



CYCLO-CROSS GUIDELINES

- 2020 -

Revised: Sep 09, 2020

COVID-19 ADDENDUMS

As a result of the ongoing COVID-19 pandemic and restrictions that are still in place in the province of Ontario, some of the items in the Cyclo-Cross guidelines may require updating to reflect the current provincial situation.

Below are items that organizers will need to be aware of and/or factor in when organizing their fall 2020 CX event.

1. Race Format & Scheduling
2. Registration Protocols
3. Membership Requirements
4. Washroom Facility Access
5. Event Signage and Course Setup
6. Spectators
7. Prizing & Podium Protocols
8. Volunteers, Staff and Suppliers

RACE FORMAT & SCHEDULING

Currently the province of Ontario requests that all individuals maintain a physical distance of 2m, whether indoors or outdoors, at all times. This makes mass start racing virtually impossible to achieve (especially when considering that a **maximum of 100 people** is allowed at an outside gathering in Ontario, subject to local Public Health Unit approval). While we continue to investigate various options with Public Health and Government officials, other race formats may need to be considered for the fall 2020 Cyclo-Cross season. These include such formats as:

- a. Individual Time Trial**
 - i. with 15 - 30 second individual starting intervals and a maximum course capacity
 - ii. For multiple laps, would require a starting loop
- b. Two Up Time Trial**
 - i. Similar to a ITT but with a wider course to accommodate the course being taped down the middle to form two “lanes”
 - ii. Would have a maximum course capacity based on lanes
 - iii. May require a starting loop
- c. Tournament style**
 - i. Shorter races of 1-2 laps depending on the course with a bracket style format
- d. Madison**
 - i. 2 person teams competing in alternate lap race format

Other considerations should be made to accommodate families of riders, including attempting to have all family members scheduled to race within a close time frame during day long events.

A recent CX survey indicated that the vast majority of riders are supportive of events without prizing this fall, so providing immediate results, podiums, or scheduling race times by category really are not necessary in the above formats.

For events larger than 100 people, different “sessions” will be required to accommodate the number of registrants and abide by provincial gathering regulations. To further limit the possible risk of transmission, and to ensure that the course has constant flow and meets the requirement of spacing, organizers should consider implementing “waves” of races.

Regardless of format chosen, ALL riders, officials and volunteers at the start line should be wearing a mask or face covering. Riders may remove their face covering once the rider immediately before them has started their race.

What does this mean?

If a course has a maximum capacity of 30 total riders on it at any one time, there will need to be multiple “waves” of races within the session to accommodate a session of 90 riders (example).

Example Schedules (with separate start loop from finish):

Example 1 – 6 Waves, Max 30 per Wave

Session 1		
Time	Item	Notes
8:00am	Sign-in/# Pickup/COVID-19 Screening	Riders must complete this process MIN. 15 minutes before allotted race time.
8:50 – 9:00	Wave 1 Riders Line-Up (Max 30 Riders)	Physical distanced start lineup with markings required
9:00 – 9:50	Wave 1 Races	
9:50 – 10:00	Wave 2 Riders Line-Up (Max 30 Riders)	Physical distanced start lineup with markings required
10:00 – 10:50	Wave 2 Races	
10:50 – 11:00	Wave 3 Riders Line-Up (Max 30 Riders)	Physical distanced start lineup with markings required
11:00 – 11:50	Wave 3 Races	
11:50 – 12:30	Session Break	Allows time for Session 1 Riders to empty park and Session 2 riders to arrive
Session 2		
12:30pm	Sign-in/# Pickup/COVID-19 Screening	Riders must complete this process MIN. 15 minutes before allotted race time.
1:00 – 1:10	Wave 4 Riders Line-Up (Max 30 Riders)	Physical distanced start lineup with markings required
1:10 – 2:00	Wave 4 Races	
2:00 – 2:10	Wave 5 Riders Line-Up (Max 30 Riders)	Physical distanced start lineup with markings required
2:10 – 3:00	Wave 5 Races	
3:00 – 3:10	Wave 6 Riders Line-Up (Max 30 Riders)	Physical distanced start lineup with markings required
3:10 – 4:00	Wave 6 Races	

Example 2 – 4 Waves, Max 50 per Wave

Session 1		
Time	Item	Notes
8:00am	Sign-in/# Pickup/COVID-19 Screening	Riders must complete this process MIN. 15 minutes before allotted race time.
8:45 – 9:00	Wave 1 Riders Line-Up (Max 50 Riders)	Physical distanced start lineup with markings required
9:00 – 10:15	Wave 1 Races	
10:15 – 10:30	Wave 2 Riders Line-Up (Max 50 Riders)	Physical distanced start lineup with markings required
10:30 – 11:45	Wave 2 Races	
11:45 – 12:30	Session Break	Allows time for Session 1 Riders to empty park and Session 2 riders to arrive
Session 2		

12:30pm	Sign-in/# Pickup/COVID-19 Screening	Riders must complete this process MIN. 15 minutes before allotted race time.
1:15 – 1:30	Wave 3 Riders Line-Up (Max 50 Riders)	Physical distanced start lineup with markings required
1:30 – 2:45	Wave 4 Races	
2:45 – 3:00	Wave 5 Riders Line-Up (Max 50 Riders)	Physical distanced start lineup with markings required
3:00 – 4:15	Wave 5 Races	

REGISTRATION PROTOCOLS

Different registration protocols will need to be put in place to ensure proper contact tracing and limit possible transmission of the virus. Measures include:

Prior to Event Day

1. Events are PRE-REGISTRATION ONLY with session and wave maximums (if applicable)
2. All event participants (including organizers, volunteers, exhibitors, coaches, competitors and spectators) will be pre-screened for COVID-19 with an original screening questionnaire being part of the online registration process.
3. All participants MUST have completed the age appropriate OCA waiver and COVID-19 Acknowledgement Waiver. These should be built into the registration process to ensure both are captured prior to the event day.

