



Organizer Bulletin

February, 2008

Permit Applications

- If you would like to organize an event please review the current on-line calendar for a potential date. Applications should be submitted with payment.
- If your event is already on the calendar please review the details and contact information to ensure they are accurate.
- Please submit an event description, map and flyer. The more information, the better.
- Applications that have been accepted still require:
 - An Emergency Action Plan
 - Land use/road permission
 - Course Map
 - Event Start Times
 - Prize List

Insurance

- Events selling 1 event permits should submit a Non-Members Event/Commercial Event Insurance Certificate Application
- Events requiring additional insured where all participants hold a UCI/Citizen Permit should fill out the 2008 Request for Certificate of Insurance
- Applications should be sent in at least 3 weeks prior to the event

On-Line Registration

- On-line registration through the OCA is highly recommended
- Categories/Prices should be submitted 3 weeks prior to the event date
- A 3% processing fee will apply to the total
- A \$1 transaction fee will be charged to the registrant

Commissaire Subsidies

- The OCA subsidizes the cost of Commissaires at Southern Ontario Cross races, Ontario Cup and Provincial Championships.
- Contact the OCA office to arrange the subsidy level.
- Organizers must invoice the OCA for the subsidy.

Cross	
Southern Series	up to \$100
UCI	up to \$1500
Provincials	up to \$300

Road	
Provincial Road Race	up to \$1000
Ontario Cup and Provincial TT/Criterium	up to \$500

XC	
Provincial	up to \$750
Ontario Cup	up to \$650

MTB Enduro	
Provincials	up to \$100

DH	
Provincial	up to \$750
Ontario Cup	up to \$650

4X	
Provincial	up to \$275