



## Ontario Cycling Association

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# 2008 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. All 11 pages must be submitted together.

### Step 1 – Event Information

To be completed by all organizers.

#### General Information

Event Name
Event Location (append map & directions)
Date (1 <sup>st</sup> Choice, 2 <sup>nd</sup> 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)		
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 only	<input type="checkbox"/> \$115	---	---	<input type="checkbox"/> \$115	<input type="checkbox"/> \$115*
MTB DH only	<input type="checkbox"/> \$115	---	---	---	<input type="checkbox"/> \$115*
Road Race	<input type="checkbox"/> \$115	<input type="checkbox"/> \$230	<input type="checkbox"/> \$230	<input type="checkbox"/> \$115	<input type="checkbox"/> \$115*
Criterium	<input type="checkbox"/> \$115	<input type="checkbox"/> \$230	<input type="checkbox"/> \$230	<input type="checkbox"/> \$115	<input type="checkbox"/> \$115*
Stage Race	<input type="checkbox"/> \$115	<input type="checkbox"/> \$230	---	---	<input type="checkbox"/> \$115*
Time Trial	<input type="checkbox"/> \$75	---	<input type="checkbox"/> \$115	<input type="checkbox"/> \$75	<input type="checkbox"/> \$115*
Hill Climb	<input type="checkbox"/> \$75	---	<input type="checkbox"/> \$75	---	<input type="checkbox"/> \$115*
Cyclo-Cross	<input type="checkbox"/> \$75	---	<input type="checkbox"/> \$115	---	<input type="checkbox"/> \$115*
Track	<input type="checkbox"/> \$75	<input type="checkbox"/> \$75	<input type="checkbox"/> \$75	---	<input type="checkbox"/> \$115*
12 Hr and 24 Hr	---	---	---	<input type="checkbox"/> \$230	---
Tours	---	---	---	<input type="checkbox"/> \$75	---
Enduro	---	---	<input type="checkbox"/> \$230	<input type="checkbox"/> \$115	---
Clinic / Camp	---	---	---	<input type="checkbox"/> \$75~	---
Other _____	---	---	---	<input type="checkbox"/> \$115	---

<b>Participant Levy</b> (All Event Types)	<b>\$3.00 per rider unless marked otherwise</b>	* \$1.50 per rider ~ no participant levy
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*One-Event Racing Permits are required to be sold at all regional events (except Cyclo-Cross and Track)*  
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? \_\_\_\_\_

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**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: \_\_\_\_

**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.

## Step 2 – Road Race Application Details

This is to be completed by all road organizers (except cyclo-cross and tours).  
All other organizers continue to step 3.

### Details of Race

Please complete the questions below. Remember, the chief commissaire will evaluate your event based on your answers to the following questions

Included is a diagram of the course which includes Roads Used/Directions with dimensions:

Yes  No (required 1 month before event)

Number of Commissaire & Service Vehicles provided: \_\_\_\_\_

Categories	Distance (km)	Pre Reg Entry Fee (\$)	Entry Fee (\$)	Start Time
<input type="checkbox"/> Under-17 Men				am / pm
<input type="checkbox"/> Junior Men				am / pm
<input type="checkbox"/> Senior/Elite Women				am / pm
<input type="checkbox"/> Junior Women				am / pm
<input type="checkbox"/> Master A Women				am / pm
<input type="checkbox"/> Master B Women				am / pm
<input type="checkbox"/> Sr/Elite Men (I/II)				am / pm
<input type="checkbox"/> Sr/Elite Men (III)				am / pm
<input type="checkbox"/> Sr/Elite Men (IV)				am / pm
<input type="checkbox"/> Master I Men				am / pm
<input type="checkbox"/> Master II Men				am / pm
<input type="checkbox"/> Master III Men				am / pm
<input type="checkbox"/> Beginner				am / pm
<input type="checkbox"/> Sport				am / pm
<input type="checkbox"/> Open				am / pm
<input type="checkbox"/> Women				am / pm

**\*Note: Start times are strongly encouraged to follow OCA Ability Based Racing policies.**

Possible additional categories include U13, U15, as well as U23 (Espoir) for Road Championships. **For stage races, please include a description of categories and distances for each stage.** Citizen Events must run the lowest ability race. For example to run an intermediate race, you must run a beginner race as well. To run an open race, you must run a sport and beginner race as well. Please contact the OCA office for rules/procedures/policies regarding road racing categories.

