

Guide to Completing Your OCA Membership Application Form



OCA memberships can be applied for by any person wishing to be a member of the Ontario Cycling Association for 2010. This includes UCI licences, General Membership and Citizen Permits. One-Event Racing Permits and affiliated club members are not required to apply online unless otherwise stated. Citizen Permit applicants can fill out the Citizen Permit form on the OCA website, or at a participating event however the OCA recommends purchasing your Citizen Permit in advance of the event. This facilitates the registration process and cuts down on lines at races.

Remember: ALL RIDERS are REQUIRED to wear approved helmets at all times during the races and warm-ups. Helmets shall be ANSI/Snell approved or approved by any other lab accepted by the UCI.

Memberships are valid until December 31st of the year for which they are purchased.

Waivers and application forms will be on the website in mid-January. Contact the OCA office if you need an application or waiver sent to you.

For a complete list of membership pricing visit the membership section of www.ontariocycling.org.

New Members

Riders who were not members in 2009 and would like to become a member in 2010 can apply by paper (membership forms section of the OCA website). At the first event of each discipline, the OCA will accept UCI licence applications but they will be subject to a rush processing fee. After the first event for each cycling discipline, UCI licence selling at events will be at the discretion of the OCA staff member at the race and may once again be subject to the rush processing fee. Citizen Permits will continue to be sold at various events at the discretion of the OCA or the organizer of the event.

Under 18 Athletes

As in previous years, at the time of registration, if you are under the age of 18, you must have a parent or guardian sign your waiver (and race licence declaration if applicable). Failure to have this done will result in your licence not being processed. Please note if you are turning 18 after you sign the waiver we cannot accept it. You must be 18 at the time of signing.

General Instructions for All Members

It is very important that you read the following instructions on how to apply for membership. The majority of members fill out the forms correctly and receive their memberships within the promised 2 - 3 weeks from the date we receive the application. Please plan accordingly.

In an urgent situation, your membership can be processed with a rush on it within one week of receipt and returned by courier (to Canadian addresses only) for an additional fee. If the licence is required within 4-9 days of receipt, the fee is \$25 while 3 days or less is \$50. This service is only available to Canadian addresses. Please indicate this on the application form or call the OCA office to arrange for rush processing. Anyone who requires their membership to be sent rush outside of Canada MUST contact the OCA office to arrange this.

Applicants that do not provide the required waivers, category selection, or proper payment with their application will not receive a membership. Members with missing waivers or insufficient payment will be contacted for the missing information. This will cause a significant delay in obtaining your licence so please assure that everything is done correctly.

UCI LICENCE APPLICATIONS WILL ONLY BE ACCEPTED AT THE FIRST EVENT OF EACH DISCIPLINE. NO EXCEPTIONS!!! ALL OTHER EVENTS WILL REQUIRE THE PARTICIPANT APPLY FOR THEIR LICENCE IN ADVANCE OR TAKE OUT A ONE-EVENT PERMIT SHOULD THEIR CATEGORY PERMIT. **Rush fees will be applied if less than one week before event. If you ride in a category that allows a One-Event Racing Permit, note that the permit fee paid while waiting for your licence to be processed will not be refunded.

WAIVERS MUST BE LEGIBLE!!!

Race Licence Declaration - To be read and signed by everyone applying for a UCI licence.
Release, Waiver and Assumption of Risk (Insurance Waiver) - To be read and signed by **ALL** applicants.

Apply for your Membership early.

All OCA members must purchase their license/membership at www.ontariocycling.org using the paper application. (In office is also available)

Fill in the application carefully and completely. Incomplete waivers/applications will result in a delay in processing.

All waivers can be mailed, faxed or delivered to the OCA office in person.

Memberships will once again be available at the Toronto International Bike Show, March 5-7, 2010. Please note the show has moved to the Better Living Centre on the CNE grounds.

MEMBERSHIPS WILL NOT BE PROCESSED WITHOUT PAYMENT. It is the responsibility of the member to provide proof of payment in order to receive a licence.

