



YOUTH ROAD DEVELOPMENT SERIES GUIDELINES

- 2019 -

Youth Road Development Series Guidelines

The Youth Road Development Series was established as an introduction to youth between the ages of 9 and 18 to ability appropriate road racing. The goal of the series is to build the skill level of youth, preparing them for life long enjoyment within the sport. Parents are reminded that the focus of the series is on the development of their child, as a road cyclist, and that performance at youth races are not a reliable indicator of future international success, however it is a key stepping stone to build participation in the sport.

The Youth Road Development Series is guided by four (4) main principles. It is important to keep these principles in mind if you are a participant, parent, coach, or organizer.

Fun

Keep a positive attitude and contribute to a positive atmosphere both in and out of competition.

Sportsmanship & Fair Play

Play honestly and obey the letter and spirit of the rules.

Development

Every young athlete deserves a program appropriate to their individual stage of development.

Participation

Ensure everyone has a place to compete.

The core format is comprised of a Road Race where the outcome is determined by the finish order across the line. The organizer is responsible for all aspects regarding the race.

Sanctioned Event Fees

All sanctioned Youth Road Development Series events have the following associated costs:

- Insurance Coverage
- Event Levies



2019 Youth Road Development Series Fees	
Event Permit Fee	No Charge
Levies	\$2. ⁰⁰ + HST per rider
Non-Member Permit	Not Permitted
Insurance	\$44.25 + HST

Event Permit Fees

Event permit fees will not be charged to youth road organizers. Organizer will be required to submit an Event Permit and Technical Guide for each event.

Levies

Unless otherwise stated, a fee of \$2.00 + HST per event registrants (DNS and DNF included) must be paid to the OCA. Organizers are expected to follow up with the OCA post-event, within 3-5 business days, to report final participant numbers and levies owing.

Event Insurance

An insurance permit fee of \$44.25 + HST applies to each youth road development series event. Non-members are not permitted at youth road development series events. All participants shall possess an OCA citizen permit or a UCI license.

Any level of event that intends to allow member and/or non-member participation is required to submit a request for commercial event insurance. The organizer will pay the premium for the event prior to event day and reconcile insurance costs based on participation numbers following the event.

Additional insured listed may only include landowners, municipalities, and governments. Sponsors should not be listed within the additional insured list. In general, the names provided to be added as named insured should only be those that have specifically requested to be named (i.e. municipality, landowner, etc.). We will not list those that are providing services as that should be covered under their own liability policy (i.e. first aid, photography services, sponsors, etc.). If you are in doubt or have questions, please contact the OCA office. Commercial Event insurance forms can be found on the OCA website.

Organizers are permitted to secure their own insurance for an event, as long as there is \$5 million coverage and it is approved by the OCA insurance broker. This insurance must list the OCA and Cycling Canada Association (CCA) as additional insured and a copy of the insurance certificate be submitted to the OCA office.

Commercial insurance applications are due fifteen (15) business days in advance of the event.

Cancellation Policy

If an event must be cancelled, the Calendar Fee is non-refundable and non-transferable. Insurance permits are for a specific date and may not be transferable.



General Guidelines

Organizers

- All race organizers must be licensed members of the Ontario Cycling Association (OCA).
- It is recommended that all organizers complete a commissaire training course. For information related to commissaire courses, please contact the OCA.

Format

Youth Road Development Series events shall be comprised of a Road Race and one additional event. Non-traditional events may be considered upon review by the OCA. It is suggested that the additional event include one of the following traditional events:

- Team / Individual Time Trial
- Sprint Tournament
- Skill Session
- Hill Climb
- Points Races
- Grass Track Races

Entry Fees

In an effort to keep the barrier of entry as low as possible to existing and prospective participants, there is an entry fee cap in place for all Youth Road Development Series events. Experience has shown that entry fees that are too high will discourage athletes from participating in an event.

The maximum entry fee shall be \$35.⁰⁰ + HST and CCN administration fees. All events must offer pre-registration only through the OCA's preferred online registration provider, CCN Bikes (ccnbikes.com). All fees and taxes are to be included in the entry cap.