Day of

1. Registration will be setup on site to ensure proper physical distancing as much as possible.
2. All individuals at registration including competitors, spectators, volunteers, organizers, etc. will be required to wear a mask at registration (SIGNAGE SHOULD BE POSTED INDICATING AS SUCH). Organizers may recommend this practice for all individuals at all times during the event, except when racing or taking a drink/eating food.
3. All event participants will have a secondary screening take place at the race venue when “signing in/picking up their number”. This will be done using the **COVID-19 Event Day Pre-Screening Form (This may also be emailed out no more than 48 hours before the event)**:
 - a. Event participants will be asked the relevant questions by a volunteer either at the facility entrance or at registration. The form questions will be completed by the registration staff.
 - b. If the individual has indicated “No” to each question, they will be provided the form to “sign-off” on and place in a box/folder for collection.
 - i. The individual must use hand sanitizer at the registration table (or their own personal hand sanitizer) prior to signing the form.
 - ii. After signing, each writing utensil must be disinfected using a disinfectant wipe before the next individual can use to sign.
4. Riders will receive a number for the “season” that can be used at any regional event sanctioned by the OCA (does not include weekly series events.)

- a. Riders will still be required to “sign-in” at each event but will not need a new number at each event.

MEMBERSHIP REQUIREMENTS

For all fall 2020 Cyclo-Cross events, events will be open to 2020 UCI Race License holders or 2020 OCA Citizen Permit holders. There will be no restriction on who can enter what category, so long as they have one of these aforementioned memberships.

Organizers will also be able to indicate their preferred category structure for the event.

One-Day Permits may be available but are subject to OCA approval and will incur an additional insurance premium.

WASHROOM FACILITY ACCESS

Washroom facilities must be available in quantities appropriate to the number of participants. Consideration must also be given to providing nearby access to washroom facilities for officials located at the finish line.

Organizers will need to contact their local Public Health Unit/Office on guidelines for washroom facilities, including how often these washrooms must be cleaned/sanitized and the appropriate number for an event held during the COVID-19 period. If using a city facility, and the city facility washroom is closed, organizers will need to find an alternate location or alternate washroom alternative.

Hand wash or hand sanitizer stations should be near ALL washroom facilities.

O. Reg. 364/20: RULES FOR AREAS IN STAGE 3

Cleaning requirements

5. (1) The person responsible for a business or place that is open shall ensure that,

(a) any washrooms, locker rooms, change rooms, showers or similar amenities made available to the public are cleaned and disinfected as frequently as is necessary to maintain a sanitary condition; and

(b) any equipment that is rented to, provided to or provided for the use of members of the public is cleaned and disinfected as frequently as is necessary to maintain a sanitary condition.

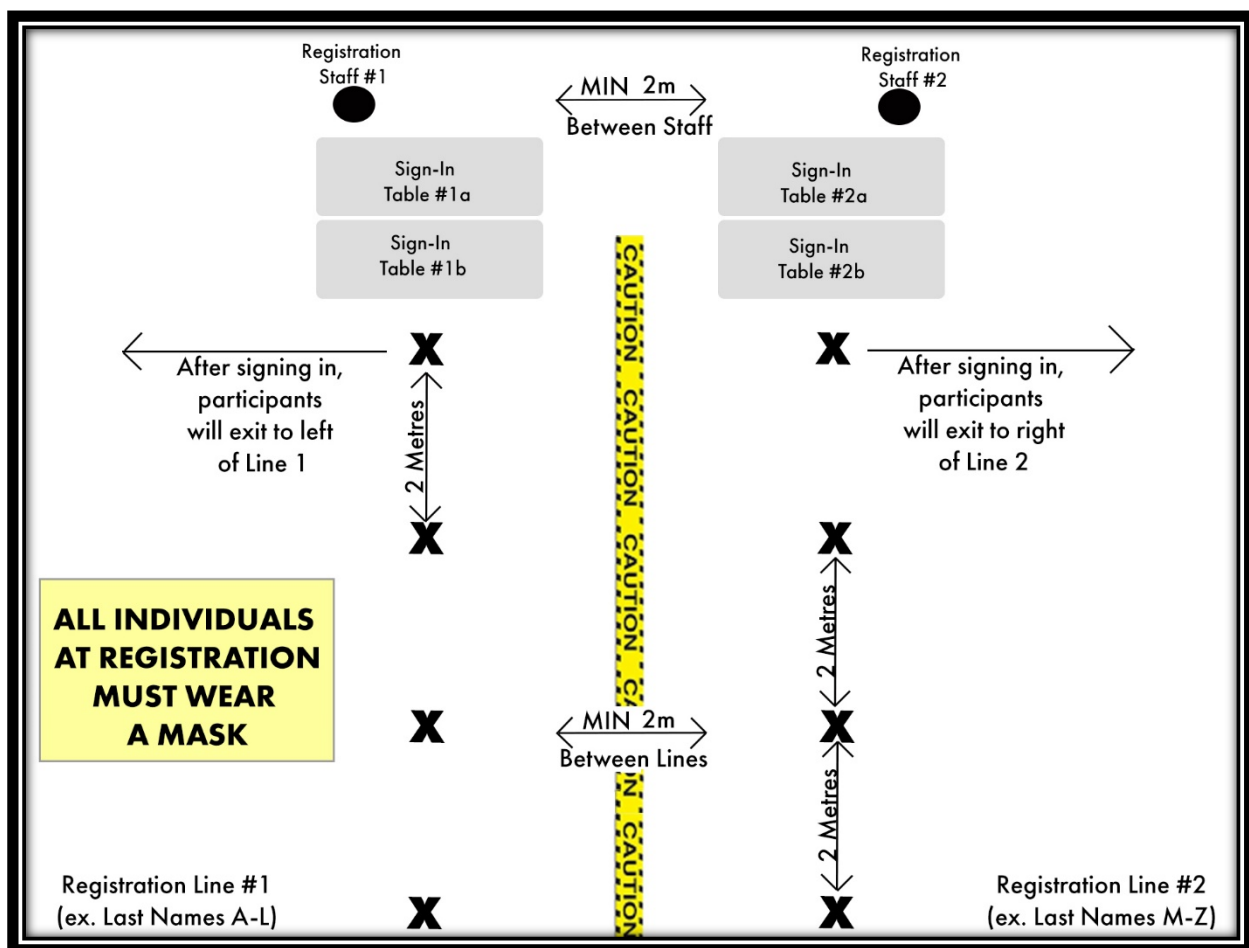
(2) For greater certainty, clause (1) (b) applies to computers, electronics and other machines or devices that members of the public are permitted to operate.