For provincial championship events and Ontario Cup events, the early submission deadline is **NOON, November 9, 2007**. Successful applications submitted on or before this date will be given priority over O-Cup applications submitted later. Non Provincial Championship O-Cup events will adhere to the OCA Ability Based Racing Policy. An OCA approved timer must be used for O-Cup and Provincials.

For Regional and Citizen events, the early submission deadline is **November 9, 2007**. Successful applications submitted at the meeting or earlier will be given priority over applications submitted later.

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## Step 3 – MTB Race Application Details

This is to be completed by all mountain bike organizers (except tours).  
All other organizers continue to step 4.

### Details of Race

Please complete the questions below. Remember, during a spot check, the commissaire will evaluate your event based on your answers in this event permit application.

Included is a Description/Map of Start-Finish that includes lengths, widths and topography (i.e. uphill or downhill). Cross Country organizers must also include description/map of Feed Zone

Yes    No (required 1 month before event)

Categories	Distance (km)	Pre Reg Entry Fee (\$)	Entry Fee (\$)	Start Time
				am / pm
				am / pm
				am / pm
				am / pm
				am / pm
				am / pm
				am / pm
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				am / pm
				am / pm

How many hoses will be available at the bike wash stand(s)? \_\_\_\_\_

When will course be marked? \_\_\_\_\_

When will course be open to racers for pre-riding? \_\_\_\_\_

When can a commissaire do a pre-inspection? \_\_\_\_\_

### Downhill Event Details (only to be completed by Downhill Organizers)

How much training for riders?      Days: \_\_\_\_\_ Hours: \_\_\_\_\_

Will there be exclusive Elite Men/Women training?       Yes    No

Will Start Area be covered?       Yes    No

Will there be a washroom at Start?       Yes    No

How long is the run after the finish area? \_\_\_\_\_

## Step 4 – Provincial Championship Application Details

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

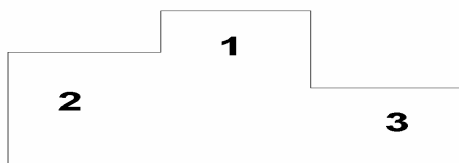
Provincial Championships are a vital component of the Ontario Cycling Association and its entire race series. Many athletes plan their training and competition schedules in order to peak at these prestigious events, making Provincial Championships the premier events on the OCA race calendar. In order 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 2<sup>nd</sup> and 3<sup>rd</sup> 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.

### Series Winners

If your Provincial Permit is the last event of the Road Ontario Cup Series or the Southern Ontario Cyclo-Cross Series, series winners will be honoured after the provincial medal ceremony. All the same standards (podium, backdrop, photos, etc.) are required for the Series Winners Presentations.

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

Organizer Name

Organizer Signature

Date

## Step 5 – 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>

## Step 6 – Charity Event Designation

This is to be completed by all organizers applying for Charity Event Status.  
All other organizers continue to step 7.

Over the years, due to OCA Event Permit policies, we have been unable to work with events raising money for charities in a cost effective manner.

In effort to correct this, we have introduced a charity designation for our events. The OCA will grant a maximum of 10 events with charity designation. This max of 10 is not a quota but rather a cap. We will look at each application carefully.

### Criteria

In order to receive a charity 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
- Can not be designated in addition to a Mass Participation designation
- Must provide previous year's tax receipts with this application

### Waivers

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 the standard \$3.00 levy fee for each riding participant. For example a 5-person team will have a levy fee of \$15.00 (5 x \$3.00). A limited number of charity events may be exempt from submitting levies.

