



Ontario Cycling Association

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

2020 Road Event Permit Application

STEP 1 – EVENT INFORMATION

General Information

Event Name: _____

Event Location: _____

Event Date: _____

Organizer Contact for OCA Information

Contact is accountable for the event operation and will act as the liaison between the OCA and event.

Club Name/Organization (if applicable)		OCA License Number (must hold a UCI license)	
<input type="text"/>		<input type="text"/>	
Contact Person	E-Mail Address		
<input type="text"/>	<input type="text"/>		
Street	City, Province	Postal Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mobile Telephone	Work Telephone	Home Telephone Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Social Media Event Information

Achieve greater exposure and reach in the marketing of your events, by allowing us to tag your event in the OCA social media posts when advertising your events.

Facebook Handle/Username:

Twitter Handle/Username:

Instagram Handle/Username:

Event Hashtag:



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STEP 2 - SANCTION

Event Fees

Category	Code	Calendar Fee (plus HST)	Levy* (plus HST)
Weekly Series	WS	\$ 130.00	\$ 3.00 ⁽¹⁾
Citizen	C	\$ 118.00	\$ 3.00
Cycle For All	CFA	\$ 118.00	\$ 3.00 ⁽²⁾
Regional	R	\$ 130.00	\$ 3.00
Ontario Cup (Road or Criterium)	O	\$ 235.00	\$ 3.00
Provincial Championship	P	\$ 235.00	\$ 3.00
National	N	\$118.00	\$ 1.00

Categories Permitted per Event

Event	Categories Permitted
Road Race	C-R-O-P
Criterium	WS-R-O-P
Time Trial	R-O-P
Hill Climb	O-P
Stage Race	O-P
12/24 Hour Events	CFA

Event (continued)	Categories Permitted
Enduro/Marathon	C
Gravel Grinder	CFA
Grand Fondo	CFA
Tour	CFA
Charity	CFA
National	N (as per CC sanction)

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

* Levies will be invoiced following the event. Organizers to provide final registrant numbers within 3-5 business days following their event.

Total Sanction Fee

Requested Sanction	Fee (\$)	Total (\$)
WS	\$ 130.00	Subtotal
C	\$ 118.00	
CFA	\$ 118.00	Tax (13%)
R	\$130.00	
O	\$ 235.00	TOTAL
P	\$ 235.00	
N	\$ 118.00	



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Regional / Ontario Cup Events

Categories*	Distance (km)	Early Bird (\$)	Registration Entry Fee (\$)	Start Time
Elite (Senior) 4 Men				
Elite (Senior) 3 Men				
Elite (Senior) 1,2 Men				
Master 1 Men				
Master 2 Men				
Master 3 Men				
Master A Women (30-39 years)				
Master B Women (40+ years)				
Elite (Senior) 3 Women				
Elite (Senior) 1,2 Women				
Sportif				

Please note any specific registration information below: *(i.e. all riders under 23 are \$20):*



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Road Provincial Championships Events

Categories*	Distance (km)	Early Bird (\$)	Registration Entry Fee (\$)	Start Time
Master C Men				
Master D Men				
U19 Women				
Master A Women (30-39 years)				
Master B Women (40+ years)				
U19 Men				
Master B Men				
Elite (Senior) Women				
U23 Women				
U23 Men				
Elite (Senior) Men				
Master A Men				

Please note any specific registration information below: *(i.e. all riders under 23 are \$20):*



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criterium Provincial Championships Events

Categories*	Distance (km)	Early Bird (\$)	Registration Entry Fee (\$)	Start Time
Master C Men				
Master D Men				
U19 Men				
U19 Women				
Master A Women (30-39 years)				
Master B Women (40+ years)				
Elite (Senior) Women / U23 Women				
Master B Men				
Master A Men				
Elite (Senior) Men / U23 Men				

Please note any specific registration information below: *(i.e. all riders under 23 are \$20):*



