For each sanctioned event, the Event Organizer will:

A.1 Submit an Expression of Interest (EOI) form to OC.

A.2 Sign and return the Organizer Agreement (OA) to OC and pay the sanctioning package fees (see Appendix C).

A.3 Submit the Event Permit Application to OC, with the following information, at least ninety (90) days prior to the event:

(a) **Emergency Action Plan (EAP)**

(i) Provide an Emergency Action Plan involving a basic plan in case of medical emergency, inclement weather, vehicle collision, or any other natural or man-made disaster.

(ii) The plan must include the mode of communication between all parties on the event team throughout the event (phone tree), via two-way radios or cell phones.

(iii) Provide an emergency response team (a first aid attendant, paramedic, or physician) that is appropriate to the sanction level and level of participation at the event.

(iv) A minimum of two (2) first aid personnel is required for sanctioned events with more than 100 participants.

(b) **Traffic Management Plan**

(i) Create a satisfactory Traffic Management Plan for any event that does not have a fully closed course. The plan shall include a map of the course with the locations of all individuals who are assisting with traffic control (police, Ontario Traffic Manual Book 7 trained traffic controllers, and/or volunteer course marshals) marked. The map shall indicate the direction of travel for all event participants and for the general public using the roads or pedestrian ways on, or coming into contact with, the course (i.e., roads connected to an intersection on the course).

(ii) Include a procedure for how traffic will be controlled at all intersections and open areas of the course where participants could encounter members of the public.

(c) **Staffing Plan**

(i) Provide a staffing plan that identifies the roles, responsibilities, and contact information for all event staff, volunteers, officials, and contractors (timing provider, medical, etc.) supporting the event.

(ii) Ensure there is adequate supervision available to manage crowd behaviour.

(iii) Organizers must always be available during their event to address any situations that may arise, such as executing their EAP. The organizer is advised to coordinate an appropriate number of volunteers or staff to cover all known event responsibilities. If an organizer plans to participate in their event, they must designate a point person who is always available in their place and contactable. This representative must be in communication with all volunteers, have the hand-over communicated, and have access to all pertinent safety plans and materials for the event.

(d) **Technical Guide** (required for OCup and Provincial Championship events)

(i) Provide a completed draft Technical Guide for the event at least sixty (60) days prior to the event.

(ii) All OCup and Provincial Championship events shall use the OC Technical Guide template to create their draft. The OC template includes all event rules that will be

enforced by commissaires at the event and recommendations for pertinent information that should be provided to participants.

(iii) OCup and Provincial Championship event organizers must include all event categories listed in their respective discipline's guidelines for their sanction level.

A.4 **Certificate of Insurance (COI)** – Complete the OC Certificate of Insurance Application form fifteen (15) business days prior to the event, providing:

(a) Complete addresses for all entities required to be added as additional insured (if applicable);

(b) The anticipated number of participants attending the event; and

(c) Whether or not non-members (participants without an Ontario Cycling membership or UCI license) will be allowed.

A.5 **Use the OC/CC Waiver**

a) All participants of OC-sanctioned events and competitions must sign a waiver prior to competing. Participants under the age of 18 must have a parent or legal guardian sign the form.

b) It is the Organizer's responsibility to ensure the completion of the waiver by all participants.

c) Waivers must be kept on file for a minimum of seven (7) years following the competition. PDF copies of waivers from any events not using Uplifter (formerly CCN) must be emailed to events.team@ontariocycling.org

d) Recognizing that legal limitation periods are extended for individuals under the age of 18, OC will retain waivers signed on behalf of minor participants for an extended period beyond the standard retention period. Retention periods are determined by OC in consultation with its insurance provider and legal advisors and may be updated from time to time.

A.6 Work with the OC Events Team to ensure the event is conducted in a safe manner and meets best practices for safety measures and emergency response preparedness.

A.7 Pay the appropriate honorarium and expense reimbursement to OC Commissaires or Club Commissaires.

