



Ontario Cycling Association

Phone: (416) 855-1717 E-mail: events.team@ontariocycling.org

2015 Pan-Am Blvd Milton Ontario

ONTARIO CYCLING ASSOCIATION (OCA) Sanctioning Policy

Purpose

1. The OCA is committed to providing an environment that promotes standard and fair competition; and as such, organizers wishing to hold events must first seek approval and sanction from the OCA. Irresponsible behaviour, unfair competition, or an unsafe environment can result in severe damage to the OCA and to its participants. This Policy provides sanctioning regulations that will help ensure that events are safe, fair, and protect the health and welfare of the participants.

Application of this Policy

2. This Policy applies to all OCA sanctioned events.

Insurance

3. Only the events sanctioned by the OCA are covered by the OCA's insurance.

Requesting a Sanction

4. Requests for sanctions must be submitted, to the appropriate OCA staff member or Director, in writing or by email at least sixty (60) days prior to the event.
5. Requests for sanctions must be accompanied by the Event Permit Application and sanctioning fee.
6. Requests for sanctions with less than sixty (60) days notice shall be accompanied by a written statement giving reasons for requesting an exemption to the time limitation. The decision to accept, or not accept, the late sanction request will be at the sole discretion of the OCA and may not be appealed.
7. The request for sanction will be approved or denied by the OCA.
8. Sanctions are not transferable and new sanctions must be obtained each year for annual events.

Sanction Refusals

9. The OCA may refuse, deny, withdraw, or cancel a sanction for reasons that include, but are not limited to the following:
 - a) Poor organization, hosting, or running of a prior sanctioned event
 - b) Failure to meet sanction conditions
 - c) Concerns that the organizer requesting the sanction is not capable of meeting the OCA's sanctioning requirements, or other factors relating to the operations of the event
 - d) Late or incomplete sanction request
 - e) Failure to pay a sanctioning fee (if required)
 - f) The organizer not in good standing
 - g) Any other issue or matter which the OCA deems may affect the OCA's ability to obtain insurance coverage
 - h) Any other issue or matter which the OCA deems may damage the reputation of the OCA or that may introduce unreasonable safety concerns

Sanctioned Event Requirements

10. All sanctioned events must follow the OCA's guidelines, rules and policies.
11. CCN is the approved online provider for all sanctioned events, unless otherwise approved by the OCA.
 - a. By sanctioning you agree to permit OCA ongoing access to CCN registration data from the event
 - b. Upon written approval OCA may consider the use of an alternative online service.
 - c. Event registration shall only go live after receiving written permission from OCA.



Ontario Cycling Association

Phone: (416) 855-1717 E-mail: events.team@ontariocycling.org

2015 Pan-Am Blvd Milton Ontario

12. In addition to OCA guidelines, rules and policies, organizers have the following obligations at sanctioned events:
 - a) Participants will compete in the appropriate age category and classification, as recognized by the OCA
 - b) Participants must sign a waiver absolving the OCA of liability
 - c) Participants must be in good standing with the OCA
 - d) A copy of the entry form/registration form will be provided to the OCA
 - e) Within 72 hours (3 days) following the event, one (1) electronic copy of the Official Results will be provided to the OCA.
13. OCA accident reports for all incidents that result in injury are to be submitted immediately following the occurrence and no later than three business days after the event.
14. Alcohol is not permitted at any event without prior written approval by OCA. Subject to insurance approval. Additional fees may apply.
15. Failure to comply with OCA's guidelines, rules, and policies may result in fines or discipline.

Waivers

16. Waivers that are not collected through our online provider shall be scanned in PDF format and provided to the OCA office within 3-5 business days of the sanctioned event.

Enforcement

17. Failure to adhere to this Policy may permit discipline in accordance with the OCA's *Discipline and Complaints Policy*.

Payment of Fees

18. All Fees are to be promptly paid
 - a. Sanction fees are due with application
 - b. Insurance fees are due prior to certificates being issued
 - i. Non-member estimates to be confirmed with 3-5 business days following the event
 - ii. To be deducted from proceeds when using OCA preferred registration partner – CCN Bikes
 - iii. Or paid directly within 5 business days following the event
 - c. Levies – a deposit may be required, based on published start lists, at the OCA's sole discretion.
 - i. Participation numbers to be reported within 3-5 business days following the event
 - ii. To be deducted from proceeds when using OCA preferred registration partner – CCN Bikes
 - iii. Or paid directly within 5 business days following the event
 - d. Other payments as required
19. A credit card is required to be on file to secure payments
 - a. Card Holder will be advised of fees before processing
 - b. Card will be charged unless alternate payment method is identified in advance

Post Event Reporting

20. The following must be provided to the OCA with 3-5 business days of the completion of each sanctioned event:
 - a. Total number of participants (DNS and DNF participants included), broken down by non-members and OCA members.
 - b. All injury/accident reports that occurred during the sanctioned event.
 - c. Completed participant waivers that were not collected via the online registration system.
 - d. Official results from the sanctioned event.
21. Failure to comply will result in additional mandatory fees:
 - a. \$50 if past the 5 business days, and before 30 days after the event.
 - b. \$100 if within 31-60 days after the event.
 - c. \$150 if within 61-90 days after the event.
22. Non-compliance or lack of full payment may result in future cancellation of event permits, fines, or discipline.



Ontario Cycling Association

Phone: (416) 855-1717 E-mail: events.team@ontariocycling.org
2015 Pan-Am Blvd Milton Ontario

Event Sanctioning Acknowledgement Form

Acceptance of Terms and Conditions

In consideration of the acceptance of the organizer being granted a Race Event Sanction, the organizer acknowledges and agrees as follows:

1. To read, adhere to and abide by the OCA policies, procedures, rules, regulations and guidelines.
2. To read, adhere to and abide by the Sanctioning Policy, and Event Guidelines (posted on the OCA's website [click here](#)) that apply to the particular sanction and event type.
3. The organizer is responsible for the technical aspects, organizational and safety requirements, and financial solvency of the event sanctioned by the OCA.
4. All literature and publicity material will acknowledge the event as sanctioned by the Ontario Cycling Association and will include the OCA logo.
5. Pay all fees related to the sanctioning of the event in a timely manner.
6. To abide by the terms and conditions outlined in the Event Guidelines and Race Event Permit Application.
7. That all information provided to the OCA is accurate and correct.
8. That the OCA reserves the right to revoke the Race Event Sanction in accordance with OCA Sanctioning Policy.
9. That they have sought or obtained, or have had the opportunity to seek and obtain, independent legal advice and agree to execute this Acknowledgement knowingly and voluntarily.
10. Acceptance of the organizer and execution of this Acknowledgment is confirmed upon signing by the authorized signatory of the OCA below.
11. Failure to comply with OCA's guidelines, rules, and policies may result in cancellation, fines or discipline.

Credit Card Information

A credit card is required to be on file to secure payments. Card holder will be advised of fees prior to processing.

Method of Payment:	Visa	MasterCard
Credit Card Number:	Expiry Date:	CVV:

Organizer Acceptance of Above Agreement

Print Name	Authorized Signature of Organizer	Date (DD/MM/YY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

I acknowledge that I have read and fully understand and agree to the above Sanctioning Policy

Organizer Accepted and Approved Race Sanction by OCA

Ontario Cycling Association	Date (DD/MM/YY)
<input type="text"/>	<input type="text"/>