



# YOUTH ROAD DEVELOPMENT SERIES GUIDELINES 2021

## 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 based racing. The goal of the series is to build the skill level of youth, preparing them for life long enjoyment within the sport. This model allows athletes of different physical age, years in sport, skill and power levels to race alongside those with similar ability levels. Parents are reminded that the focus of the series is on the development of their child, as a cyclist, and that performance at youth races is not a reliable indicator of future international success, however it is a key stepping stone to build participation within 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 cycling race where the outcome is determined by the finish order across the line. The Organizer is responsible for all aspects regarding the race.

## COVID-19 PREAMBLE

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 Youth Road Development Series Guidelines will 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 2021 Youth Road Development Series events:

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

**The Youth Road Development Guidelines (including COVID-19 PREAMBLE) are based on the event's Public Health Unit region being in either the **Green**, **Yellow**, or **Orange** zones.**

**Events in **Red** or **Grey** zones will have more severe government restrictions on gathering sizes and travel between regions. As a result, we believe hosting successful events in these zones will be extremely difficult.**



### 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, over the past year, at best the maximum allowable gathering size has been 100 people outdoors). While we continue to investigate various options with Public Health and Government officials, it has become clear that the Time Trial/Individual Start format, or a variation of this, will need to be considered for the 2021 Youth Road season. These include such formats as:

- 1. Individual Time Trial**
  - a. 30 – 60 second individual starting intervals
- 2. Two Up Time Trial (For closed course)**
  - a. Similar to an ITT but with a wider course to accommodate the course being marked down the middle to form two “lanes”
  - b. Would have a maximum course capacity based on lanes
- 3. Individual Start - Tournament style**
  - a. Shorter races of 1-2 laps depending on the course with a bracket style format
- 4. Contactless Team Relay**
  - a. Athletes form teams and ride in a relay format with contactless passing from one rider to another.
- 5. Sprint Tournament**
  - a. Designated straight lines for riders (ie. 100m dash type format, no corners)
- 6. Fastest Lap**
- 7. Hill Climb Time Trial**
- 8. Skills Competition/Sessions**

Other considerations may be considered upon application to the OCA, however any format must follow the Ontario Government’s most up-to-date regulations regarding COVID-19.

Surveys done in 2020 revealed that the majority of riders are supportive of events without prizing, so providing immediate or in person results, podiums, or scheduling race times by category (vs distance) really are not necessary in the above formats.

For events larger than that allowed by the Ontario Government for a public gathering, different “sessions” will be required to accommodate the number of registrants and abide by Provincial gathering regulations. These sessions must be separate and distinct from each other.

Regardless of format chosen, ALL riders, officials and volunteers at the start line should be wearing a mask. Riders may remove their face mask at the 15 second warning from the starter.

#### **What does all this mean?**

If the Government has a maximum allowance of 50 participants for a public gathering, there will need to be multiple “sessions” to accommodate a larger number of registrants (see below example).



Example Schedule:

**Example – Max 50 per Session (Total 100)**

<b>Session 1 (C, D and E Riders)</b>		
<b>Time</b>	<b>Item</b>	<b>Notes</b>
8:00 – 8:45	Sign-in/# Pickup/COVID-19 Screening	Riders must complete this process to be eligible to participate
8:30 – 11:00	Skills Course Open	One at a time, athletes challenge the skills/obstacle course during the day
8:45 – 9:40	Session 1 ITT Riders Line-Up	Physical distanced start lineup with markings required
9:00 – 10:30	Individual Start Time Trial	60 second start gap, fastest riders first
10:30 – 11:00	Break	
11:00 – 12:00	Sprint Tournament Competition	2-4 athletes line up with spacing Tournament style “knockout rounds”
12:00 – 1:00	Session Break	Allows time for last of Session 1 riders to empty and Session 2 riders to arrive
<b>Session 2 (A and B Riders)</b>		
1:00 – 1:45	Sign-in/# Pickup/COVID-19 Screening	Riders must complete this process to be eligible to participate.
1:30 – 4:00	Skills Course Open	One at a time, athletes challenge the skills/obstacle course during the day
1:45 – 2:40	Session 1 ITT Riders Line-Up	Physical distanced start lineup with markings required
2:00 – 3:30	Individual Start Time Trial	60 second start gap, fastest riders first
3:30 – 4:00	Break	
4:00 – 5:00	Sprint Tournament Competition	2-4 athletes line up with spacing Tournament style “knockout rounds”

## 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 participants MUST have completed the OCA minor waiver also acknowledging the risks of COVID-19. These should be built into the registration process to ensure both are captured prior to the event day.