Please allow 2 - 3 weeks for processing.
Much longer for incomplete applications!

INCOMPLETE APPLICATIONS WILL GO UNPROCESSED!!

General Membership

- Must complete an OCA Membership Application and an OCA Insurance Waiver
- Do not need to complete "Race Licence Declaration"

General Information for UCI Licences

Please note that General Membership is already included in your UCI licence fee.

UCI licence fees include CCA affiliation and insurance. Both are valid internationally.

Photos for identification are MANDATORY. Failure to include a photo on the back of your licence may result in a fine being administered by any OCA official.

You are not required to be a member of a club however clubs offer many benefits and thus you are encouraged to join one.

If you are a member of a club, the club name you specify will appear on your licence if that club has affiliated for the year. Make sure your club has affiliated before applying for your licence; otherwise there will be a \$10 re-processing fee to add a club at a later date.

To list a trade team on your licence, please provide proof of membership of the trade team indicated (Letter from Team Manager or a team roster are commonly accepted) and proof that the trade team is affiliated with a provincial or national organization e.g. CCA, USAC, UCI.

Permanent residents fill in your country of citizenship and attach a copy of your Federal Immigration Form (IMMM 1000).

We will upgrade or downgrade you based on the list posted on our website. If you are in a "may" upgrade situation you may select the next ability level for your age group. New riders may only choose Beginner, Sport, Senior 4, Master 3, Novice, etc categories. Expert, Elite, Senior 1/2/3 and Master 1/2 categories must be earned with upgrade points.

If you are new to Ontario but have previously held a licence from the CCA or another provincial association, please enclose a copy of your previous licence. If you are faxing your application to us, a clear photocopy of your old licence will be accepted.

If you plan to race in a country other than the one issuing your licence, you will need a letter of permission from the issuing country. Please contact Chris Baskys, Membership Coordinator to make arrangements for your letter of permission.

Licence Categories

The OCA issues a UCI/CCA licence that is valid for participation in National and International cycling events. The coding on the licence will reflect your UCI and National categories. We do not necessarily offer all National categories at our races in Ontario. Provincial coding is only valid in Ontario unless otherwise accepted. Standard categories for Ontario Regional Races and Ontario Cup events are posted on the OCA website along with the lists of mandatory rider upgrades and downgrades. Please see the UCI Licence Coding Chart to assure you have been issued the correct licence.

Age Categories

Up to age 29, your age will directly determine the age category on your licence. Master-age riders (30 & over for MTB/Track/BMX, 35 & over for Road/CX), however, have a choice at the time they apply for a UCI licence as to whether it will be a Master licence or an Elite/Senior licence. If more than one discipline (Road, XC, DH, Track, CX, BMX, etc.) is selected, then the categories must all be selected from the same UCI category (i.e. All Elite/Senior or Master). Ontario only exceptions can be made pending Committee approval. **Once you have chosen your age category, you CANNOT change it until the following year - No exceptions!!**

Non-Expert Riders under the age of 17 as of December 31, 2010 may only need to purchase a Citizen Permit. Contact the OCA for more information if you fall into this category.

Ability Categories and Entry Level Racing

Some age categories are further divided into ability sub-categories. First time racing licence applicants must select an entry-level category in their chosen discipline(s). For example, in Road racing, an Elite/Senior age applicant must choose Senior 4 (senior 3 for females), which is the entry-level category for Senior Road Racing. Master Male Riders (35 and over) would choose the M3 category as their entry level while Master Woman categories are open to all females of that age. For MTB racing, the Beginner and Sport categories are both considered entry level. The choice between Beginner and Sport is up to the applicant who decides based on their own perceived ability, with the Beginner category being intended for the truly novice, while Sport is more popular and normally recommended.

Riders interested in a Beginner licence for the entire year may only need to purchase a Citizen Permit.