EVENT SIGNAGE AND COURSE SETUP

As a result of the COVID-19 Pandemic, all Cyclo-Cross events will be required to have signage in regards to physical distancing, washing/disinfecting hands, and the mandatory wearing of masks (at a minimum at registration).

Signage should be placed throughout the event facility including at any entrances/exits, registration areas, washrooms facilities, course entries/exits and spectator/vendor areas. Organizers will need to indicate where signage and what signage will be posted when submitting their event sanctioning application.

Registration/Sign-On and Start/Finish areas shall be in sheltered area, within a short walking distance of each other (Max 100m). There should still be enough air-flow to ensure this is not a fully enclosed space and to limit any potential virus transmission. Registration should be equipped with multiple tables, chairs, writing utensils and ground markers/indicators for staff and participants on where to stand (physically distanced) along with any appropriate signage.



Course setup will be determined by the race format chosen by the organizer for the event. Key Course setup requirements however will include:

1. Course length should be ideally between 2.5 and 3.5km with an average lap time in the 7-9 minute time span.
2. Course width will depend on the format chosen. If running a single rider at a time format, organizers are asked to have a course width of 3-4m (subject to Public Health approval) to allow for 2m physical distancing when passing.
3. The entire course must be taped or protected on both sides as per UCI Rules (5.1.018). If running a Two Up TT Format, a tape barrier must be run through the centre of the course.
4. All barriers used must conform to UCI Standards (UCI 5.1.024)
5. If using a Double Pit Area, please contact the OCA office to provide more information.
6. Due to COVID-19, there will be no call-ups. Riders will be seeded on the start list either in ITT or Two Up TT style with pre-arranged starting times.
 - a. The “Call Up Area” will be required to be a large space with physical distancing markers indicating on the ground in which riders must adhere to in order to respect physical distancing requirements. Riders will move forward to the next marker, only when vacated by the previous individual.
7. The Start/Finish area must be controlled at all times. Depending on the venue, this may require metal connecting barriers or stakes and tape to close off the area. In addition, ALL course crossing should have a designated marshal at all times.
8. For the 2020 CX season, organizers will be able to select their own timer however are encouraged to employ a reliable timing system which can accommodate their race format and publish online results in an accurate and timely fashion. Results should not be posted at the event site to avoid a congregation area.
 - a. Please contact the OCA for information on number bibs as the office has a number of sequential bibs that can be provided to help lower organizer costs.

SPECTATORS

Organizers are encouraged to limit spectators as much as possible. Organizers must consult with their local Public Health Unit on the allowable number of spectators (in addition to participants). Spectators must keep a physical distance of 2m at all times and be wearing a mask while at the event. Each youth athlete under the age of 18 may be accompanied by one (1) parent/legal guardian to the event. This should be clearly indicated in the event technical guide.

PRIZING AND PODIUM PROTOCOLS

During the COVID-19 Pandemic, organizers are mandated to forgo podium presentations to avoid congregation of people. A recent survey of Cyclo-Cross participants indicated an overwhelming majority are in favor of no prizing to help save costs to organizers and to limit the close gathering.

VOLUNTEERS, STAFF AND SUPPLIERS

All on-site volunteers, staff and suppliers will be required to complete the Event Day Pre-Screening. Volunteers, staff and suppliers should also wear a mask (especially when in close proximity to other event participants).



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Cyclo-Cross Event Sanctions

Camps & Clinics

A camp or clinic designation focuses on learn-to-clinics, and instructional camps for beginner level riders. Please contact the OCA office for more information.

Weekly Series

A weekly series event runs with the different ability categories than that of a Regional Race or Ontario Cup. Acceptable categories can include Beginner, Sportif, and Open categories. License requirements subject to event rules and approval. Availability of non-member permits is subject to OCA approval and would incur an additional insurance premium.

Regional Race

A sanctioned regional race runs with the same ability based category structure as an Ontario Cup, and upgrade points are awarded. Ontario Cup points are not awarded at these events. Beginner and/or Sportif categories may be considered on a case-by-case basis. Availability of non-member permits is subject to OCA approval and would incur an additional insurance premium.

Ontario Cup Race

An Ontario Cup sanctioned race must run with ability based categories (see license requirements below). Both Upgrade and Ontario Cup points are awarded at these events. Availability of non-member permits is subject to OCA approval and would incur an additional insurance premium.