### Day of

1. All event participants (including organizers, volunteers, exhibitors, coaches, competitors and spectators) must be pre-screened for COVID-19, with a screening questionnaire/declaration needing to be completed, prior to attending the event.



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- a. The screening questionnaire should be available online so that registration/volunteers can confirm that it has been completed for the individual with no contact or writing utensil required.
2. Registration/sign-in must be setup on site to ensure proper physical distancing. An outdoor covered area is recommended unless weather is an issue.
3. All event participants including competitors, spectators, volunteers, organizers, parents, etc. will be required to wear a mask, except when racing. Scarfs and buffs are not sufficient! (SIGNAGE SHOULD BE POSTED INDICATING THIS REQUIREMENT)
  - a. Organizers have the right to refuse entry to any participant/spectator not following event protocols
4. Riders registering for a Youth Road Development Series event will receive a number for the “season” that can be used at any series event.
  - a. Riders will still be required to register for each event and “sign/check-in” at each event, but will not need a new number each time.
  - b. Lost numbers can be replaced at a cost of \$10.

### MEMBERSHIP REQUIREMENTS

For all 2021 Youth Road Development Series events, registration will be open to both 2021 UCI Race License and 2021 OCA Citizen Permit holders with a valid race category on their card.

In addition, organizers of Ontario Youth Road Development Series events will have the option to offer non-member permits as part of their event should they choose. This must be done via online registration only. Please contact the OCA for more details should you be interested. An insurance premium will apply.

We encourage organizers to reach out to local area cycling clubs to encourage participation in their events and the OCA will help in marketing the event through its website and social media channels.

### 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. In addition, organizers are strongly encouraged to provide barrier-free washrooms.

Organizers will need to contact their local Public Health Unit Office for guidelines on 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 events will be required to have signage in regards to physical distancing, washing/disinfecting hands, and the mandatory wearing of masks at all times for spectators, event staff and participants when not actively racing.

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

Registration/Sign-in and Start/Finish areas shall be in a covered area, within a short walking distance of each other. There should still be enough air-flow to ensure this is not a fully enclosed space and to limit any potential virus transmission. Individuals at these locations must be physically distanced (min 2m) and wear masks. Registration should be equipped with multiple tables to ensure physical distancing can be kept. Ground markers/indicators for staff and participants on where to stand (physically distanced) should be strongly considered (and are mandatory for indoor registration), in addition to any other signage required (including mandatory mask wearing).

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

1. The Start should have marked off spots for each rider to stage that provides the minimum physical distancing requirement of 2m.
  - a. Organizers may want to consider doing this on the side of the road or grass (if applicable) to be given more space.
2. Riders should be seeded on the start list in order of presumed fastest rider with pre-arranged starting times.



- a. The “Staging 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.
3. The Start/Finish area must be controlled at all times. Depending on the venue, this may require metal connecting barriers. In addition, on roadways, ALL course crossings should have a designated volunteer/police presence at all times, as well as at any turnaround point.
4. If doing an out and back course, organizers must have either a Commissaire or volunteer at the midway point recording which riders made the turnaround.
5. For the 2021 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 congregating area. Due to changes in scheduling and restrictions, riders from the same category may ride within the same session but not necessarily in succession. All riders within a category should race within the same session however.

### **SPECTATORS**

Organizers are encouraged to limit spectators as much as possible unless they have the capacity to accommodate these individuals safely AND the local public health unit permits as such. A reminder that Ontario Government regulations dictate how many spectators can attend a sporting activity at an outdoor facility. Spectators are required to complete a COVID-19 Screening Form and must physically distance. Organizers may limit spectators to none should they choose.

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.

For events with spectators, spectator areas should also be designated and individuals reminded to physically distance at all times from other spectators and event participants.

### **PRIZING AND PODIUM PROTOCOLS**

During the COVID-19 Pandemic, organizers are encouraged to forgo podium presentations to avoid people congregating. A survey of members last fall indicated an overwhelming majority are in favor of no prizing to help save costs to organizers and to limit close gatherings. Organizers may offer virtual prizing if they so choose.