For Senior 1 Road and Senior Elite MTB riders, there are minimum restrictions on the secondary licence category. A Senior 1 Road rider applying for a MTB licence must apply for at least an Expert level category. A Senior Elite Mountain Bike rider applying for a Road licence must apply for at least a Senior 2 Road level category. Any exception to this rule must be made through the OCA office. A downgrade request is usually required.

Proof of Age

New applications must include proof of age. A photocopy of your birth certificate is acceptable or a clear copy of your driver's licence.

Number Plates and Bibs

Your number plate or bib is yours for the entire 2010 racing season unless otherwise noted. Bring these numbers to all regional events along with some method to attach it. Do not cut or mutilate your number plate as it could lead to disqualification from the race. The plate sponsor's logo(s) must be clearly visible as intended. You must use the numbers that have been assigned to you exclusively, unless an organizer provides an entirely new set of numbers for all riders. If you lose, deface or destroy your number plates, a replacement set can be issued for a fee of \$10.00.

Foreign Athletes

Foreign athletes residing in Ontario may apply through the OCA for a racing licence regardless of their nationality provided this is the first licence application made by the individual in a given year. The nationality/citizenship of the rider must be clearly and correctly indicated in the area provided on the application form. The citizenship of the rider will be used to produce the correct three-letter international country code within the UCI code on the rider's licence. Riders must provide a letter of permission from their native cycling association/federation.

The appropriate foreign national cycling federation will be contacted, via the CCA, to seek approval and to confirm that the foreign rider is in good standing. The same policy is applied to riders who have moved from another province.

Note that a non-Canadian rider is not eligible for Provincial Team selection or Provincial Championship titles/medals.

Canadian athletes living outside Canada should contact the National (CCA) office before applying for a licence. Note that a rider may only hold one international (UCI) licence.

UCI Licence Package

Once your application has been successfully processed, the OCA will either mail your licence (along with your race numbers/plate if applicable) to you or make it available at selected early season events. An annual handbook will

also be included along with other general information on topics such as upgrading and rule changes if you are a new member.

When you receive your licence, please double check the categories printed on your licence. If they are incorrect, please contact the OCA office immediately.

Please remember to sign the back of your UCI licence and attach a photo. **PHOTOS ARE MANDATORY!** If you lose, deface or destroy your licence, a replacement can be issued for a fee of \$10.00.

Road Racing UCI Licence Notes

Option Licence

Sometimes riders are licenced in an age category which is not their own. This is called an Option Licence. When you apply for an option licence, the UCI/CCA category you indicate on your licence application is the one in which you will race at provincial championships, national championships and anywhere outside the province. Also include the category you wish to race at all other events.

Important: There is no category choice for a rider on race day, with or without this option. The event level determines your category for that event. There is no option for riders with UCI/CCA Elite/Senior licences to race in the Masters category in OCA permitted events, even if they are age 30 or over.

The OCA has two types of road option licences:

1) Senior Option for Masters

- a. Master riders desiring a Senior option must submit their request in writing to the OCA at the time of licence application submission using the upgrade/downgrade form. If you choose a senior option, then you must race in the Senior category provincially in all events except Provincial Championship events. At Provincial Championships and National level events you must race your proper Master category. Senior options must be approved by the OCA Upgrade/Downgrade Committee. All road racers between the ages of 30-34 must race Senior in Ontario.

2) Senior Option for Juniors

- a. The Top 5 riders in the O-Cup standings at the end of the season will get permission from the OCA to race Senior 1/2 events the following year. A senior 2 option will be printed at the bottom of their UCI licence the following year indicating that they may race this race. Any other Junior aged riders interested in racing up must complete an upgrade request to the OCA Licensing Committee.
**Please note the Committee's decision is final and cannot be changed on race day.

Criterion Racing for Competing in a Second Event on the Same Day (Applies to Master Only)

Master riders have the choice to race in a Second Event at criterium races. In order to race in a Second Event you must pay the entry fee for your regular category as well as the second event.

