



Ontario Cycling Association

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2010 MTB Event Permit Application

In an effort to ease the paperwork of submitting an Event Permit application, we have amalgamated all of our required paperwork into one easy-to-follow form. This application must be completed for each independent event. Submission of this application with payment does not guarantee an OCA Event Permit. Event Permit fees are totally non-refundable.

Step 1 – Event Information

To be completed by all organizers.

General Information

Event Name
Event Location (append map & directions)
Date (1 st Choice, 2 nd Choice)

Organizer Contact for OCA Information

This person will act as the liaison between the OCA and the event. They will receive all OCA correspondence in regards to the event. At least one person of the organizing group must be an OCA member.

Club Name (if applicable)	OCA Licence Number		
Name of Organizer		E-mail Address	
Street	City, Prov.	Postal Code	
Home Telephone	Work Telephone	Fax Number	

Contact Information for Public Use

This information will appear on the OCA website and OCA hotline.

Contact Name	
Phone Number	E-mail Address
Website	
Description of Event for website (Max. 1 paragraph)	

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Type of Event Permit

Please select the type of permit for your event in one of the boxes provided in the grid below. Please do not create your own box. Organizers requesting mass participation status must complete step 5. Organizers requesting charity designation must complete step 6. Camp and Clinics must complete section 7.

Type of Event	Regional Race	Ontario Cup	Provincial Championship	Citizen Event / Weekly Series	National Event
MTB XC	<input type="checkbox"/> \$125	<input type="checkbox"/> \$250	<input type="checkbox"/> \$250	<input type="checkbox"/> \$125	<input type="checkbox"/> \$125*
12 Hr and 24 Hr	---	---	---	<input type="checkbox"/> \$250	---
Enduro/Marathon	---	---	---	<input type="checkbox"/> \$125	---
Clinic / Camp	---	---	---	<input type="checkbox"/> \$100~	---
Other _____	---	---	---	<input type="checkbox"/> \$125	---

Participant Levy (All Event Types)	\$3.00 per rider unless marked otherwise	* \$1.50 per rider ~ no participant levy
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One-Event Racing Permits are required to be sold at all regional events
GST is already included in the above fees

Event Layout

Course Length: _____ km

Course Terrain: Flat Rolling Hills At Least One Difficult Hill Very Hilly

Land/Road Permission Letter Included? Yes No **Required 1 month before event**

Emergency Action Plan Included? Yes No **Required 1 month before event**

Ambulance Stationed On-Site? Yes No

Number of Marshals Stationed along Course: _____

Number of Two-Way Radios supplied: Short-range/FRS radios: _____ Long-Range radios: _____

Will the course be marked to CCA/OCA standards? Yes No

P.A. System & Announcer On-Site? Yes No

Will there be communication boards (i.e. Results Board) within 100' of Start/Finish? Yes No

Associated Events/Festivals: _____

Additional Facilities at Venue: _____

How many toilets will be available? _____

Registration & Promotion

Do you intend to publish a Technical Guide for your event? Yes No

How do you intend to publish race info & results?

Flyers Internet Publications Dedicated Web Site

Registration will be available: Mail Fax Online At Event

Event Day registration will take place: Inside Outside Under Tent

Estimated Total Prizes (assuming minimum of 200 riders total): Cash: _____ Merchandise: _____

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Results

Platform and Shelter provided for Officials at Finish Line? Yes No

Finish Line Equipment/Results Collection: Manual Video Camera Other: _____

Awards Presentation Area: 3-place podium on site? Yes No

Backdrop? Yes No

Course Map

Use the space below to draw the course map. If you need more space, the course map can be submitted with this application on a separate piece of paper.

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Step 3 – Provincial Championship Application Details

This is to be completed by all organizers applying for Provincial Championships.
All other organizers continue to step 5.

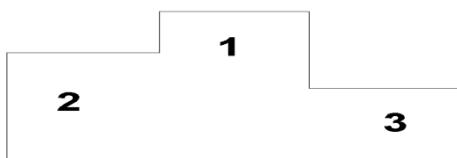
Provincial Championships are a vital component of the Ontario Cycling Association and its entire race series. Many athletes plan their training and competition schedules in order to peak at these prestigious events, making Provincial Championships the premier events on the OCA race calendar. In order to accomplish this, Provincial Championship organizers must adhere to higher standards, particularly regarding the awards ceremony. If your event permit is approved, the OCA will be monitoring your pre race organizing to ensure these higher standards are in effect on race day.