Any organizer looking to have awards and a podium presentation will need to demonstrate stringent podium protocols (including sanitization and physical distancing).



### **VOLUNTEERS, STAFF AND SUPPLIERS**

All on-site volunteers, staff and suppliers will be required to complete the Event Pre-Screening. Volunteers, staff, non-active participants and suppliers will also wear a mask throughout the duration of their stay at the event location.

Each event should designate an individual to be in charge of COVID-19 matters, including ensuring protocols are being followed, signage is posted in high visibility areas, etc. Some health and safety businesses do offer this service for events.





## Sanctioned Event Fees

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

- Event Permit (Waived for 2021 season)
- Insurance Coverage
- Event Levies (See 2021 special pricing)

2021 Youth Road Development Series Fees	
<b>Event Permit Fee</b>	No Charge
<b>Levies* ❶</b> <i>(\$50 Non-refundable deposit required)</i>	\$1. <sup>00</sup> + HST per registered entrant
<b>Non-Member Permit</b>	Please contact OCA office
<b>Insurance</b>	Please contact OCA office

## Levy Notes

\*Based on published start lists for races and registered entrants for all other events

(1) Per unique entrant      (2) To be quoted > 500 entrants      (3) Total number of entrants

❶ Levies will be invoiced following the event. Organizers to provide final registrant numbers within 3-5 business days following their event. Event cancellations due to Government imposed COVID-19 shutdowns will have their levy deposit credited.

## Event Permit Fees

For the 2021 season, event permit fees will not be charged to Youth Road Development Organizers. The Event Organizer will be required to submit an Event Permit Application and Technical Guide for each event.

## Levies

Unless otherwise stated, a fee of \$1.<sup>00</sup> + HST per event registrant (DNS and DNF included) must be paid to the OCA. Organizers are expected to follow up with the OCA post-event, within five (5) business days, to report final participant numbers and levies owing. For 2021, a \$50 non-refundable levy deposit will be required prior to the event. Events cancelled as a result of a Government imposed shutdown due to COVID-19 will have their levy fee deposit refunded.



### 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. For the 2021 season, all Youth Road Development Series events will have insurance fees covered by the Ontario Cycling Association. Organizers looking to have non-members at their 2021 Youth Road Development Series event should contact the OCA office. ***An additional premium for this will apply, and that will be the responsibility of the Organizer.***

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 (e.g. municipality, landowner, etc.). We will not list those that are providing services as that should be covered under their own liability policy (e.g. 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 and will be sent out as part of the Event Organizer's package.

Organizers are permitted to secure their own insurance for an event, as long as there is \$10 million comprehensive general liability 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

Insurance fees are non-refundable and non-transferable. For the 2021 season, levy fee deposits will only be credited should the event be cancelled as a direct result of a Government imposed shutdown due to COVID-19.

Organizers are strongly encouraged to have their own refund/cancellation policy posted.

### Refundable Registration - NEW

CCN Bikes/Interpodia is working to develop a system where individual participants can register and purchase "upgraded refund terms" as a form of registration protection. This small additional fee will help ensure that if participants are unable to attend an event, for various reasons listed at the link below, their registration fees will be compensated by CCN Bikes. <https://interpodia.com/new-feature-refundable-registrations-enabled-to-improve-purchaser-confidence/>



## General Guidelines

### Organizers

- All race Organizers must be currently 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

CCN Bikes is the OCA's preferred provider of online registration services. All sanctioned events must use CCN bikes to administer their event registration, unless otherwise approved by the OCA office. It is the responsibility of the Organizer to setup the online registration, ensure all online waivers are attached 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 following has been submitted AND approved:
  - 2021 COVID-19 Event Protocol Statement (*Prior to Preliminary Calendar Announcement*)
  - Signed Organizer Contract Agreement (*Prior to posting on Official Calendar*)
  - Signed Sanctioning Policy (*Prior to posting on Official Calendar*)
  - Completed Event Permit Application (*Prior to posting on Official Calendar*)
  - Completed Technical Guide
  - Completed COVID-19 Safety Plan
  - Completed Emergency Action Plan
- OCA shall be given access to CCN registration to review prior to going live and to monitor licensing issues
- Registration must close on the Thursday prior to the race at midnight unless otherwise agreed to
- All rider must sign an OCA waiver. In an effort to streamline waiver capture, **waivers can be built into the registration system** for riders to sign off on

All event waivers and registration must be completed online. Participants who have missing signed waivers will be contacted in advance to complete before the event. The Organizer is responsible for forwarding to the OCA scanned PDF copies of those waivers. CCN Bikes has the capability to imbed the waiver as part of the registration process for participants to sign electronically.