The categories break down as follows:

- 🚲 M1 can also race S1/2
- 🚲 M3 can race M2 (Only with a UCI license)
- 🚲 M2 can race the M1
- 🚲 S3 Women can race with the S1/2 Women
- 🚲 All other multiple racing opportunities as per previous years.

Fines

Riders should expect all applicable rules to be strictly enforced.

Riders who do not pay their fines in a timely manner will receive stricter penalties. A rider has one month from the date of the infraction to pay the fine. If the fine is not paid, the OCA will suspend your licence until the fine is paid. Riders / teams who have outstanding fines will not be permitted to participate in the Provincial Championships (of any discipline) until their fine has been paid.

Clubs, Teams & Jerseys

The club (or team) listed on your licence is the club whose jersey you must wear in all OCA permitted events. If you are not a member of an OCA affiliated club (or team), then you must wear a plain coloured jersey that does not display any team/club names or sponsors. If you wish to switch clubs (or teams) in mid-season, simply send your current licence to the OCA office with a \$10.00 replacement fee and a new licence will be issued for you.

Riders who take out a 1-day licence or Citizen permit are now allowed to race in the colors of their club if they have a valid Club Membership card to verify they are a member of that club. Riders who do not belong to a club must wear a plain colour jersey.

If you wish to ride for a different club (or team) for a certain team event, you must obtain a written release from your club (or team). Be prepared to present your release at race registration.

Upgrade Points

Last year's system will be used in which the top 5 riders in each category will receive points (5,4,3,2,1). In combined Senior Men events, only those Senior Men riders in the top 15 overall will be entitled to points e.g. if the 3rd Sr 2 rider places 16th overall, no points will be awarded beyond the 2nd Senior 2.

Senior 1 riders require 3 points to retain status.

Senior 2 riders require 1 point to retain status, 10 points to upgrade.

Senior 3 riders require 10 points to upgrade.

Senior 4 riders require 10 points to upgrade.

Upgrades and Downgrades for Master Ability based Categories

Downgrading is voluntary upon request and approval of the OCA's Licensing Committee; unless the rider was forced to upgrade in the current racing year.

Upgrading: Voluntary and Mandatory

Voluntary Upgrades

Upgrading is voluntary upon request to the OCA's Licensing Committee

Mandatory / Forced Upgrades

From M3 to M2: Earning 15 upgrade points results in a mandatory upgrade. Earning 10 points is a voluntary upgrade.

From M2 to M1: Earning 15 upgrade points results in a mandatory upgrade. Earning 10 points is a voluntary upgrade.

Points are earned as follows:

1st place = 5 points

2nd place = 4 points

3rd place = 3 points

4th place = 2 points

5th place = 1 point

**MD's have the right to stay in M3 (no forced upgrades)

****MC's have the right to stay in M2 (no forced upgrades)**

NOTE: The upgrade / downgrade system in place for all other categories will remain in place. The only change will be riders who earn upgrade points out of province, in Canada, will earn points on par. Points earned out of country will be valued at one half. In addition, upgrade points in Ontario can be "eaten up" by out of province riders. (Ex. If the top Ontario rider finishes 2nd in the race, they will only earn 4 upgrade points and the out of province rider would earn the 1st place 5 upgrade points. **Also note that all rider's with 10 upgrade points or more at the end of the season are required to upgrade prior to the 2011 season.**

No points will be awarded for *General Classification* in a stage race.

Riders gaining sufficient points to upgrade to the next category can chose to upgrade at that time. Upgrading is mandatory as of July 1 and at the end of each racing season.

If you meet the requirements for upgrading, send your licence to the OCA office. We will issue you a new licence. You may also drop your old licence at the OCA booth during selected regional and Ontario Cup races. We will issue you a temporary licence and registration will issue an updated set of numbers for that race. Your new licence will be mailed to you the following week. Please allow sufficient time before your race for this to be completed.

Provincial Championships

Registration for the Provincial Road Race Championships is restricted to residents of Ontario. The Provincial Criterium and Provincial Time Trial can be restricted at the organizer's discretion. Riders will be required to show proof of residency at registration. Proof can be in the form of an Ontario address on your UCI licence, a UCI licence processed by the OCA, a current Ontario health card or current Ontario driver's licence. All other Provincial Championships are open to all riders.

