



# TIME TRIAL GUIDELINES

## - 2019 -

---

### Time Trial Event Sanctions

#### Weekly Series

A weekly series event runs with the category structure Beginner, Sportif, and Open categories. License requirements subject to event rules. Availability of non-member permits subject to OCA approval.

#### Regional Race

A regional sanctioned race runs with the same category structure as an Ontario Cup, and upgrade points are awarded. Ontario Cup points are not awarded at these events.

#### Ontario Cup Race

An Ontario Cup sanctioned race must run with ability based categories (see License Requirements below). Ontario Cup points are awarded at these events.

#### Provincial Championship

A Provincial Championship sanctioned race must run with UCI age-based categories (see License Requirements below). Ontario Cup points are not awarded at these events.

#### National Race

A National sanctioned race must run according to Cycling Canada stipulations and sanctioning.



### Sanctioned Event Fees

All sanctioned Time Trial Road events have the following associated costs:

- Event Permit
- Insurance Coverage
- Event Levies

Permit Type	Weekly Series	Regional Race	Ontario Cup Race	Provincial Championship	National Event
Code	WS	R	O	P	N
Event Permit Fee	\$130 + HST	\$130 + HST	\$235 + HST	\$235 + HST	\$118 + HST
Levies*	\$3. <sup>00</sup> + HST per unique rider <sup>(1)</sup>	\$3. <sup>00</sup> + HST per rider	\$3. <sup>00</sup> + HST per rider	\$3. <sup>00</sup> + HST per rider	\$1. <sup>00</sup> + HST per rider
Non-Member Permit	On Application	On Application	On Application	On Application	On Application
Insurance	Please Contact the OCA				

### Levy Notes

\*Based on published start lists for races and registered entrants for all other events

<sup>(1)</sup> Per unique entrant      <sup>(2)</sup> To be quoted > 500 entrants      <sup>(3)</sup> Total number of entrants

\* Levies will be invoiced following the event. Organizers to provide final registrant numbers within 3-5 business days following their event.

### Categories Permitted per Event

Event	Categories Permitted
Road Race	C-R-O-P
Criterium	WS-R-O-P
Time Trial	R-O-P
Hill Climb	O-P
Stage Race	O-P
12/24 Hour Events	CFA

Event (continued)	Categories Permitted
Enduro / Marathon	C
Gravel Grinder	C
Grand Fondo	CFA
Tour	CFA
Charity	CFA
National	N (as per CC sanction)

### Event Permit Fees

Event permit fees are dependent on the type of event being held. Please see the above chart to identify the fee associated with your event. Organizer will be required to submit an Event Permit and Technical Guide for each event unless otherwise communicated.



### Levies

Unless otherwise stated, a fee of \$3.<sup>00</sup> + HST per event registrants (DNS and DNF included) must be paid to the OCA. Organizers are expected to follow up with the OCA post-event, within 3-5 business days, to report final participant numbers and levies owing.

### Event Insurance

Any level of event that intends to allow member and/or non-member participation is required to submit a request for commercial event insurance. The organizer will pay the premium for the event prior to event day and reconcile insurance costs 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 (i.e. municipality, landowner, etc.). We will not list those that are providing services as that should be covered under their own liability policy (i.e. first aid, photography services, sponsors, etc.). If you are in doubt or have questions, please contact the OCA office. Commercial Event insurance forms can be found on the OCA website.

Events that include alcohol must also submit a Liquor Liability Application as well as submit a copy of the insurance coverage from the third party organization responsible for the alcohol. **Liquor Liability Application forms can be found on the OCA website and must be submitted fifteen (15) business days in advance of the event. We may require copies of Special Occasion Permits and/or evidence of smart serve certificates.**

Organizers are permitted to secure their own insurance for an event, as long as there is \$5 million comprehensive general liability coverage and it is approved by the OCA insurance broker. This insurance must list the OCA and Cycling Canada Association (CCA) as additional insured and a copy of the insurance certificate be submitted to the OCA office.