A.8 Submit the following information to OC post-event:

(a) Total number of participants;

(b) Total number of Non-Member permits used (Adult and Youth); and

(c) Injury or medical incident reports.

Appendix B: OC Responsibilities

For each sanctioned event, OC will:

B.1 Review and approve the Expression of Interest;

B.2 Draft the Organizer Agreement for the Organizer's signature;

B.3 Publish the event on the OC website calendar;

B.4 Review the Event Permit Application and determine the sanctioning package once all relevant information is properly submitted;

B.5 Publish the registration link on the OC website calendar once the Event Permit Application is approved;

B.6 Advertise the event on its website calendar of events, on social media, and through CC;

B.7 Assign Ontario Cycling Officials, if required;

B.8 Provide guidance on volunteer management;

B.9 Assist with registration creation on Uplifter (formerly CCN);

B.10 Provide OC/CC waivers;

B.11 Provide access to insurance (both liability and sport accident coverage);

B.12 Promote the event on OC social media platforms;

B.13 For OCup-sanctioned events, supply bibs, medals, and podium backdrop;

B.14 Support communication with the timer;

B.15 Vet registrations (ensuring all licenses have been issued and riders are registered in the correct category); and

B.16 Send the registration report to the timer for sign-on sheets.

Appendix C: Event Sanctioning Packages

Sanctioning packages for professional event organizers and charities are set out in Tables C1 to C4. All amounts are in Canadian dollars. Prices are subject to change; see Section 13.2.

Table C1 Member-Only Events with OC Insurance

Package Type	Package 1	Package 2	Package 3	Package 4	Package 5	Package 6	Contact Office	Youth Package	Weekly Series
# of Participants	**<100**	**101–200**	**201–300**	**301–500**	**501–700**	**701–900**	**901+**	**<50**	**<50**
Total Cost*	**$570.00**	**$770.00**	**$970.00**	**$1,370.00**	**$1,770.00**	**$2,170.00**		**$300.00**	**$470.00**
Cost Break Out (included in total cost)									
Event Permit Fee	$150.00	$150.00	$150.00	$150.00	$150.00	$150.00		$150.00	$150.00
Insurance Certificate	$220.00	$220.00	$220.00	$220.00	$220.00	$220.00		$50.00	$220.00
Rider Levies	100	200	300	500	700	900		50	50 unique riders
Total # of Non-Member Permits included	N/A	N/A	N/A	N/A	N/A	N/A		N/A	N/A
Non-Member Fee over the included cost	N/A	N/A	N/A	N/A	N/A	N/A		N/A	N/A
Liquor Coverage	Additional Fee	Additional Fee	Additional Fee	Additional Fee	Additional Fee	Additional Fee		Additional Fee	Additional Fee
Membership Requirements									
Gran Fondo Events	Community** Challenge Compete UCI	Community** Challenge Compete UCI	Community** Challenge Compete UCI	Community** Challenge Compete UCI	Community** Challenge Compete UCI	Community** Challenge Compete UCI		Community** Challenge Compete UCI	n/a
Regional	Challenge Compete UCI	Challenge Compete UCI	Challenge Compete UCI	Challenge Compete UCI	Challenge Compete UCI	Challenge Compete UCI		Challenge Compete UCI	Community** Challenge Compete UCI
OCups	Challenge Compete UCI	Challenge Compete UCI	Challenge Compete UCI	Challenge Compete UCI	Challenge Compete UCI	Challenge Compete UCI		Challenge Compete UCI	n/a
Provincials	Challenge Compete UCI	Challenge Compete UCI	Challenge Compete UCI	Challenge Compete UCI	Challenge Compete UCI	Challenge Compete UCI		Challenge Compete UCI	
Nationals, UCI	UCI	UCI	UCI	UCI	UCI	UCI		UCI	n/a
Required Documents									
Signed Organizer Agreement	✓	✓	✓	✓	✓	✓		✓	✓
Written Land Permission/Permit	✓	✓	✓	✓	✓	✓		✓	✓