Provincial Championship

A Provincial Championship sanctioned race must run with age based categories (see License Requirements below).

National Race

A National sanctioned race must run according to Cycling Canada stipulations and sanctioning.

International Race

An International sanctioned race shall be considered on application. Please contact the OCA office.



Sanctioned Event Fees

All sanctioned Cyclo-Cross events have the following associated costs:

- Event Permit
- Insurance Coverage
- Event Levies

Cyclo-Cross Fees					
	Weekly Series	Regional Race	Ontario Cup Series	Provincial Championship	National Event
Event Permit Fee	\$1	\$1	\$146 + HST	\$168 + HST	\$118 + HST
Levies*	Waved for 2020	Waved for 2020	\$3. ⁵⁰ + HST per rider	\$3. ⁵⁰ + HST per rider	\$1. ⁰⁰ + HST per rider
Non-Member Permit	Not Permitted	Pre-Registration Only*	Not Permitted	Not Permitted**	Not Permitted
Insurance	\$0	Please contact the OCA	\$176. ⁹⁹ + HST	\$176. ⁹⁹ + HST**	Please contact the OCA
*Non-Member Permits are permitted in specific categories only. Insurance costs may increase as a result of non-members.					
**Provincial Championship may include non-members within the Sportif race. Insurance costs may increase as a result.					

Event Permit Fees

Event permit fees are dependent on the type of event being held. Please see the above chart to identify the fee associated with your event. Organizers will be required to submit an Event Permit, Emergency Action Plan, and Technical Guide for each event unless otherwise communicated.

Levies

Unless otherwise stated, a fee of \$3.⁵⁰ + HST per event registrant (DNS and DNF participants included) must be paid post-event. Organizers are expected to follow up with the OCA within 3-5 business days post-event to report final participant numbers and levies owing.

DNS (Did Not Start) and DNF (Did Not Finish)

Event Insurance

Any level of event that intends to allow member and/or non-member participation is required to submit a request for commercial event insurance. Unless otherwise stated, 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 on the Certificate of Insurance (COI) may only include landowners, municipalities, and governments. Sponsors should not be listed within the additional insured list. 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.

Events that include alcohol must also submit a Liquor Liability Application as well as submit a copy of the insurance coverage from the third party organization responsible for the alcohol. **Liquor Liability Application forms can be found on the OCA website and must be submitted a minimum of fifteen (15) business days in advance of the event. We may require copies of Special Occasion Permits and/or evidence of Smart Serve certificates.**

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

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

Cancellation Policy

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

General Guidelines: All Levels of Events

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.

Online Registration

All sanctioned events must use CCN Bikes (ccnbikes.com) to administer their event registration. CCN Bikes is the sole provider of online registration services for the purpose of OCA licensing checks and registration troubleshooting. 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 and registration closing.
- Registration must close no later than the below times:
 - Saturday Race – Wednesday at 11:59pm
 - Sunday Race – Thursday at 11:59pm



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 all riders to sign off on.

All riders MUST complete an OCA Waiver. All organizers will be emailed electronic copies of the waivers to ensure this information is captured by all event participants. CCN Bikes has the capability to imbed the waiver as part of the registration process for participants to sign electronically.

Facilities

The organizers shall have a permit for the use of the course and shall ensure that the permit 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 and adequate toilet facilities shall be present for competitors and/or spectators at all times.

Course Features

Organizers are responsible for providing the following documentation to the OCA, for all course features, such as fly overs, etc:

- Diagram of feature
- Town Permit for feature
- Engineering Stamp

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. Upon confirmed approval, the Technical Guide must be published 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 has taken place. Organizers should be prepared to provide further details as requested by the OCA. A reminder registration cannot go live until the Technical Guide has been approved by the OCA.

Technical Guides should include the following:

- OCA logo, and Ontario Cup series logo (if applicable)
- Category race information (start time, distance)
- Registration Information (where, how much, registration location, closing times, etc.)
- OCA License Chart (Reflecting what license is required for each category with category code)
- Race rules and regulations
- Course map
- Direction to race location and parking location
- Washroom/Change room locations
- Safety and emergency action plans including COVID-19 Protocol
- Direction to the nearest hospital(s)
- Prize list and protocol



➤ Accommodations

Note: Weekly series events may not require a detailed technical guide however 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.***

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 (i.e. Ski Patrol) 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 regional and Ontario Cup events, however if another approved service is being used (i.e. Ski Patrol), 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/Injury Reports

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

Marketing

Upon approval of the event technical guide and payment of event permitting fees, the OCA shall advertise the event on the OCA website Calendar of Events. Events will not be posted on the OCA calendar until all paperwork is finalized and payment has been received.

Organizers are encouraged to provide graphics and/or content that can be utilized by the OCA to advertise their events on social media (i.e. graphics, photos, videos, etc.) in advance. Collaboration on marketing efforts can result in a greater reach and exposure for your event advertising.

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.

Washrooms

Washroom facilities must be available in quantities appropriate to the number of participants. Consideration must be given to providing nearby access to washrooms for officials located at the finish line. At a minimum, one washroom facility should be an accessible washroom.



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, and OCA staff will be responsible for making decisions regarding stoppage/delay/evacuation due to thunder, lightning or other extreme weather patterns (i.e. extreme temperatures, high winds, etc.).