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

### Cancellation Policy

If an event must be cancelled, the Calendar Fee is non-refundable and non-transferable. Insurance permits are for a specific date and may not be transferable.



### General Guidelines: All Levels of Events

#### Organizers

- All race organizers must be licensed members of the Ontario Cycling Association (OCA).
- It is recommended that all organizers complete a commissaire training course. For information related to commissaire courses, please contact the OCA.

#### Online Registration

All sanctioned events must use CCN bikes to administer their event registration. CCN Bikes is the sole provider of online registration services. It is the responsibility of the Organizer to setup the online registration and inform CCN that the OCA requires access to monitor registrations (in case of any license issues that can be resolved prior to the event).

Prior to registration going live on CCN, the following guidelines must be followed:

- Registration cannot go live until the technical guide is approved by the OCA.
- OCA shall be given access to CCN registration to monitor licensing issues.
- Registration must close on the Thursday prior to the race at midnight.
- Out of province and out of country riders, must sign an OCA waiver. In an effort to streamline waiver capture, **waivers must be built into the registration system** for riders to sign off on.

All riders MUST complete an OCA Waiver unless they have been issued a Citizen Permit or UCI license. All organizers will be emailed electronic copies of the waivers to ensure this information is captured by all event participants. CCN Bikes has the capability to imbed the waiver as part of the registration process for participants to sign electronically.

#### Course Design

The course should be designed with safety in mind. Roads should be paved without serious defects and corners must be swept. In addition, an ambulance must be able to access any part of the course. Courses should avoid any situation where a rider may have to yield his/her pace. Turnarounds, if any, should be in highly visible, open spots. The finish area should be at least 100 metres offset from the start.

#### Facilities

The organizers shall have a permit for the use of the road/course and shall ensure that the road closure is in compliance with all local requirements. The organizer is responsible to ensure that adequate barricades are in place to keep spectators off the race course in the vicinity of the start/finish and or other areas of the race course as required. First aid services must be available throughout the race and adequate toilet facilities shall be present for competitors at all times.



### Technical Guide

Technical Guides associated must be submitted for approval and review by the OCA and Chief Commissaire, no later than 60 days before the event date and published upon approval, a minimum of 45 days before the event day. The OCA reserves the right to hold sanctioning an event, until further review of the event technical guide. Organizers should be prepared to provide further details as requested by the OCA.

Technical Guide should include the following:

- OCA logo, and series related logo (if applicable)
- Category race information (start time, distance)
- Registration Information (where, how much, registration 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 location and parking location
- Rest facility locations
- Safety and emergency action plans
- Direction to the nearest hospital(s)
- Prize list and protocol
- Accommodations

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

- Drawing of the start/finish area
- Marshal plan and location map
- Traffic Management Plan
- Staffing Plan
- Podium location

**Note:** Citizen and weekly series events may not require a detailed technical guide however it is recommended that one be prepared for the event. In all cases, organizers should be prepared to provide further details as requested by the OCA. ***Reduced documentation requirements and simplified structure are not to be confused with standard risk management requirements for the event.***

### 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 equivalent must be provided. The designated First Aid person must be readily identifiable at the event.

Odyssey Medical is the expected medical service provider at all Youth Road Development Series events, 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 expect to know name (if possible to attain), bib number, wave of race, and suspected injuries.



### Accident/Incident Reports

Organizers are responsible for the timely completion of Accident Reports. All reports must be submitted to the OCA, by the organizers within 72 hours (3-days) of the completion of their event. Accident Report forms can be found on the OCA website.

### Signage

Event sites must have adequate signage. This includes registration, facilities, and course signage. All marketing signage online and on-site must show that the event is sanctioned by the OCA. Please contact the OCA to receive the appropriate OCA logo to be used on signage, both online and on-site.

### Public Address System

A public address system is required for all Regional, Ontario Cup, Youth Series, Provincial Championship events, and strongly recommended for Citizen and Weekly Series. The public address system should be used for all race announcements as well as during the awards presentation/ceremony.