Package Type	Package 1	Package 2	Package 3	Package 4	Package 5	Package 6	Contact Office	Youth Package	Weekly Series
Risk Management and/or Traffic Management Plan	✓	✓	✓	✓	✓	✓		✓	✓
Course Maps	✓	✓	✓	✓	✓	✓		✓	✓
Emergency Action Plan (EAP)	✓	✓	✓	✓	✓	✓		✓	✓
OC Waivers	✓	✓	✓	✓	✓	✓		✓	✓
*No Day-of registration allowed	N/A	N/A	N/A	N/A	N/A	N/A		N/A	N/A
Value Break Out									
$10 Million Liability Insurance	✓	✓	✓	✓	✓	✓		✓	✓
OC Member Insurance Coverage	✓	✓	✓	✓	✓	✓		✓	✓
OC Member Participant Fee (Rider Levies)	$200.00	$400.00	$600.00	$1,000.00	$1,400.00	$1,800.00		$100.00	$100.00
Registration Setup CCN only and Assistance	✓	✓	✓	✓	✓	✓		✓	✓
Event Resources	✓	✓	✓	✓	✓	✓		✓	✓
Equipment based on availability	✓	✓	✓	✓	✓	✓		✓	✓
Non-Members included in package (excludes Crits)	N/A	N/A	N/A	N/A	N/A	N/A		N/A	N/A
Injury Reporting & Tracking	✓	✓	✓	✓	✓	✓		✓	✓
OC Staff Support	Staffing Cost	Staffing Cost	Staffing Cost	Staffing Cost	Staffing Cost	Staffing Cost		Staffing Cost	Staffing Cost
OC Staff Event Day Support/On Call	Staffing Cost	Staffing Cost	Staffing Cost	Staffing Cost	Staffing Cost	Staffing Cost		Staffing Cost	Staffing Cost
Promotion Opportunity**									
Social Media Posts***	5	5	5	5	5	5		5	5
Website Event Calendar	✓	✓	✓	✓	✓	✓		✓	✓
Monthly Member Newsletter	✓	✓	✓	✓	✓	✓		✓	✓
OC Logo on Website/Socials	✓	✓	✓	✓	✓	✓		✓	✓
Event Feature	✓	✓	✓	✓	✓	✓		✓	✓

**Based on 2026 rates of $2.00 for non-member +HST*
**Plus HST*
***ONLY allowed with no timing*
****Subject to completion of sanctioning paperwork*
Package rider levies $2.00/rider
Over package # rider levies $3.25/rider