### Rowan's Law:

Ontario's new Rowan's Law is in effect at all OCA sanctioned events in the Province of Ontario. For more information visit <https://www.ontario.ca/page/rowans-law-concussion-safety>.

Organizers should be aware of all requirements under the legislation including having athletes under age 26 agree to a concussion code of conduct as part of registration.

[Example Concussion Code of Conduct \(Word\)](#)

[Example Concussion Code of Conduct \(PDF\)](#)

### Technical Guide

Technical Guides associated with the event must be submitted for approval and review by the OCA and Chief Commissaire, no later than 90 days before the event date and published upon approval, a minimum of 60 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 to include the following:

- OCA and/or OCA TT Series related logo (if applicable). Should also be posted on event website/registration page
- Category race information (start time, distance, licensing chart)
- Registration Information
  - Pre-Registration (website, opening and closing dates, cost)
  - Event Day (sign-in 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
- Safety and emergency action plans and information
  - COVID-19 event specific protocols (mask rules, gathering limits, registration information, start/finish setup, instructions for spectators, etc.)
  - Direction to the nearest hospital(s)
  - Person or company responsible for First Aid
- Prize list and protocol (*if applicable*)
- Refund/Cancellation Policy

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
- COVID-19 Safety Plan

### COVID-19

See COVID-19 Preamble at beginning of document for information on event formats and requirements of Event Organizers for the 2021 season.

### Format

A 2021 Youth Road Development Series event shall be comprised of a minimum of two events that allow for Government imposed physical distancing rules. Non-traditional events may be considered upon review by the OCA. Suggested events include:

- Individual Time Trial
- Two Up Time Trial
- Individual Start - Tournament Style
- Contactless Team Relay
- Sprint Tournament
- Fastest Lap
- Hill Climb Time Trial
- Skills Competition/Session

### Entry Fees

In an effort to keep the barrier of entry as low as possible, there is an entry fee cap in place for all Youth Road Development Series events.

The maximum entry fee shall be \$35.<sup>00</sup> + HST and CCN administration fees.

### Licensing Requirements

All participants shall possess an OCA citizen permit or a UCI license with the opportunity for new youth to sample the racing in a “try-it” fashion with a non-member permit (pre-reg entries only). Participants must be between 9 and 18 years of age as of December 31<sup>st</sup> 2021.

At the OCA’s discretion, and in agreement with the Organizer on the terms, Non-Member Permits may be available for the Youth Road Development Series in the “Try-It” categories only. Non-Member Permits may only be sold during pre-registration only (not available onsite) at a cost of:

- \$10.00 for Youth (U19)

Riders are only eligible to purchase 1 Non-Member Permit for the season. After the Non-Member



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Permit is purchased, a Citizen Permit or UCI Race Licence will be required to participate in future events. The OCA will be closely monitoring the number of Non-Member Permits issued per rider.

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
Try-it A	X	X	X
Try-it B	X	X	X
Out of province riders must have a UCI license.			

### Categories

CATEGORY	ROLLOUT	SUGGESTED SEEDING	TIME TRIAL DISTANCE
A Grade	7.12m	U19 Female – finishing in the Ontario Cup Series U19 Male – finishing in the Ontario Cup Series U17 Male – top 5 in the YRDS	10-15 KM
B Grade	7.12m	U19 Female – top 5 in the YRDS U19 Female – mid pack in the Ontario Cup Series U17 Female – top 5 in the YRDS U17 Male – finishing in the pack U15 Male – top 5 in the YRDS <b>New U19 Males</b>	6-10 KM
C Grade	7.12m	U17 Female – finishing in the pack U15 Female – top 5 in the YRDS U15 Male – finishing in the pack U13 Male – top 5 in the YRDS <b>New U19 Females + New U17 Males</b>	4-6 KM
D Grade	7.12m	U13 – finishing in the pack U11 – top 5 in the YRDS <b>New U17 and U15 Females + New U15 Males</b>	2-4 KM
E Grade	7.12m	U11 & U13 athletes who consistently finish in the YRDS <b>New U13 &amp; U11 Athletes</b>	1-2 KM
Try-it A	None	New to Road but coming from a different cycling discipline (MTB, Track, CX, BMX) Recommended Ages: 12-16	4-6 KM