### Communications

OCA shall provide on a best efforts basis, appropriately licensed, 2-Way VHF radios for race management at Regional, Ontario Cups and Provincial Championships events. The radios have multiple channels and should be distributed accordingly. Handheld radios for OCA staff, and/or technical delegate, Chief race official, and primary race organizers. A base station will be supplied for the start/finish area and a maximum of 5 in car radios available. The organizers shall provide assistance in placing the radios and antennas in the commissaire vehicles and returning them at the end of the race. Organizers are responsible for any other radio requirements at the event (i.e. race operations of the organizer). A frequency chart can be made available upon request.

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 contact first aid at all times. The organizer must be available by radio or backup plan at all times, and provide a knowledgeable volunteer at the start/finish area to answer race questions, who is clearly identifiable at all times.

### Timing & Results

All regional, Ontario Cups, Criterium Series, and Provincial Championship events are to be timed by the official OCA timing contractor, Racetiming.ca. The OCA has secured the services of a timing contractor for all Ontario Cups and Provincial Championships subject to availability. The cost of this service shall be covered by the organizer.



### Toilets

Toilets must be available in quantities appropriate to the number of participants. Consideration must be given to providing nearby access to toilets for officials located at the finish line.

### 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 chief commissaire in consultation with the organizer will be responsible for making decisions regarding stoppage/delay/evacuation due to thunder, lightning or other extreme weather patterns.

OCA Lightning Policy: <http://www.ontariocycling.org/forms/lightning-policy/>

### Post-Event Reporting

Organizers are required to provide the following within 3-5 business days, following the completion of each event:

1. Total number of participants (DNS and DNF participants must be included), broken down by non-members and OCA members.
2. Injuries/accident reports
3. Completed waivers (online collection within the registration system is recommended)

Failure to comply will result in additional mandatory fees:

- \$50 if past the 3-5 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.



### Citizen / Weekly Series Events

#### Categories & Licensing Requirements

All sanctioned events at this level must always run the lowest ability race. For example, you cannot run an open race without also running a sportif and beginner race, at your event/series. Categories cannot be further divided into age or ability based groupings without prior consent of the OCA Events Committee.

Category	Non-Member Permit	Citizen Permit	UCI License
Beginner – Male / Female	X	X	X
Sportif – Male / Female	X	X	X
Open – Male / Female	X	X	X

All participants shall possess an OCA non-member permit, citizen permit or a UCI license to participated within OCA sanctioned events. Non-member permits may be sold by the event organizer at a cost of \$12 for adults and \$8 for youth (U18). Riders can purchase a combined 3 non-member permits per year. After the third non-member permit, riders must purchase a UCI license or citizen permit (if applicable). The OCA closely monitors the number of non-member permits issued per rider.

#### Technical Guide

Although events at this level do not require a detailed technical guide, it is recommended that one be prepared for the event. In all cases, organizers should be prepared to provide further details as requested by the OCA.

**Note: Reduced documentation requirements and simplified structure are not to be confused with standard risk management requirements for the event.**

#### Distances

All race distances shall not exceed Ontario Cup race distances. Please refer to the race distance chart within the Ontario Cup section of the document.

#### Results

Organizes are required to provide results for ALL participants. Organizers are responsible for timing, judging, and results.

#### Officials

At least one (1) official is required for citizen events. Organizers supplying their own qualified licensed officials may be able to reduce the number assigned to them. Payment of officials is the responsibility of the organizer, as well as overnight accommodation where applicable.

Weekly series events are required to provide a licensed official or person who has successfully completed the Provincial 'C' Commissaire course.