Table C2 OC Member & Non-Member Events with OC Insurance

Package Type	Package A	Package B	Package C	Package D	Package E	Package F	Contact Office	Weekly Series
# of Participants	**<100**	**101–200**	**201–300**	**301–500**	**501–700**	**701–900**	**901+**	**<50**
Total Cost*	**$670.00**	**$1,070.00**	**$1,470.00**	**$2,370.00**	**$2,770.00**	**$3,170.00**		**$470.00**
Cost Break Out (included in total cost)								
Event Permit Fee	$150.00	$150.00	$150.00	$150.00	$150.00	$150.00		$150.00
Insurance Certificate	$220.00	$220.00	$220.00	$220.00	$220.00	$220.00		$220.00
Rider Levies	100	200	300	500	700	900		50 unique riders
Total # of Non-Member Permits included	10 ($100.00 value)	30 ($300.00 value)	50 ($500.00 value)	100 ($1,000 value)	100 ($1,000 value)	100 ($1,000 value)		n/a
Non-Member Fee over the included cost	$10.00 U19+ / $5.00 >U19	$10.00 U19+ / $5.00 >U19	$10.00 U19+ / $5.00 >U19	$10.00 U19+ / $5.00 >U19	$10.00 U19+ / $5.00 >U19	$10.00 U19+ / $5.00 >U19		n/a
Liquor Coverage	Additional Fee	Additional Fee	Additional Fee	Additional Fee	Additional Fee	Additional Fee		Additional Fee
Membership Requirements								
Gran Fondo Events	Non-Members Community Challenge Compete UCI	Non-Members Community Challenge Compete UCI	Non-Members Community Challenge Compete UCI	Non-Members Community Challenge Compete UCI	Non-Members Community Challenge Compete UCI	Non-Members Community Challenge Compete UCI		n/a
Regional	Non-Members Challenge Compete UCI	Non-Members Challenge Compete UCI	Non-Members Challenge Compete UCI	Non-Members Challenge Compete UCI	Non-Members Challenge Compete UCI	Non-Members Challenge Compete UCI		Community** Non-Members Challenge Compete UCI
OCups	Non-Members Challenge Compete UCI	Non-Members Challenge Compete UCI	Non-Members Challenge Compete UCI	Non-Members Challenge Compete UCI	Non-Members Challenge Compete UCI	Non-Members Challenge Compete UCI		n/a
Provincials	N/A	N/A	N/A	N/A	N/A	N/A		
Nationals, UCI	UCI	UCI	UCI	UCI	UCI	UCI		n/a
Required Documents								
Signed Organizer Agreement	✓	✓	✓	✓	✓	✓		✓
Written Land Permission/Permit	✓	✓	✓	✓	✓	✓		✓
Risk Management and/or Traffic Management Plan	✓	✓	✓	✓	✓	✓		✓
Course Maps	✓	✓	✓	✓	✓	✓		✓

Package Type	Package A	Package B	Package C	Package D	Package E	Package F	Contact Office	Weekly Series
Emergency Action Plan (EAP)	✓	✓	✓	✓	✓	✓		✓
OC Waivers	✓	✓	✓	✓	✓	✓		✓
*No Day-of registration allowed	N/A	N/A	N/A	N/A	N/A	N/A		N/A
Value Break Out								
$10 Million Liability Insurance	✓	✓	✓	✓	✓	✓		✓
OC Member Insurance Coverage	✓	✓	✓	✓	✓	✓		✓
OC Member Participant Fee (Rider Levies)	$200.00	$400.00	$600.00	$1,000.00	$1,400.00	$1,800.00		$100.00
Registration Setup CCN only and Assistance	✓	✓	✓	✓	✓	✓		✓
Event Resources	✓	✓	✓	✓	✓	✓		✓
Equipment based on availability	✓	✓	✓	✓	✓	✓		✓
Non-Members included in package (excludes Crits)	$100.00	$300.00	$500.00	$1,000.00	$1,000.00	$1,000.00		N/A
Injury Reporting & Tracking	✓	✓	✓	✓	✓	✓		✓
OC Staff Support	Staffing Cost	Staffing Cost	Staffing Cost	Staffing Cost	Staffing Cost	Staffing Cost		Staffing Cost
OC Staff Event Day Support/On Call	Staffing Cost	Staffing Cost	Staffing Cost	Staffing Cost	Staffing Cost	Staffing Cost		Staffing Cost
Promotion Opportunity* **								
Social Media Posts***	5	5	5	5	5	5		5
Website Event Calendar	✓	✓	✓	✓	✓	✓		✓
Monthly Member Newsletter	✓	✓	✓	✓	✓	✓		✓
OC Logo on Website/Socials	✓	✓	✓	✓	✓	✓		✓
Event Feature	✓	✓	✓	✓	✓	✓		✓

**Based on 2026 rates of $2.00 for non-member +HST*
**Plus HST*
***ONLY allowed with no timing*
****Subject to completion of sanctioning paperwork*
Package rider levies $2.00/rider
Over package # rider levies $3.25/rider