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

Post-Event Reporting

Organizers are required to provide the following within five (5) business days, following the completion of each event:

1. Total number of participants (DNS and DNF participants must be included), broken down by non-members and OCA members.
2. Accident/Injury Reports
3. Completed waivers (online collection within the registration system is recommended)

Failure to comply will result in additional mandatory fees:

- \$50 if past the 3-5 business days, and before 30 days after the event.
- \$100 if within 31-60 days after the event.
- \$200 if within 61-90 days after the event.

Non-compliance or lack of full payment may result in future cancellation of event permits, fines, or discipline.



Weekly Series Events

Licensing Requirements

All Cyclo-Cross sanctioned events must ensure registered participants are licensed. Participants shall possess either an OCA non-member permit (where applicable), OCA Citizen Permit or a UCI license to participate in OCA sanctioned events.

Sanction	Non-Member Permit	Citizen Permit	UCI License
Weekly Series (Beginner, Sportif, Open)	Not Permitted in 2020	X	X

Non-member permits may be sold by the event organizer at a cost of \$15 for adults and \$10 for youth (U18) during pre-registration only. Riders can purchase a combined 3 non-member permits per year. After the third non-member permit, riders must purchase a UCI license or citizen permit (if applicable). The OCA closely monitors the number of non-member permits issued per rider.

NOTE: Organizers must provide the OCA with results following each event for tracking purposes of non-member permits.

Technical Guide

Although events at this level do not require a detailed technical 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.

Note: Reduced documentation requirements and simplified structure are not to be confused with standard risk management requirements for the event.

Results

Full results are encouraged however organizers are only required to provide the top three (3) results for each category. Organizers are responsible for timing, judging, and results.

Officials

Organizers may supply their own qualified licensed officials to reduce the number assigned to them for all weekly series. Payment of officials is the responsibility of the organizer, as well as overnight accommodation where applicable.



Ontario Cup Cyclo-Cross Series Overview

The **Ontario Cup Cyclo-Cross Series** is Ontario’s premier series within the sport of Cyclo-Cross. Minimum standards have been set by the OCA Events Department, to assist race organizers and ensure that events are run to the highest standard. The following is a brief overview of the series as well as guidelines for all organizers to follow. Organizers that bid for an Ontario Cup event but did not receive the sanction will run a Regional level event. This level of sanction will run close to or at the same standard as an Ontario Cup, in order to be considered for an Ontario Cup level sanction in the future.

Series Schedule

- Series will not start until the final Road Provincial Championship (ITT, Road Race, Criterium, or Hill Climb) has been completed.
- Races following the Cyclo-Cross Provincial Championship can be included within the Series.

Guidelines: Regional & Ontario Cup Events

Entry Fees

In an effort to keep the barrier of entry as low as possible to participants, there is an entry fee cap in place for all Ontario Cup and Regional sanctioned events. Experience has shown that entry fees that are too high will discourage athletes from participating in an event.

Secondary event entry fee is at the discretion of the organizer, should an athlete request to participate within various categories (i.e. single speed).

All organizers must follow the following fee schedule as follows:

Entry Fee Caps		
	U19 Maximum	19+ Maximum
Online Registration 2 Weeks Out from Event	\$ 25. ⁰⁰ + Fees	\$ 40. ⁰⁰ + Fees
Online Registration 1 Week Out from Event	\$ 30. ⁰⁰ + Fees	\$ 50. ⁰⁰ + Fees
Registration at Event	Not Available for 2020	
*Please note that ‘Day of Registration’ is not permitted at Provincial Championships		

+ Fees refers to HST and CCN administrative fees



Licensing Requirements – Regional

Categories (Based on racing age as of Dec 31, 2021)	Non-Member Permit**	OCA Citizen Permit	UCI License
Youth Boys A Grade (8-16 years)		X	X
Youth Boys B Grade (8-16 years)		X	X
Youth Boys C Grade (8-16 years)	X	X	X
Youth Girls A Grade (8-16 years)		X	X
Youth Girls B Grade (8-16 years)	X	X	X
Elite 1,2 Men (17+ years)*			X
Elite 1,2 Women (17+ years)		X	X
Elite 3 Women (17+ years)	X	X	X
Elite 3 Men (17+ years)			X
Elite 4 Men (17+ years)	X	X	X
Master A,B Women (35+ years)	X	X	X
Master 1 Men (35+ years)			X
Master 2 Men (35+ years)			X
Master 3 Men (35+ years)	X	X	X
Single Speed Men/Women (17+ years)	X	X	X
<p>* Junior aged riders must be approved for an upgrade to E2 or have earned enough upgrade points to automatically upgrade.</p> <p>** Non Member Permits are available during pre-registration only.</p>			

All participants shall possess a UCI license, OCA Citizen Permit or non-member permit (where applicable) to participate within OCA sanctioned events.

Non-member permits may be sold by the event organizer at a cost of \$15 for adults and \$10 for youth (U18) during pre-registration only. Riders can purchase a combined 3 non-member permits per year. After the third non-member permit, riders must purchase a UCI license or OCA Citizen Permit (if applicable). The OCA closely monitors the number of non-member permits issued per rider.

NOTE: Organizers must provide the OCA with results following each event for tracking purposes of non-member permits.