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Event Layout

Course Length:	KM			
Course Terrain:	Flat	Rolling Hills	At Least One Difficult Hill	Very Hilly
Land / Road Permission Letter Included:	Yes	No		
Ambulance Stationed On-Site:	Yes	No		
Number of Marshals Stationed Along Course:				
Number of Two-Way Radios Supplied for staff & commissaires:				
Will the course be marked to UCI / CC / OCA rules?	Yes	No		
P.A. System & Announcer On-Site:	Yes	No		
Will there be communication boards (i.e. result boards) within 100ft of Start/Finish?	Yes	No		
How many toilets will be available?				
Associated Events / Festivals:				
Additional Facilities at Venue:				

Registration & Promotion

Registration will be available:	CCN Online	At Event		
Event Day registration will take place:	Inside	Outside	Under Tent	Other:
How will the race information and results be published?	Onsite Results Board	OCA Website	Social Media	Other:
Estimated Total Prizes (assuming minimum of 200 riders total):	Cash:	Merchandise:		



Results

Finish Line platform or shelter provided for Officials:	Yes	No	
Finish Line Equipment/Results Collection:	Manual	Video Camera	Other:
Awards Presentation Area:			
3-Place Podium on-site?	Yes	No	
Backdrop?	Yes	No	

STEP 4 – TRAFFIC MANAGEMENT PLAN

Traffic Management Plans

REQUIREMENT:

Any time the race route crosses a controlled part of the road (stop sign, signals, railroad, etc.), a Traffic Management Plan (TMP) must be included for those locations. If the event restricts access to any or all lanes of a roadway, in either direction, to public vehicles or pedestrians, the organizer must complete a TMP for the entire course.

Intersection Traffic Management Plan

This diagram must include the following:

- Layout of intersection
- Placement of police
- Placement of marshals
- All signage and cones
- Distances between all items
- Direction of race flow

Race Route Restriction

If the event has permission to close the side of the road that you are running your race on, in addition to the proper intersection TMPs, the Organizer must include a plan for detours and local resident access.

Race Route Restriction

If the entire road is to be closed (even if it's just for a portion of the route), in addition to the above items, the Organizer must include TMPs for every road that could enter the course, regardless if the race direction has the right of away. In addition, resident access plans must be included, with detail on how the residents are to get in and out of their homes.

Crowd Control

If any part of your course is closed to a significant volume of pedestrians, the Organizer must provide a TMP for them as well. (Example: Downtown Criteriums).

Format

Please provide the above plans in a Word or a PDF document.



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STEP 5 – TECHNICAL GUIDE

Organizers are required to provide a Technical Guide to the OCA with the Event Permit Application (this document) for review for the following sanctioned events: Ontario Cup Road Series, Ontario Cup Criterium Series, Regional, Provincial Championship, and others upon request.

Technical guides are due to the OCA 60 days prior to your event for approval by the OCA and Chief Commissaire, and published upon approval a minimum of 45 days before the event.

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.

Will a Technical Guide be published for this event? Yes No

Note: An OCA approved technical guide must be available to riders 45 days in advance of the event.

Criteria

Technical Guide must include the following:

- OCA logo and series related logo (if applicable)
- Category race information (start time, distance)
- Registration information (where, how much, registration location, closing times, etc.)
- Race rules and regulations
- Course rules (bib placement, pre-riding)
- Course map to scale include course profile
- Direction to race location and parking location
- Rest facility locations
- Safety and emergency action plans
- Direction to the nearest hospital
- Prize list and podium protocol
- Accommodations

For further details, please refer to the technical guide template, available on the OCA Website:
<http://www.ontariocycling.org/forms/form-technical-guide-template/>

Format

Please provide the event technical guide in either Word, or a PDF document.



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STEP 6 – COURSE MAP

REQUIREMENT:

The Organizer is required to provide a detailed map of the entire intended race course.

Criteria

This map must include the following items:

- Line indicating the race path and direction
- All streets that cross the course
- Location of start and finish
- Route elevation
- Address of your event location within Ontario
- Marshal locations (if applicable)

Format

Please provide the course map in either jpeg, png, or in a PDF document.