**Regional / Ontario Cup Events**

**Licensing Requirements**

Regional / Ontario Cup Race			
Categories	Non-Member Permit	Citizen Permit	UCI License
U19 Women			X
Master A Women (30-39 years)			X
Master B Women (40+ years)			X
Elite (Senior) 3 Women			X
Elite (Senior) 1,2 Women			X
U19 Men			X
Master 3 Men			X
Elite (Senior) 3 Men			X
Elite (Senior) 4 Men			X
Master 2 Men			X
Master 1 Men			X
Elite (Senior) 1,2 Men			X
Sportif	X	X	X

All participants shall possess a UCI license, or citizen permit (where applicable) to participate within OCA sanctioned events. Non-member permits are only available within the sportif category and available during pre-registration only. Non-member permits shall be sold at a cost of \$12 for adults and \$8 for youth (U18). Riders can purchase a combined 3 non-member permits per year. After the third non-member permit, riders must purchase a UCI license or citizen permit (if applicable). The OCA closely monitors the number of non-member permits issued per rider.

**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 tables below.

**Note: A quality event can be run within the fee table and events wishing to charge more must be able to prove value to the participants.**

**Entry Fee Caps:**

Regional & Ontario Cup Event		
	U19	19+
Early Bird Registration	\$ 35. <sup>00</sup> + Fees	\$ 75. <sup>00</sup> + Fees
Online Registration 2 Weeks out from event	\$ 45. <sup>00</sup> + Fees	\$ 80. <sup>00</sup> + Fees
Online Registration 1 Week out from event	\$ 55. <sup>00</sup> + Fees	\$ 85. <sup>00</sup> + Fees
Registration at event	Not Permitted	Not Permitted
+ Fees refers to HST and online CCN administrative fees		



## Event Categories & Distances

Ontario Cup / Regional Road Race		
Categories	Recommended Distance	Entry Fee Cap
15 KM Sportif*	15 KM	\$55. <sup>00</sup> + Fees
Master A Women (30-39 years)	30 KM	\$85. <sup>00</sup> + Fees
Master B Women (40+ years)	30 KM	\$85. <sup>00</sup> + Fees
Elite (Senior) 3 Women	30 KM	\$85. <sup>00</sup> + Fees
Elite (Senior) 1,2 Women	30 KM	\$85. <sup>00</sup> + Fees
Master 3 Men	30 KM	\$85. <sup>00</sup> + Fees
Elite (Senior) 3 Men	30 KM	\$85. <sup>00</sup> + Fees
Elite (Senior) 4 Men	30 KM	\$85. <sup>00</sup> + Fees
30 KM Sportif*	30 KM	\$55. <sup>00</sup> + Fees
Master 2 Men	40 KM	\$85. <sup>00</sup> + Fees
Master 1 Men	40 KM	\$85. <sup>00</sup> + Fees
Elite (Senior) 1,2 Men	40 KM	\$85. <sup>00</sup> + Fees
40 KM Sportif*	40 KM	\$55. <sup>00</sup> + Fees
<b>Note:</b> a sportif category must be provided for each unique distance <b>Para categories may be added. Please contact the OCA office for more information</b>		

## Course Design

Recommended race distances for each category can be found within the chart located above. If organizers wish to run a race that is more than 10% longer or shorter than the recommended race distances, approval must be received by the OCA. With approval, an organizer may be able to shorten early season or late season events by up to 25%.

## Course Requirements

- Must include bike check, rider corral, and start house
- Start house should be a riser between 1 metre and 1.5 metre off the ground
- Riders cannot leave the bike check area once they have entered
- Start area would ideally be on a closed road
- Race distances to be ridden and marked every 5 KM. Where possible the last 5, 4, 3, 2, 1 KM of the course should be marked
- Corners should be swept
- Turnarounds should be clearly marked by pylons with at least 6 metres of radius of course maintained around the turn
- The finish should be barricaded with sturdy inter-connecting metal barriers for 150 metres after the line. Where possible, the finish must be on a straight line, clear of traffic



### Officials

Regional Time Trial events require a minimum of 3 to 4 officials. Ontario Cup and Provincial Championship events require a minimum of 5 to 6 qualified officials. Officials are to be paid by the organizer.

