



Time Trial Guidelines

All Levels of Events

Organizers

All race organizers must be licensed members of the OCA. Organizers are required to have completed commissaire training.

Insurance

Any level of event that intends to sell one-day permits is required to submit a request for commercial event insurance, which can be found on our website. The organizer will pay the premium for the event prior to event day. Average insurance on a commercial event in past years has been around \$350. It is permitted for organizers to find their own insurance for an event, as long as there is \$5 million coverage and it is approved by our insurance broker. This insurance must list the OCA and the CCA as additional insured.

Levies

Unless otherwise stated, a fee of \$3 per event participant must be paid to the OCA.

Signage

Event site must be adequately signed. This includes registration, facilities, and course signage. Marketing signage must show that the event is sanctioned by the OCA.

Course Design

Courses should be designed with safety in mind. Roads should be paved without serious defects. An ambulance should 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. Finish should be at least 100m offset from the start.

Communication

A public address system is required for all Regional, Ontario Cup and Provincial events and recommended for Citizen and Weekly Series. Used for race announcements and for awards ceremony.

Toilets

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

Citizen / Weekly Series

Tech Guide

Although events at this level do not require a detailed tech 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. **Reduced documentation requirements and simplified structure are not to be confused with standard risk management requirements for the event.**

Categories

All events of this level must always run the lowest ability race. For example, you cannot run an open race without also running a sport & 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.

Beginner - Male/Female
Sport – Male/Female
Open – Male/Female

Distances

Distances shall not exceed Ontario Cup race distances (see chart below).

Results

Organizers are required to provide a result for all who participated. The Organizer is responsible for timing, judging and results.

Officials

At least one official is required for citizen events. Officials are paid by Organizer. Organizers supplying their own qualified licenced officials may be able to reduce the number assigned to them. Organizers are responsible for overnight accommodation where applicable.

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

First Aid

In addition to first aid coverage outlined in a fully completed E.A.P. form, an on-site first aid person with a minimum of St John's or Red Cross Standard First Aid qualifications must be provided. First Aid person must be readily identifiable at the event. Organizers are responsible for timely completion of Accident Reports. All Reports **must** be submitted to the OCA by the organizers within 72 hours.

Regional / Ontario Cup / Provincial Championship Events

Tech Guide

Tech Guide must be submitted for approval and reviewed by the OCA and chief commissaire 45 days before event date and published a minimum of 30 days before event date. Tech Guide shall include the following:

- Approximate start times should be estimated
- Course map to scale including course profile
- Resources for bike requirements should be included
- Include course profile
- Detail specific TT rules
- Include check in procedure
- Registration info (where, how much, pre registration vs. day of, registration table location, closing times)
- Directions to race location and parking location and rules
- Rest facility locations
- Safety and emergency plans
- Directions to nearest hospital(s)
- Race rules and regulations
- Course rules (bib placement, pre riding)
- prize list and protocol
- Accommodations

To be submitted in addition to the Tech Guide

- Drawing of the start finish area
- Marshal plan and location map
- Podium location

Registration

- Registration table must be located within 250 meters of start line.
- All licenses must be checked, and 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 licence.
- One-day permits MUST be sold for applicable categories.
- All regional level and Ontario Cup races will offer pre-registration through the OCA's registration system.
- Recommended entry fees are shown in the 2010 Ontario Cup Road Guidelines.
- Provincial Championships are pre-registration only.
- Day of registration and rider sign-in closes at least 30 minutes before race start. Start lists should be ready and delivered to Chief Commissaire at least 15 minutes prior to start time.
- Prize list must be posted at Registration.

First Aid

In addition to first aid coverage outlined in a fully completed E.A.P. form, an on-site first aid person with a minimum of St John's or Red Cross Standard First Aid qualifications must be provided. First Aid person must be readily identifiable at the event. Organizers are responsible for timely completion of Accident Reports. All Reports **must** be submitted to the OCA by the organizers within 72 hours.

Course Requirements

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

Officials

Regional TT events require a minimum of five officials. Ontario Cup and Provincial Championship events require a minimum of six officials. The number of officials can be reduced by one if the course configuration does not include a turnaround. Officials are paid by the Organizer. Organizers supplying their own qualified licenced officials may be able to reduce the number assigned to them.

Distance

If organizer wished to run a race that is more than 10% longer or shorter than recommended race distances, this will need to be approved by the OCA Events Committee. With approval from the committee, an organizer may be able to shorten early season or lengthen late season events by up to 25%.

Results

Full results are required for all who participated. An OCA approved timer must be used for the event. The organizer will be responsible for paying the timing costs.

Communication

The OCA shall provide on a best efforts basis, appropriately licensed, 2 way VHF radios for race management at Ontario Cups and Provincial Championships. The radios have multiple channels and will be distributed as follows. Handheld radios for OCA staff and or technical delegate, Chief race officials and primary race organizer. A base station will be supplied for the start finish area and a maximum of 3 in car radios are available. The organizer 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 other radio requirements at the event i.e. race operations of the organizer. A frequency chart is available on request.

Radios may not function well in all circumstances – hills, long distances and other interfering devices may make communication difficult. A backup plan using cell phones shall 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 to answer race questions – they shall be clearly identifiable at all times.

Provincial Championships

Provincial medals are only awarded to those who reside in Ontario, and are licensed riders. Provincial Championship results will not count towards the Ontario Cup Series. Provincial Championships will be run utilizing UCI age-based categories. A traditional podium must be used for the awards ceremony. The OCA banner (or another approved backdrop) must be positioned behind the podium. Photographs must be taken on the top 3 places in all medal categories.

Categories and Distances

O-Cup/Regional Categories	Recommended Distance
U15 Men	15 KM
U17 Men	15 KM
U19 Women	15 KM
U17 Women	15 KM
Master A 30-39 Women	30 KM
Master B 40+ Women	30 KM
Elite (Senior) 3 Women	30 KM
Elite (Senior) 1/2 Women	30 KM
U19 Men	30 KM
Master 3 Men	30 KM
Elite (Senior) 3 Men	30 KM
Elite (Senior) 4 Men	30 KM
Master 2 Men	40 KM
Master 1 Men	40 KM
Elite (Senior) 1/2 Men	40 KM

Provincial Championship Categories	Recommended Distance
U15 Men	15 KM
U17 Men	15 KM
U19 Women	15 KM
U17 Women	15 KM
Master A 30-39 Women	30 KM
Master B 40-49 Women	30 KM
Master C 50+ Women	30 KM
Elite (Senior) Women	30 KM
Master A Men	40 KM
Master B Men	40 KM
Master C Men	30 KM
Master D Men	30 KM
Elite (Senior) Men	40 KM
U19 Men	30 KM
U23 Men	40 KM