STEP 7 – DETAILED START/FINISH DIAGRAM(S)

REQUIREMENT:

The Organizer is required to provide a close up of the start and finish areas, as well as the location of the adjacent race facilities.

Criteria

This document must include the following items:

- Finish Stage
- Barriers
- First Aid Station
- Timing Area
- Closest Washrooms
- Corralling Area (if necessary)
- Registration
- Results Board (if applicable)
- Podium
- Parking
- Caravan Staging Area (if necessary)

Format

Please provide the course map in either jpeg, png, or in a PDF document.



STEP 8 – STAFFING PLAN

REQUIREMENT:

The Organizer is required to provide a list of your intended staffing plan.

Criteria

Please list the staff members the event will require in order to operate efficiently.

For major roles, please include the title and name of the person, if known.

Examples: Registration Manager, Equipment Manager, Protocol Manager, etc.

For minor roles, please include the title and the expected number of people in that position.

Examples, course marshals, registration staff, runners, etc.

Format

Please provide the course map in a Word or a PDF document.

STEP 9 – EMERGENCY ACTION PLAN

REQUIREMENT:

The Organizer is required to provide a detailed plan for dealing with emergency situations.

Criteria

Please create an Emergency Action Plan (EAP) which includes the following:

- Location of nearest hospitals
- On-site first aid plan
- Protocol for managing injuries and accidents
- Critical path for dealing with injuries and accidents
- Lightning – OCA Policy

Format

Please provide your Emergency Action Plan as a Word or PDF document or complete the following EAP template form: <http://www.ontariocycling.org/forms/form-emergency-action-plan/>



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STEP 10 – INSURANCE

Insurance

Base cost for a certificate of Insurance is \$200.⁰⁰ including all taxes. There is no additional cost if participation is limited to OCA members.

Insurance for events with non-members is based on an estimate from the Organizer that will be reconciled after the event. A cost estimate will be prepared based on the number of non-members and a deposit or payment in full will be required. The Organizer will verify the number of actual non-members at the event, within 3-5 business days following the event.

Certificate of Insurance

If a certificate of insurance (COI) naming additional insureds is required, the application is due fifteen (15) business days in advance of the event.

In general, the names provided to be added as named insured should only be those that have specifically requested to be named (i.e. municipality, landowner, etc.). We will not list those that are providing services that should be covered under their own liability policy (i.e. sponsors, first aid, photography services, etc.). If you are in doubt and have any questions, please contact the OCA office.

Please ensure that the information provided is 100% accurate at time of submission. Additional charges may apply if the certificate requires multiple revisions.

Structures

All structures must be declared (i.e. stages, arches, and temporary bridges). We may require engineered drawings and not all structures will be approved. We require three (3) weeks notice to consider any structure.

Alcohol

If you have alcohol at your event you must either apply for a liquor endorsement at an additional cost or provide a certificate of insurance from the company, group, etc. providing and/or serving alcohol. If the facility is licensed and/or has a bar on-site, this needs to be declared.

We may require copies of special occasion permits and/or evidence of Smart Serve certificates. **Please refer to the insurance information regarding liquor liability coverage thin the 2020 Guidelines documents.**



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STEP 11 – ATTACHMENTS & AGREEMENT

The following documents must be submitted in order to consider your application complete:

- Signed Organizer Contract Agreement
- Signed Sanctioning Policy

- Event Permit Application (*this document*)
- Payment of Fees (*sanctioning/event permit fees*)
- Traffic Management Plan
- Tech Guide (*due upon request, or 60 days out from your event*)
- Course Map
- Start / Finish Close Up
- Staffing Plan
- Emergency Action Plans
- Commercial Event Insurance Application
- Liquor Liability Application (*if applicable*)

Organizer Acceptance of Above Agreement

I have read and fully understand the 2020 Road Guidelines and agree to follow the OCA standards.

Print Name

Authorized Signature of Organizer

Date (DD/MM/YY)

By signing this form, I hereby acknowledge that I, declare that the above information and attached documents are true and correct.