### Event Registration

The following registration standards must be adhered to at the sanctioned event:

- Registration table must be located within 250 meters of the start line.
- All licenses must be checked. Any riders whose licenses do not conform to standards (photo affixed and signed) should be denied entry.
- Riders must only race in the category indicated on their license.
- Entry fee caps are in place. Please refer to the entry fee chart in this document.
- Pre-registration must be offered through the OCA's registration system, CCN bikes. **Regional, Ontario Cup, or Provincial Time Trials at these levels must be pre-registration only.**
- Provincial Championships are pre-registration only. No day of registration is permitted.
- Riders sign-in closes 30-minutes prior to race start. Start lists should be ready and delivered to the Chief Commissaire at least 15-minutes prior to the start time by a dedicated volunteer.
- Prize list must be posted at the event registration.
- Appropriate number of staff/volunteers at the registration desk to manage rider check-in.

All riders MUST complete an OCA Waiver unless they have been issued a Citizen Permit or UCI license. All organizers will be emailed electronic copies of the waivers to ensure this information is captured by all event participants. CCN Bikes has the capability to imbed the waiver as part of the registration process for participants to sign electronically.

### Awards / Prizes

A minimum of three prizes must be awarded for each individual category, regardless of category mixing. Prizes shall be posted at registration of the race. ***A draft prize lists or method of determining prizes must be forwarded with the application and a finalized copy to the OCA no later than 60 days before the event.*** Prize money based solely on entry fees must be announced at the start of each event and cannot be pooled for other categories.

Podium protocol shall be enforced at all sanctioned events. Top three (3) finishers are required to attend award presentations or they may be assessed a penalty/fine. Riders must wear their competition uniform for the presentation. Hats and sunglasses are not allowed on the podium.

A traditional podium must be used for the awards presentation ceremony. The OCA banner (or another approved backdrop) must also be positioned behind the podium during the awards presentation. Photographs of the top 3 finishers in all medal categories must be taken on the podium and provided to the OCA office immediately following the event.



## Upgrade Points System

Upgrade points will be awarded at all Ontario based regional and Criterium Series races running standard ability based categories. Upgrade points will be awarded for all categories based on field size. Points will be also awarded on the basis of any combined field sizes so if multiple categories are combined to make the field, points will not be broken out by category placing but rather placing in that combined field.

## Ontario Provincial Championship

### Licensing Requirements

The Provincial Championships will run utilizing UCI age-based categories.

Categories	Non-Member Permits	Citizen Permits	UCI Licenses
U19 Men			X
U23 Men			X
Master A 30-39 Men			X
Master B 40-49 Men			X
Master C 50-59 Men			X
Master D 60+ Men			X
Elite (Senior) Men			X
U19 Women			X
U23 Women			X
Master A 30-39 Women			X
Master B 40+ Women			X
Elite (Senior) Women			X

Non-Medal Categories	Non-Member Permits	Citizen Permits	UCI Licenses
15 KM Sportif	X	X	X
30 KM Sportif	X	X	X
40 KM Sportif	X	X	X
Eddy Merckx	X	X	X

### 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 tables below.

Provincial championship events (Road Race, Individual Time Trial, Criterium, & Hill Climb) will be pre-registration only via CNN Bikes. CNN Bikes shall be the sole provider of online registration services for OCA sanctioned events.



## Entry Fee Caps:

Road Provincial Championships		
	U19	19+
Online Registration 2 Weeks out from event	\$ 40. <sup>00</sup> + Fees	\$ 80. <sup>00</sup> + Fees
Online Registration 1 Week out from event	\$ 45. <sup>00</sup> + Fees	\$ 85. <sup>00</sup> + Fees
Registration at event	Not Permitted	Not Permitted
<i>+ Fees refers to HST and online CCN administrative fees</i>		

**Note: A quality event can be run within the fee table and events wishing to charge more must be able to prove value to the participants.**