Ontario Cup Road Series

The categories for the Ontario Cup Road Series include Cadet Men, Junior Women, Junior Men, Senior Women, Master Women, Senior Men and 3 Master Men categories, 1, 2 and 3. O-Cup points are awarded at Ontario Cup Series events only. Ontario Cup points are separate from upgrade points. All riders entered in an Ontario Cup Road Series race are eligible for prizes, but not all riders are eligible for points. Please consult the OCA Handbook for eligibility requirement and awards breakdown.

Citizen Racing

The OCA has introduced Citizen Racing. This will consist of 3 ability based categories: Beginner, Sport, and Open. At the organiser's discretion, a fourth category, Women can be added - otherwise Women will race with the men. Senior 1/2 Male riders must race in the Open category. All other riders can choose their own category for that race day however all participants in the Open category must have a UCI licence. A table below shows the categories you can choose to race depending on your UCI licence category. There will be no upgrade points awarded at Citizen events. Organisers are not required to provide full results.

Citizen Racing Category Guide

Category	Beginner	Sport	Open
Senior 1/2 Men	No	No	Yes
Senior 3 Men	No	Yes	Yes
Senior Women	Yes	Yes	Yes
Master ABCD	No*	Yes	Yes
Junior	Yes	Yes	Yes
Citizen Permit	Yes	Yes	No

* Yes, with OCA permission in advance of event

Mountain Bike Racing UCI Licence Notes

Beginner Categories

At Ontario Cup XC, Beginner riders race on courses that are designed to be shorter in length and less technically demanding than the Sport races. There will be two Beginner category races at Ontario Cup X-C events:

- Beginner Men age 17 and over
- Beginner Women age 19 and over

Riders interested in a Beginner licence may only need to purchase a Citizen Permit.

Provincial Championships

Registration for the Provincial MTB Championships is open to all riders. All riders entered in the Provincial MTB Championships are eligible for prizes, but not all riders are eligible for championship awards including medals and/or jerseys. Please consult the OCA Handbook for eligibility requirement and awards breakdown.

Ontario Cup Mountain Bike Series (Cross-Country and Downhill)

O-Cup points are awarded in the top ability level of all age categories at an Ontario Cup MTB Series event. However, upgrade points will be awarded to all ability levels where upgrade points are applicable. For example, Ontario Cup Overall Series awards are not presented in the Senior Expert category because Elite is the top senior category. However Senior Expert riders are eligible for upgrade points.

All riders entered in an Ontario Cup MTB Series race are eligible for prizes, but not all riders are eligible for points. Please consult the OCA Handbook for eligibility requirement and awards breakdown.

Ontario Cup points in lower ability categories are still tracked however the procedure for O-Cup Points and mid season upgrading has changed. O-Cup points earned in the lower category will be divided by 3 and each lower category race will count as one race. For example a rider who earns 9 O-Cups points in each of their 3 sport races, then upgrades to expert will earn 3 O-Cup points for each of these individual sport races. In the overall expert series, the best 5 results are used for tabulation. Each of the sport events would count as one individual expert event with 3 O-Cup points. For clarification, please contact the OCA office.

Master 45+ Expert Option

Master 50+ riders have the choice to race Master Expert 45-49 or their standard 50+ category. However, at the Provincial Championships, riders must race their UCI category. This means a 53-year-old rider racing Master Expert 45-49 must race Master 50-54 at the Provincial Championships.

Please consult the OCA Handbook for awards breakdown. Please consult the OCA website for start times.