Table C3 Events Using Their Own Insurance****

Package Type	Package 1	Package 2	Contact Office	Weekly Series	Event Series
# of Participants	**1–300**	**301–500**	**501+**	**<50**	**Please contact the office for this package**
Total Cost*	**$775.00**	**$1,175.00**		**$275.00**	
Cost Break Out (included in total cost)					
Event Permit Fee	$175.00	$175.00		$175.00	
Insurance Certificate	$0.00	$0.00		$0.00	
Rider Levies	300	500		50 unique riders	
Total # of Non-Member Permits included	N/A	N/A		N/A	
Non-Member Fee over the included cost	N/A	N/A		N/A	
Liquor Coverage	Additional Fee	Additional Fee		Additional Fee	
Sanctioning & Licensing Requirements					
Gran Fondo Events	N/A	N/A		N/A	
Regional	N/A	N/A		N/A	
OCups	N/A	N/A		N/A	
Provincials	N/A	N/A		N/A	
Nationals, UCI	UCI	UCI		N/A	
Required Documents					
Signed Organizer Agreement	✓	✓		✓	
Written Land Permission/Permit	N/A	N/A		N/A	
Risk Management and/or Traffic Management Plan	✓	✓		✓	
Course Maps	✓	✓		✓	
Emergency Action Plan (EAP)	✓	✓		✓	
OC Waivers	N/A	N/A		N/A	
*No Day-of registration allowed	N/A	N/A		N/A	
Value Break Out					
$10 Million Liability Insurance	N/A	N/A		N/A	

Package Type	Package 1	Package 2	Contact Office	Weekly Series	Event Series
OC Member Insurance Coverage	OC Members Only	OC Members Only		OC Members Only	
OC Member Participant Fee (Rider Levies)	$600.00	$1,000.00		$100.00	
Registration Setup CCN only and Assistance	✓	✓		✓	
Event Resources	✓	✓		✓	
Equipment based on availability	✓	✓		✓	
Non-Members included in package (excludes Crits)	N/A	N/A		N/A	
Injury Reporting & Tracking	N/A	N/A		N/A	
OC Staff Support	Staffing Cost	Staffing Cost		Staffing Cost	
OC Staff Event Day Support/On Call	Staffing Cost	Staffing Cost		Staffing Cost	
Promotion Opportunity****					
Social Media Posts***	5	5		5	
Website Event Calendar	✓	✓		✓	
Monthly Member Newsletter	✓	✓		✓	
OC Logo on Website/Socials	✓	✓		✓	
Event Feature	✓	✓		✓	

**Based on 2026 rates of $2.00 for non-member +HST*
***Plus HST*
****Subject to completion of sanctioning paperwork*
*****Must name OC and CC as additional insured*

Table C4 Event Sanctioning Packages for Charities

	Package 1 – OC Insurance	Package 2 – Own Insurance*
Total Cost**	**$300**	**$300**
Admin Fee (included in Total Cost)	$300	$300
Participant License Requirements	Non-Member Community Challenge Compete UCI	N/A
Discount Code for OC Members	✓	✓
OC Insurance	✓	N/A
Permit Fee	✓	✓
Insurance Certificate Fee	✓	✓
OC Staff Support	✓	✓
OC Staff Event Day Support/On Call	✓	N/A
Promotion		
Social Media Posts	3	3
Website Event Calendar	✓	✓
Monthly Member Newsletter	✓	✓
OC Membership Discount for Non-Members	✓	✓
OC Logo on Website/Socials	✓	✓
Charity Feature	✓	✓
Requirements		
Risk Management Plan	✓	N/A
Written Land Permission/Permit	✓	N/A
OC Waivers	✓	N/A
Additional Costs		
Non-Member Fee** (19+)	$6.00	N/A
Non-Member Fee** (U18)	$3.50	N/A
Liquor Coverage	Additional Fee	N/A

Prices are subject to change. Based on 2026 rates of $2.00 for non-member +HST.
All information must be provided three (3) months prior to the event to have promotion executed.
Charity events must provide a registered charity number in order to be considered a charity event, and all funds must be going towards the charity.
**Must name Ontario Cycling Association and Cycling Canada as Additional Insured. **Plus HST.*