## Event Categories & Distances

Provincial Time Trial		
Medal Categories	Recommended Distance	Entry Fee Cap
U19 Women	15 KM	\$55. <sup>00</sup> + Fees
U23 Women	30 KM	\$85. <sup>00</sup> + Fees
Master A Women	30 KM	\$85. <sup>00</sup> + Fees
Master B Women	30 KM	\$85. <sup>00</sup> + Fees
Master C (50+) Women	30 KM	\$85. <sup>00</sup> + Fees
Elite Women	30 KM	\$85. <sup>00</sup> + Fees
Master A Men	40 KM	\$85. <sup>00</sup> + Fees
Master B Men	40 KM	\$85. <sup>00</sup> + Fees
Master C Men	30 KM	\$85. <sup>00</sup> + Fees
Master D Men	30 KM	\$85. <sup>00</sup> + Fees
Elite Men	40 KM	\$85. <sup>00</sup> + Fees
U19 Men	30 KM	\$55. <sup>00</sup> + Fees
U23 Men	40 KM	\$55. <sup>00</sup> + Fees

Non-Medal Categories	Recommended Distance	Entry Fee Cap
15 KM Sportif	15 KM	\$55. <sup>00</sup> + Fees
30 KM Sportif	30 KM	\$55. <sup>00</sup> + Fees
40 KM Sportif	40 KM	\$55. <sup>00</sup> + Fees
Eddy Merckx	30 KM	\$55. <sup>00</sup> + Fees
<b>Note:</b> a non-medal sportif category must be provided for each unique distance <i>+ Fees refers to HST and online CCN administrative fees.</i>		

**Para categories may be added. Please contact the OCA office for more information.**



## Awards / Prizes

A minimum of three prizes must be awarded for each individual category, regardless of category mixing. Prizes shall be posted at registration of the race. ***A draft prize lists or method of determining prizes must be forwarded with the application and a finalized copy to the OCA no later than 60 days before the event.*** Prize money based solely on entry fees must be announced at the start of each event and cannot be pooled for other categories.

Podium protocol shall be enforced at all sanctioned events. Top three (3) finishers are required to attend award presentations or they may be assessed a penalty/fine. Riders must wear their competition uniform for the presentation. Hats and sunglasses are not allowed on the podium.

A traditional podium must be used for the awards presentation ceremony. The OCA banner (or another approved backdrop) must also be positioned behind the podium during the awards presentation. Photographs of the top 3 finishers in all medal categories must be taken on the podium and provided to the OCA office immediately following the event.

## Medals & Jerseys

Medals for Provincial Championship events will be provided by the OCA. It is recommended that organizers of Provincial Championships provide merchandise and cash prizes along with the OCA supplied medals and championship jerseys.

To receive a provincial medal there must be N+1 starters in the category, even if there are mixed categories on the course at the same time. To be awarded a provincial championship jersey there must be at least five (5) starters in the category.

<b>To be awarded a Gold Medal</b>	There must be at least two (2) starters in the category
<b>To be awarded a Silver Medal</b>	There must be at least three (3) starters in the category
<b>To be awarded a Bronze Medal</b>	There must be at least four (4) starters in the category
<b>To receive a champion jersey for 1<sup>st</sup> place</b>	There must be at least five (5) starters in the category



Provincial Championship Awards Breakdown is as follows:

Categories	Provincial Medal	Provincial Jersey
U19 Men	X	X
U23 Men	X	X
Master A Men (30-39 years of age)	X	X
Master B Men (40-49 years of age)	X	X
Master C Men (50-59 years of age)	X	X
Master D Men (60+ years of age)	X	X
Elite (Senior) Men	X	X
U19 Women	X	X
U23 Women	X	X
Master A Women (30-39 years of age)	X	X
Master B Women (40+ years of age)	X	X
Elite (Senior) Women	X	X

Provincial championship medals are only awarded to licensed riders, residing in Ontario. Provincial Championship results will not count towards the Ontario Cup Series or Criterium Series and shall be run utilizing UCI age-based categories. The organizer may be allowed to run an Elite (Senior)  $\frac{3}{4}$  or Beginner category with the approval of the OCA Events Committee.

---