Senior Option

When you apply for a licence, the UCI/CCA category you indicate on your licence application is the one in which you will race at provincial championships, national championships and anywhere outside the province. In Ontario, there is one option for Master age riders who are applying for a Master UCI/CCA licence. By requesting in writing to the OCA at the time of licence application and provided you qualify for that category, you may request to have a provincial Senior Elite category listed on your licence in addition to the Master UCI/CCA category. The licence will still be a valid UCI/CCA Master category licence. The only difference will be an XME category listed along the bottom of the licence. This XME category indicates that you have applied to ride Senior Elite provincially. If you choose this XME option, then you must race in the Senior Elite category provincially in all events except the provincial championship events as described above.

Senior Options must be approved by the OCA Development Committee.

Important: There is no category choice for a rider on race day, with or without this option. The event permit level (provincial or national) of the event determines your category for that event. There is no option for riders with UCI/CCA Elite/Senior licences to race in the Masters category in OCA events, even if they are age 30 or over.

Clubs & Jerseys

The club (or team) listed on your licence is the club whose jersey you must wear in all OCA permitted races. If you are not a member of an OCA affiliated club (or team), then you must wear a plain coloured jersey that does not display any team/club names or sponsors. If you wish to switch clubs (or teams) in mid-season, simply send your current licence to the OCA office with a \$10.00 replacement fee and a new licence will be issued for you.

If you wish to ride for a different club (or team) for a certain team event, you must obtain a written release from your club (or team). Be prepared to present your release at race registration.

Upgrade Points

Riders receive points based on their time compared to the predicted winning time for their category, expressed as a percentage (i.e. Winning Time divided by Your Time multiplied by 100). For your protection, a predicted time is used so those winners of small categories don't get forced to upgrade before they are actually ready for a harder category. Example, if you win a small race because you are the only one there you most likely get points based on the predicted winning time for your category. However at an Ontario Cup the predicted time will almost always be the winner's time.

If you meet the requirements for upgrading, send your licence and number plate to the OCA office. We will issue you a new licence and plate. You may also drop your old licence and plate at the OCA booth during the Ontario Cup Series. We will issue you a new plate and a temporary licence. Your new licence will be mailed to you the next week. Please allow sufficient time before your race for this to be completed.

Cross Country

For upgrading purposes your best three race results points are added together. If your best three total is greater than or equal to 260 points you may upgrade to the next harder ability category. If your best three results are greater than or equal to 290 points then you are required to upgrade at the end of the season (NEW as of 2005!!), unless you are in the highest category of your age group (Under 13, Under 15, U17 Expert, Junior Expert, Senior Elite, Master 30-39 Expert, Master 45+ Expert, just to name a few).

Riders who earn greater than or equal to 290 upgrade points on their best 3 races are not required to upgrade before the next race. They may continue to ride in their category for the remainder of the year. However the following season, they will be required to upgrade when they purchase their licence.

Downhill - Upgrade

Beginner riders who earn greater than 260 points on their best 3 races can upgrade to sport. Sport riders who earn greater than or equal to 275 upgrade points on their best 3 races can upgrade to expert. Expert riders who earn greater than or equal to 290 upgrade points on their best 3 races can upgrade to elite.

Downhill - Downgrade

The DH downgrade policy has been modified effective immediately. Senior Elite riders will be downgraded at the end of the year if they do not earn top-10s in 1/3 of all DH O-Cups. For example if there are 9 O-Cups than a rider must earn 3 top-10 finishes to maintain their Senior Elite status. If the total number of O-Cups is not divisible by 3 evenly, then it is rounded up. For example 8 O-Cups would still result in 3 top-10 finishes while 10 O-Cups would result in 4 top-10 finishes.

Riders may request "injury status" to retain their Senior Elite licence. A letter, justifying injury status, must be sent with the rider's licence application. This will be subject to Licensing Committee approval.

If you have any immediate problems, please contact the OCA at 416-426-7416. OCA staff is available weekdays between 9am and 4pm to answer your calls. Otherwise, you may leave a message at any time.

The 2010 Event Calendar will be included inside the Handbook and on our website. All 2010 UCI Licence Holders will receive a Handbook with their licence. For up-to-the-minute event information including registration and start times, categories, distances, directions to events and results - visit the OCA website.

Good luck at the races!