Licensing Requirements – Ontario Cup

Categories (Based on racing age as of Dec 31, 2021)	Non-Member Permit**	OCA Citizen Permit	UCI License
Youth Boys A Grade (8-16 years)		X	X
Youth Boys B Grade (8-16 years)		X	X
Youth Boys C Grade (8-16 years)	X	X	X
Youth Girls A Grade (8-16 years)		X	X
Youth Girls B Grade (8-16 years)	X	X	X
Elite 1,2 Men (17+ years)*			X
Elite 1,2 Women (17+ years)		X	X
Elite 3 Women (17+ years)	X	X	X
Elite 3 Men (17+ years)			X
Elite 4 Men (17+ years)	X	X	X
Master A,B Women (35+ years)	X	X	X
Master 1 Men (35+ years)			X
Master 2 Men (35+ years)			X
Master 3 Men (35+ years)	X	X	X
Single Speed Men/Women (17+ years)	X	X	X
<p>* Junior aged riders must be approved for an upgrade to E2 or have earned enough upgrade points to automatically upgrade.</p> <p>** Non Member Permits are available during pre-registration only.</p>			

All participants shall possess a UCI license, or citizen permit (where applicable) to participate within OCA sanctioned Ontario Cup events.

Non-member permits may be sold by the event organizer at a cost of \$15 for adults and \$10 for youth (U18) during pre-registration only. Riders can purchase a combined 3 non-member permits per year. After the third non-member permit, riders must purchase a UCI license or OCA Citizen Permit (if applicable). The OCA closely monitors the number of non-member permits issued per rider.

NOTE: Organizers must provide the OCA with results following each event for tracking purposes of non-member permits.



Categories & Start Times

Each Regional and Ontario Cup sanctioned race must have the following start times and categories:

Ontario Cups & Regional Events		
Start Time	Category	Approximate Duration
9:30 AM	M3 Men	40 minutes
10:10 AM	Gap	20 minutes
10:30 AM	E4 Men	40 minutes
11:10 AM	Gap	20 minutes
11:30 AM	Youth A, B, C	30 minutes (A Boys 40 mins)
12:00 PM	Gap	30 minutes
12:30 PM	M2 / E3	45 minutes
1:15 PM	Gap	30 minutes
1:45 PM	Elite / Master Women	40 minutes
2:25 PM	Gap	30 minutes
2:55 PM	M1 / E1 / E2 Men	60 minutes
	Single Speed Men & Women	45 minutes

A kid's race may be included in the above schedule at the Organizer's discretion.

Youth Categories – Updated for 2020

New for 2020, U11, U13, U15, and U17 categories have been replaced with an updated youth ability system. Athletes 8-16 years of age, can self-seed based on what they, their parent, and/or their coach deem is most appropriate for their ability. Riders unsure of where they should ideally slot can refer to the below chart:

CATEGORY	SUGGESTED SEEDING
A Grade Boys	<ul style="list-style-type: none"> Returning A Grade riders from previous season and top 50% result in B races in 2019. U17 Expert MTB athletes racing CX for the first time Youth Road A Grade athletes
B Grade Boys	<ul style="list-style-type: none"> Bottom 50% of B races and top 50% of C races in 2019 U17 Sport & U15 (Minime) MTB athletes racing CX for the first time Youth Road B & C Grade athletes
C Grade Boys	<ul style="list-style-type: none"> Bottom 50% of C races, D races in 2019 U13 (Peewee) and U11 (Squirt) MTB athletes racing CX for the first time Youth Road D & E Grade athletes New competitive cyclists & youth non-members
A Grade Girls	<ul style="list-style-type: none"> Returning A & B Grade athletes and top 50% result in C races in 2019 U17 Sport & Expert and U15 (Minime) MTB athletes racing CX for the first time Youth Road A & B Grade athletes



B Grade Girls	<ul style="list-style-type: none">• Bottom 50% result in C races, all D Grade athletes in 2019• U13 (Peewee) & U11 (Squirt) MTB athletes racing CX for the first time• Youth Road C, D & E Grade athletes• New competitive cyclists and youth non-members
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Riders may move from one Youth Category to another at any time during the season however may be required to obtain a new number.

Officials

Organizers shall pay the cost of all officials, including overnight accommodation where applicable. A minimum of two (2) commissaires are required for all Ontario Cup and Regional sanctioned races.

Course Setup

Regional and Ontario Cup sanctioned races should adhere as closely as possible to the UCI regulations found in the UCI handbook, Part 5. In addition, the following items are mandatory and must be followed without exception:

- Course length should result in lap times between 7 to 9 minutes (generally 2.5 – 3.5km).
- Course width must be at least 3 metres throughout. (UCI 5.1.018)
- Entire course must be taped or protected on both sides. (UCI 5.1.018)
- Barriers must conform to UCI standards. (UCI 5.1.024)
- Double Pit Area. (UCI 5.1.028 & 5.1.029)
 - two single pits can be used with prior approval but requires an additional Commissaire.
- Call Up Zone must be marked off behind the start line to facilitate organizing the riders into starting order. Eight lanes with a width of 75cm and length of 10m. (UCI 5.1.019).
- Sheltered area, equipped with table, chairs, lap cards, bell at finish line for scoring. (UCI 5.1.010)
- Registration/Sign-On, and Start/Finish areas shall be in a sheltered area, within short walking distances of each other (maximum 100m).
- Registration must be setup within 100m of the timer.
- The Start/Finish area must be controlled at all times. Depending on the venue, this may mean that metal connecting barriers are required or stakes and tape may be suitable. As a reminder all course crossing needs to be marshaled at all times.

Number Bibs

Number bibs will be supplied by the OCA for all Ontario Cup and Provincial Championship sanctioned events. Organizers of weekly series, and Regional sanctioned events shall be responsible to provide their own number bibs at those events.

Public Address System

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



Communications

Organizers are responsible to provide radio communication at all sanctioned Ontario Cups and Provincial Championships events. The radios must have multiple channels and be distributed accordingly; handheld radios for OCA staff, and/or technical delegate, Chief race official and commissaire panel, medical staff, and primary race organizers. Organizers are responsible for any other radio requirements at the event (i.e. race operations of the organizer).