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Try-it B	None	New to cycling as a competitive sport Recommended Ages: 9-12	1-2 KM
Distances are suggested and may be adapted to individual courses. Organizers are encouraged to consider offering Para categories at their events. Please contact the OCA office for more information.			

### Gearing

Athletes in all grades (with the exception of the Try-It categories) will be rolled out at 7.12m. 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. Aero bars and wheels are not 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.

### Officials

The competition shall be under the control of a currently licensed commissaire as assigned by the OCA. Two (2) 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.

### Course Design

The competition shall only be held on circuits that are closed to traffic while participants are racing. The 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 and adequate toilet facilities shall be present for competitors at all times.



### Toilets

Toilets must be available in quantities appropriate to the number of participants. Consideration must be given to providing nearby access to toilets for officials located at the finish line. If a race includes para-athletes, appropriate and accessible washrooms must be included.

Organizers are encouraged to reach out to their local public health unit for information on how many toilets would be required for your event size along with sanitation requirements.

### 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 approved medical service provider 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 require the name (if possible to attain), bib number, wave of race, and suspected injuries.

### Accident/Incident Reports

Organizers are responsible for the timely completion of Sport Injury Report Forms. All reports must be submitted to the OCA, by the Organizers within 72 hours (3 days) of the completion of their event. Fillable PDF Sport Injury Report Forms can be found on the OCA website in the Events & Organizers, Forms & Literature section.

### Signage

Event sites must have adequate signage. This includes registration, facilities, and course signage including turnarounds. 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.

COVID-19 Health and Safety Signage regarding mandatory facemask areas, physical distancing, etc. will be required.

### Public Address System

A public address system is required for all events for 2021. The public address system should be used for all rider/race announcements as well as during the awards presentation/ceremony. This can be through the use of a microphone and PA system and/or loud haler.





**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 area to answer race questions. This person should be clearly identifiable at all times.

### Communications

OCA shall provide on a best efforts basis, appropriately licensed, 2-Way VHF radios for race management at Youth Road Development Series. The radios have multiple channels and should be distributed accordingly. Radios for OCA staff, Commissaires, First Aid and Event Organizer. Organizers are responsible for any other radio requirements at the event (e.g. race operations of the Organizer). A frequency chart can be made available upon request.

Radios may not function well in all circumstances - hills, long distances, and other interfering devices can make communication difficult at times. A backup plan using cell phones should be in place, for events covering long distances.

### Timing & Results

All events in 2021 are to be appropriately timed, providing a result for each participant. Timers must be approved by the OCA in advance. All results should be forwarded to the Ontario Cycling Association within 24 hours of the completion of the event so that they can be listed on the Results page of the OCA website. Results must be in either Excel, PDF or html format, sorted by category, with the following items displayed:

- Placing
- Rider's Bib #
- Rider's Ontario Ability Category
- Rider's First and Last Name
- Rider's Club/Team Name
- Rider's Time

### 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/>

### Awards / Prizes

**Cash prizing is not permitted.**

Youth Road Development Series events are based around fun and participation. Any podium, prizing or medal distribution is at the discretion of the organizer.

**NOTE FOR 2021:** Organizers may forgo prizing or podiums during the 2021 season to limit costs and risk of COVID-19 transmission.

Any handing out of prizes/medals or execution of podium presentations must be done following COVID-19 physical distancing, mask wearing, and sanitization rules.

Any event choosing to offer podiums must follow proper Youth Road Development Series podium protocols. Riders should wear their competition jersey/kit for the presentation. Hats and sunglasses should not be worn during the podium presentation.

### Post-Event Reporting

Organizers are required to provide the following within 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. Injuries/accident reports
3. Completed waivers (online collection within the registration system)

Failure to comply will result in additional mandatory fees:

- \$50 if past the 5 business days, and before 30 days after the event.
- \$100 if within 31-60 days after the event.
- \$150 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.

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