### 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 charity designation events. Events with charity designation must promote this fact on all promotional material (i.e. brochures, websites, flyers, etc).

### Outside Insurance

Events can provide their own event insurance provided A) they have \$5 million coverage B) the Ontario Cycling Association and the Canadian Cycling Association are listed as additional insured C) our insurance broker approves your coverage. Events using outside insurance will have a total event permit fee of \$175. This fee will waive waiver requirements.

I agree to the OCA standards for organizing an event permitted by the OCA with  
"charity designation"

Organizer Name

Organizer Signature

Date

## Step 7 – Camp and Clinic Designation

This is to be completed by all organizers applying for Camp and Clinic Designation.  
All other organizers continue to step 8.

In an effort for organisers to conduct feasible learn-to-clinics and camps, we have introduced a Camp and Clinic designation.

### Waivers

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 no levy fee for events with Camp and Clinic designation.

### 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 should be paid prior to the event.

### Citizen Permits & One-Event Racing Permits

One-Event Racing Permits are not required to be sold at camp and clinic designated events however the OCA strongly encourages organisers to sell Citizen Permits.

### Outside Insurance

Events can provide their own event insurance provided A) they have \$5 million coverage B) the Ontario Cycling Association and the Canadian Cycling Association are listed as additional insured C) our insurance broker approves your coverage. OCA Waiver requirements would be waived.

I agree to the OCA standards for organizing an event permitted by the OCA with  
“camp and clinic designation”

Organizer Name

Organizer Signature

Date

## Step 8 – Insurance

This is to be completed by all organizers.  
*Insurance fee is based on 2006 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 2007, 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.

## Step 9 – Agreement

This is to be completed by all organizers.

- I agree to run the event in accordance with OCA rules, and to provide the appropriate personnel, subject to the OCA Official in charge of the event (when applicable).
- I have read and understand the OCA/CCA rules for events permitted by the OCA, including the race safety standards and I agree to abide by them.
- I agree to submit an electronic result sheet with all placing and finishing times to our standard.

• **New for 2008:** I agree all literature and publicity material will acknowledge the event as permitted by the **Ontario Cycling Association** and will include the **OCA logo**

- I agree to all terms and conditions set out by this form and any accompanying regulations.
- I agree to file a completed Emergency Action Plan and a map to the closest hospital with the OCA office prior to the event.
- I acknowledge that I will obtain permission, in writing, from all relevant property owners before conducting this event. A copy will be provided to the OCA office.
- I acknowledge that the OCA has the right to market goods and services in association with this event.
- A technical delegate of the OCA may inspect any event at any time to ensure that the emergency action plan is being used and that safe event practices are being followed.
- I agree to **submit** all paperwork, levies and any outstanding fees **within 5 business days** of the end of the event

- **Event Permit approval is not automatic when this form is submitted.**
- **Separate Event Permit Application form and fees shall be submitted for each event.**
- **The levy fee is for each unique rider even if the rider did not pay an entry fee.**
- **The organizer must be a member of the OCA or an OCA affiliated club.**
- **One-Event Racing Permits are required to be sold at all regional events (except track and cyclo-cross).**
- **The Event Permit fee does not include insurance.**
- **Organizers requesting an Event Permit for a Road event, a Provincial Championships, Mass Participation, Charity or Camp / Clinic designation event must complete the appropriate additional sections of this application.**
- **Accident reports must be filed with the OCA within 72 hours of the event**

I hereby submit this 2008 Event Permit Application with a complete understanding of this document and that the information submitted is both complete and accurate. Failure to provide complete and accurate information may result in the rejection of this application by the Ontario Cycling Association.

<u>Organizer Name</u>	<u>Organizer Signature</u>	<u>Date</u>	<u>Fees Attached</u>
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**Approved by OCA Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_