Arrangements can be made with the OCA office, if an Organizer is unable to provide radios at their event. The OCA must be notified at least 2-weeks ahead of the event, in order to confirm the equipment loan. Equipment loans are subject to availability.

Note: The organizer must be able to contact first aid at all times. The organizer must be available by radio or have a backup plan at all times, and provide a knowledgeable volunteer at the start/finish area to answer race questions, who is clearly identifiable at all times.

Timing and Results

All Regional, Ontario Cups, and Provincial Championship events are to be timed by a reliable and accurate timing crew. The cost of this service shall be covered by the Organizer.

Awards / Prizes

Prizing is at the discretion of the organizer, however prize lists must be listed within the technical guide as well as published at race registration. The organizer must provide a minimum of three prizes for each individual start wave, with the exception of the Women's start wave where results and prizing **MUST** be broken out by the following category groupings:

- Elite 3 Women
- Master A, B Women
- Elite 1, 2 Women

Podium protocol shall be enforced at all sanctioned events. 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.

A traditional podium must be used for the awards presentation ceremony. The OCA banner (or another approved backdrop) must also be positioned behind the podium during the awards presentation. Photographs of the top 3 finishers in all medal categories must be taken on the podium and provided to the OCA office immediately following the event.

Upgrade Points

The point structure below only applies to Regional and Ontario Cup sanctioned races, with the ability based category system (i.e. M3, M2, M1, Elite 1/2, Elite 3, Elite 4, etc.). Please note that only races that



occur on Saturday and/or Sunday will count. Races that are run under age based categories will not have upgrade points associated with them.

The upgrade point structure will be based on the combined field size (similar to road). Points will no longer be awarded based on how a rider finished in their own category but rather their placing in the combined field.

Points will be based on the following criteria:

Category Size of 30+ Riders	
1 st Place	15 Points
2 nd Place	13 Points
3 rd Place	11 Points
4 th Place	10 Points
5 th Place	9 Points
6 th Place	8 Points
7 th Place	7 Points
8 th Place	6 Points
9 th Place	5 Points
10 th Place	4 Points
11 th Place	3 Points
12 th Place	2 Points
13 th Place	1 Point
14 th Place	1 Point

Category Size of 15-29 Riders	
1 st Place	13 Points
2 nd Place	11 Points
3 rd Place	9 Points
4 th Place	7 Points
5 th Place	5 Points
6 th Place	3 Points
7 th Place	2 Points
8 th Place	1 Point

Category Size of 6-14 Riders	
1 st Place	10 Points
2 nd Place	7 Points
3 rd Place	5 Points
4 th Place	3 Points

Category Size of 2-5 Riders	
1 st Place	6 Points
2 nd Place	3 Points

- Mandatory upgrades are required at **35 points**.
- Optional upgrades begin once a rider obtains **20 points**.
- Points will be carried over for one (1) season.
- Any points earned in 2019 (unless the rider is upgraded or reaching the mandatory cut-off) will be what the rider begins with for the next Cyclo-Cross season.
- The OCA Upgrade/Downgrade Committee reserves the right to review category numbers at the end of the season, and should allocation of members be required, can implement a system prior to the Cyclo-Cross season to achieve this.

Categories Exempt from Mandatory Upgrade

For Master Male riders who have a racing age of 50 years or older (Master C or Master D), there will be no Mandatory Upgrade to M1. Riders in this age bracket who achieve enough upgrade points to upgrade to M1 may still choose to upgrade but it will not be mandatory. Upgrades to M2 will still be enforced.

Youth Categories are exempt from upgrading to Elite categories. Youth riders who have demonstrated a superior ability in the A Grade category may be considered for early upgrade to Elite 3 however this will be at the Youth Upgrade Committee’s discretion.



Upgrading Without Required Points

Anyone without the points required to upgrade, or who are looking to downgrade, may submit a formal request to the OCA Upgrade/Downgrade Committee. We ask, because of the condensed cross schedule, that all requests for the following weekend be submitted prior to NOON each Tuesday of the season. This will allow the committee time to review and communicate a decision prior to the weekend race (s).

Ontario Cup Series Points

Ontario Cup points are awarded to all categories, with the exception of youth ability categories. Only riders who purchase their racing membership through the OCA are eligible for O-Cup points. DNF riders (riders who do not finish) and riders racing on a non-member permit are not entitled to O-Cup points. Riders who upgrade during the season will not carry their accumulated points into their upgraded category. O-Cup points earned, will remain in the category they were awarded within.

Ontario Cup series winners will be decided by season ending Ontario Cup Cyclo-Cross series point totals by a simple tally of all the O-Cup points earned at O-Cup events for the current year. Series winners will be recognized following the last event of the series, on the OCA website and its social media platforms.

Note: Ontario Cup points are not awarded at Provincial Championships.

Series points will be awarded as follows for all Ontario Cups:

Finish Position in Category	Series Points
1 st Place	25 Points
2 nd Place	20 Points
3 rd Place	16 Points
4 th Place	13 Points
5 th Place	11 Points

Finish Position in Category	Series Points
6 th Place	10 Points
7 th Place	9 Points
8 th Place	8 Points
9 th Place	7 Points
10 th Place	6 Points

Finish Position in Category	Series Points
11 th Place	5 Points
12 th Place	4 Points
13 th Place	3 Points
14 th Place	2 Points
15 th Place	1 Point

Note: Series points are only available to those who hold an OCA Citizen Permit or UCI license. Riders shall retain series points in previous categories, even after upgrading.