Officials

The competition shall be under the control of a currently licensed commissaire as assigned by the OCA. A minimum of two (2) to three (3) commissaires are required for all Youth Road Development Series events. The event will run governed by common sense and a sense of fair play shall rule the day. Organizers shall pay the cost of all officials.



Licensing Requirements

All participants shall possess an OCA citizen permit or a UCI license. Non-members are not permitted. Participants must be between 9 and 18 years of age as of December 31st 2019.

Categories	Non-Member Permit	Citizen Permit	UCI License
A Grade		X	X
B Grade		X	X
C Grade		X	X
D Grade		X	X
E Grade		X	X
Para		X	X
Out of country riders must have a UCI license. ** Non-Member Permits are no longer available			

Categories

CATEGORY	ROLLOUT	SUGGESTED SEEDING	ROAD DISTANCE**	TIME TRIAL DISTANCE
A Grade	7.12 M	U19 Female – finishing in the Ontario Cup Series U19 Male – finishing in the Ontario Cup Series U17 Male – top 5 in the Youth Cup Series	40-50 KM	6-8 KM
B Grade	7.12 M	U19 Female – top 5 in the Youth Cup Series U19 Female – mid pack in the Ontario Cup Series U17 Female – top 5 in the Youth Cup Series U17 Male – finishing in the pack U15 Male – top 5 in the Youth Cup Series New U19 Riders	30-40 KM	4-6 KM
C Grade	7.12 M	U17 Female – finishing in the pack U15 Female – top 5 in the Youth Cup Series U15 Male – finishing in the pack U13 Male – top 5 in the Youth Cup Series New U17 Riders	25-30 KM	2-4 KM
D Grade	7.12 M	U13 – finishing in the pack U11 – top 5 in the Youth Cup Series New U15 Riders	15-20 KM	1-2 KM
E Grade	7.12 M	U11 & U13 athletes who consistently finished in the Youth Cup Series Newer U13 & U11 Athletes	10-15 KM	1-2 KM
** The distances are suggested and may be adapted to individual courses. Para categories may be added. Please contact the OCA office for more information.				



Course Design

The competition shall only be held on circuits that are closed to traffic while participants are racing. Course should be designed with safety in mind. Wavy, blind corner sections and corners that narrow, should be avoided or well-marked. Roads should be paved without serious defects and corners must be swept. In addition, an ambulance must be able to access any part of the course.

Facilities

The organizers shall have a permit for the use of the road/course and shall ensure that the road closure is in compliance with all local requirements. The organizer is responsible to ensure that adequate barricades are in place to keep spectators off the race course in the vicinity of the start/finish and or other areas of the race course as required. First aid services must be available throughout the race.

Online Registration

Each Youth Road Development sanctioned race must use CCN bikes to administer their event registration. CCN Bikes is the sole provider of online registration services. It is the responsibility of the Organizer to setup the online registration and inform CCN that the OCA requires access to monitor registrations (in case of any license issues that can be resolved prior to the event).

Prior to registration going live on CCN, the following guidelines must be followed:

- Registration cannot go live until the technical guide is approved by the OCA.
- OCA shall be given access to CCN registration to monitor licensing issues.
- Registration must close on the Thursday prior to the race at midnight.
- Out of province and out of country riders, must sign an OCA waiver. In an effort to streamline waiver capture, **waivers must be built into the registration system** for riders to sign off on.
- Out of country riders must have a UCI license to participate.

All riders MUST complete an OCA Waiver unless they have been issued a Citizen Permit or UCI license. All organizers will be emailed electronic copies of the waivers to ensure this information is captured by all event participants. If CCN Bikes is the registration system being used, CCN Bikes has the capability to imbed the waiver as part of the registration process for participants to sign electronically.

Technical Guide

Technical Guides must be submitted for approval and review by the OCA and Chief Commissaire, **no later than 60 days before the event date** and published upon approval, a minimum of 45 days before the event day. The OCA reserves the right to hold sanctioning an event, until further review of the event technical guide. Organizers should be prepared to provide further details as requested by the OCA.