Medals

The OCA provides medals for the top ability category of each class (check OCA Handbook for a detailed grid). The organizer is responsible for awarding the proper medal to the eligible rider. One-Event Racing Permit and Out-of-Province riders ARE NOT eligible for provincial medals but may earn prizes and/or money. The organizer is encouraged to award medals to riders in lower ability categories.

Podium

A traditional podium must be used for the awards presentation. **Please note the placement of 2nd and 3rd place.** This format is mandatory.



Backdrop

The OCA banner (or suitable OCA approved equivalent) must be positioned behind the podium in full view for all potential photo opportunities. An OCA representative will bring the banner to the event.

Photographs

Photographs must be taken of the top three places in all OCA medal categories. A simple picture of all three riders on the podium is sufficient. In the event of an OCA representative is unable to attend the event, the organizer is responsible for providing the required photos to the OCA.

Ceremony Protocol

Being a Provincial Championship, the OCA has final approval on all aspects of the awards ceremony. The organizer and the OCA will work together to ensure the ceremonies are done in a professional manner to the best of both parties' abilities. This can include (but not limited to): celebrities & sponsors presenting awards with OCA board members, a loud speaker, a megaphone, an awards tent, a platform for the podium, etc.

I agree to the OCA standards for organizing a Provincial Championship.

Organizer Name

Organizer Signature

Date

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Step 4 – Mass Participation Designation

This is to be completed by all organizers applying for Mass Participation Designation.
All other organizers continue to step 6.

Criteria

In order to receive a mass participation designation, an event must satisfy the following criteria:

- Be a citizen event permitted by the Ontario Cycling Association
- Have an overwhelming amount of non-OCA participants where selling One-Event Racing Permits would be a logistical challenge
- A proven history of at least 800 riding participants

Waivers

At mass participation events, every riding participant must complete the insurance waiver. Riders under 18 years of age can have their Parent/Legal Guardian complete the waivers. These waivers can be done in advance of the event. The OCA requires the original waivers.

Levy Fees*

There will be a \$3.75 levy fee for each riding participant. For example a 5-person team will have a levy fee of \$18.75 (5 x \$3.75). A deposit of 25% of the estimated participation will be required 2 weeks before the event.

Event Insurance*

There is no insurance premium if all riders hold a Citizen Permit or UCI licence. If you plan on allowing unlicensed riders to participate you will be required to fill out a commercial event application. A premium will apply and this amount shall be paid prior to the event.

Citizen Permits & One-Event Racing Permits

Citizen Permits or One-Event Racing Permits are not required to be sold at mass participation events. Events with mass participation designation must promote this fact on all promotional material (i.e. brochures, websites, flyers, etc).

* Events using the OCA's on-line registration system will not be required to make a deposit. The rider levies and commission will be deducted from the registration total.

I agree to the OCA standards for organizing an event permitted by the OCA with "mass participation designation"		
<u>Organizer Name</u>	<u>Organizer Signature</u>	<u>Date</u>

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Step 5 – Insurance

This is to be completed by all organizers.
Insurance fee is based on 2009 prices and is subject to change.

Insurance

Event insurance has a premium that must be paid to the OCA before an insurance certificate will be issued. The insurance company assesses the risk of the event then applies a minimum fee based on the risk they have assessed. If the estimated non OCA members is significantly under the actual non OCA members an additional charge may occur.

Mountain bike Citizen Event (along with Track and Cyclo-Cross) organizers can choose, in advance of their event, whether to sell One-Event Racing Permits. If no One-Event Racing Permits are sold, all riders must be part of the insurance chain. MTB Citizen Event (along with Track and Cyclo-Cross) organizers who decide not to sell One-Event Racing Permits may not be required to pay an insurance fee because all participants will already have paid into the insurance pool. Regional Event organizers do not have a choice in this matter, One-Event Racing Permits must be made available for purchase at all Regional Events.

In 2009, the average insurance fee was roughly \$350.

I intend to permit non OCA members at this event: Yes No

Please provide an estimate of how many 1 day permits will be sold:

Events who do not submit to the OCA land use permission, in writing, from all relevant property owners before conducting their event will be removed from the OCA calendar. Consequently, the event insurance will be cancelled.

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