Tie Breaking Policy – Ontario Cup Series Points

When two or more riders are tied at the end of the Ontario Cup series, the following criteria and procedure shall be utilized by the OCA office to determine which rider is awarded the higher place in the standings.

1. Most race wins overall in the series.
2. Overall Points Average (number of points divided by events attended).
3. Highest placing in commonly attended events (who placed higher in the standings when both riders attended the same events).
4. Highest placing in the last event of the series.



Guidelines: Provincial Championship

Provincial Championship sanctioned events are expected to adhere to the Ontario Cup guidelines outlined above, as well as the specific Provincial Championship guidelines listed below.

Licensing Requirements – Provincial Championship

Categories	Non-Member Permit	Citizen Permit	UCI License
U13 Girls (8-12 years)		X	X
U13 Boys (8-12 years)		X	X
U15 Girls (13-14 years)		X	X
U15 Boys (13-14 years)		X	X
U17 Girls (15-16 years)		X	X
U17 Boys (15-16 years)		X	X
U19 (Junior) Women (17-18 years)		X	X
U19 (Junior) Men (17-18 years)			X
U23 Women (19-22 years)		X	X
U23 Men (19-22 years)			X
Elite Men (23+ years)			X
Elite Women (23+ years)		X	X
Master A Men (35-44 years with Master UCI)			X
Master B Men (45-54 years with Master UCI)			X
Master C Men (55-64 years with Master UCI)		X	X
Master D Men (65+ years with Master UCI)		X	X
Master A Women (35-44 years with Master UCI)		X	X
Master B Women (45-54 years with Master UCI)		X	X
Master C Women (55-64 years with Master UCI)		X	X
Master D Women (65+ year with Master UCI)		X	X
Single Speed Men & Women (17+ years)	Please Contact the OCA Office	X	X
Sportif/Novice Men (19+ years)		X	X
Sportif/Novice Women (19+ years)		X	X
Non Member Permits may be available for Sportif & Single Speed categories, pre-registration only. Insurance costs may increase as a result of non-member participation.			

Note: There will be a reduced Cyclo-Cross only UCI license that will be offered to the OCA Membership. This will be made available only in August prior to the start of the first Cyclo-Cross race.

- Riders must race in the correct category as indicated by the National category code on their license. Riders must have a CX code (i.e. CME, CWU23, CMMA, CMMB, etc.) on their license (exception for Citizen Permits).
- Sportif categories are for those riders who do not wish to compete for the Provincial



Championship title in their category, and for those with a Citizen Permit.

- Riders licensed in the following categories must compete in their UCI category and may not enter the Sportif race: Elite 1,2,3 Men, Master 1,2 Men.

Categories & Start Times

Provincial Championship must have the following start times and categories:

Provincial Championship		
Start Time	Category	Approximate Duration
9:30 AM	Master C Men (55-64 with Master UCI)	40 minutes
	Master D Men (65+ with Master UCI)	40 minutes
9:31 AM	<i>Sportif/Novice Men (19+ years of age) non-championship</i>	40 minutes
10:10 AM	<i>Break</i>	20 minutes
10:30 AM	U17 / U15 / U13 Boys	30 minutes
	U17 / U15 / U13 Girls	30 minutes
11:00 AM	<i>Break</i>	30 minutes
11:30 AM	U19 Men (17-18 years of age)	45 minutes
11:31 AM	Master B Men (45-54 with Master UCI)	45 minutes
11:32 AM	Master A Men (35-44 with Master UCI)	45 minutes
12:15 PM	<i>Break</i>	30 minutes
12:45 PM	U23 & Elite Women (19+ years of age) / U19 Women (17-18 years of age)	45 minutes
12:46 PM	Master A Women (35-44 with Master UCI)	40 minutes
	Master B Women (45-54 with Master UCI)	40 minutes
	Master C, D Women (55+ with Master UCI)	40 minutes
	<i>Sportif/Novice Women (19+ years of age) non-championship</i>	40 minutes
1:30 PM	<i>Break</i>	30 minutes
2:00 PM	Elite Men (19+ years of age)	60 minutes
	Single Speed (17+ years of age) <i>non-championship</i>	45 minutes
Please contact the OCA office regarding the addition of the Sportif categories.		

Officials

Organizers shall pay the cost of all officials. A minimum of three (3) commissaires are required for Provincial Championship events.

Medals & Jerseys

At Provincial Championships, only riders with Ontario issued citizen permits (where applicable) or UCI licenses will be awarded championship status. Please refer to the provincial championship awards breakdown below.



Provincial Championship Awards Breakdown is as follows:

Categories	Provincial Medal	Provincial Jersey
U13 Women (9-12 years)	X	X
U13 Men (9-12 years)	X	X
U15 Women (13-14 years)	X	X
U15 Men (13-14 years)	X	X
U17 Women (15-16 years)	X	X
U17 Men (15-16 years)	X	X
U19 Men/Junior Men (17-18 years)	X	X
Elite Men (19+ years)	X	X
Elite Women (17+ years)	X	X
Master A Men (35-44 years with Master UCI)	X	X
Master B Men (45-54 years with Master UCI)	X	X
Master C Men (55-64 years with Master UCI)	X	X
Master D Men (65+ years with Master UCI)	X	X
Master A Women (35-44 years with Master UCI)	X	X
Master B Women (45-54 years with Master UCI)	X	X
Master C Women (55-64 years with Master UCI)*	X	X
Master D Women (65+ year with Master UCI)*	X	X
Sportif Women (19+ years)		
Sportif Men (19+ years)		
Single Speed Women (19+ years)		
Single Speed Men (19+ years)		

**Master C & D Women's categories to be broken out, if five (5) or more participants in both categories.*