Technical Guide should include the following:

- OCA logo and Youth Road Development Series logo
- Category race information (start time, distance)
- Registration Information (where, how much, registration location, closing times, etc.)
- Race rules and regulations
- Course rules (bib placement, pre-riding)
- Course map to scale including a course profile
- Direction to race location and parking location
- Rest facility locations
- Safety and emergency action plans
- Direction to the nearest hospital(s)
- Prize list and protocol
- Accommodations

In addition to the Technical Guide, organizers must also submit the following:

- Drawing of the start/finish area
- Marshal plan and location map
- Traffic Management Plan
- Staffing Plan
- Podium location

Gearing

Athletes in all grades will be rolled out at 7.12 M. We encourage everyone to have their bike set up in time for the first race of the season!

Equipment

The wearing of an approved helmet is mandatory; however aero helmets are not permitted. Cycling gloves are strongly recommended. No bar ends or aero bars are permitted. All equipment must be in good repair, have adequate tires, and operating brakes. Disc wheels are not permitted. The use of Disc brakes in road races has been approved for use in all road races within Ontario.

**Please note that maximum wheel rim depth will not be enforced during this road season. Although not enforced, parents/guardians should not feel obligated to purchase costly equipment, such as wheel sets larger than 43mm, so early in an athlete's career.

First Aid

In addition to first aid coverage outlined in a fully completed Emergency Action Plan (EAP) form, an onsite first aid person provided by Odyssey Medical or approved equivalent must be provided. The designated First Aid person must be readily identifiable at the event.



Odyssey Medical is the expected medical service provider at all Youth Road Development Series events, however if another approved service is being used, there must be an event representative (organizer/volunteer) to note all incidents/accidents/crashes/injuries, etc. At a minimum we expect to know name (if possible to attain), bib number, wave of race, and suspected injuries.

Accident/Incident Reports

Organizers are responsible for the timely completion of Accident Reports. All reports must be submitted to the OCA, by the organizers within 72 hours of the completion of their event. Accident Report forms can be found on the OCA website.

Toilets

Toilets must be available in quantities appropriate to the number of participants and present at all times for competitors. Consideration must be given to providing nearby access to toilets for officials located at the finish line.

Inclement Weather Policy

Local weather should be monitored by the event organizer. Events will not be held during conditions of thunder and lightning, excessively high winds or in the unlikely event of a possible tornado. In the event of thunder or lightning, the course must be evacuated and shelter found. Thirty minutes must pass from the last clap of thunder or flash of lightning before riders may resume their competition. The next occurrence begins a new 30-minute cycle. The chief commissaire in consultation with the organizer will be responsible for making decisions regarding stoppage/delay/evacuation due to thunder, lightning or other extreme weather patterns.

OCA Lightning Policy: <http://www.ontariocycling.org/forms/lightning-policy/>

Signage

Event sites must have adequate signage. This includes registration, facilities, and course signage. All marketing signage online and on-site must show that the event is sanctioned by the OCA. Please contact the OCA to receive the appropriate OCA logo to be used on signage, both online and on-site.

Communication / Public Address System

A public address system is required for all Regional, Ontario Cup, Youth Series, Provincial Championship events, and strongly recommended for Citizen and Weekly Series. The public address system should be used for all race announcements as well as during the awards presentation/ceremony.

Timing & Results

For all Youth Road Development Series sanctioned events, the contracted timing service is Racetiming.ca (Doug Pogue). Organizers are expected to contact Race Timing in advance to secure services at their event. Copies of the results must be forwarded to the OCA within 3 days of the completion of the event.



Upgrade Points

Upgrade points will be allocated on the basis of the Road Race results for each event. Points are awarded as follows:

Placing	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	13 th	14 th	15 th
Road Race	25	20	16	13	11	10	9	8	7	6	5	4	3	2	1

Riders who accumulate 10 or more points after each event may consider moving up to the next grade. Riders who register one (1) or fewer points may consider moving down to the next grade. Riders should consult their coaches before registering for the next event.

Awards / Prizes

Cash prizing is not permitted. The OCA shall provide medals for the top three (3) finishers in each category for the Road Race. It is recommended that the organizer supplement this with a swag bag or draw prizes for age appropriate gear.

Podium protocol shall be enforced at all events within the Youth Road Development Series. Top three (3) finishers are required to attend award presentations or they may be assessed a penalty/fine. Riders must wear their competition uniform for the presentation. Hats and sunglasses are not allowed on the podium.