



# ONTARIO CYCLING ASSOCIATION

## MEMBERSHIP POLICY

### Purpose

1. The purpose of this Membership Policy is to ensure continued participation growth and development of cyclists in Ontario in a safe and organized environment by providing both affiliated clubs and registered individual and event members the rules and regulations regarding fees and terms and conditions of membership within the Ontario Cycling Association (OCA).

### Membership Categories

2. The OCA, as per its bylaws has the following categories of membership:
  - a) Individual Member;
  - b) Event Member;
  - c) Member Club;
  - d) Associate Member;
  - e) Associate Business Member; and
  - f) Honourary Member

### Description of Membership Categories

3. The Ontario Cycling Association defines each of the above mentioned membership categories as:
  - a) Individual Member – An Individual Member is an individual who has paid membership dues and who, if in good standing, has one (1) vote in the affairs of the Ontario Cycling Association and, subject to Section 3.6 of the OCA bylaws is eligible to be nominated for election or appointment as a Director.

*Common Membership Types: UCI Race Licence, UCI Staff/Technical Licence, General Membership*

- b) Event Member – An Event Member is an individual who has paid membership dues in order to participate in a specific event of the OCA and who has no vote standing.

*Common Membership Types: Citizen Permit*

- c) Member Club – A Member Club is a Club which has paid membership dues, which has as its own members at least five Individual Members, which has by-laws and policies that are consistent with those of the OCA, and which has one vote in the affairs of the OCA to be exercised by the Club's delegate.

*Common Membership Type: OCA Affiliated Club (Not-for-Profit Member Owned)*

- d) Associate Member – An Associate Member is an individual member of a Club who has paid membership dues, and who has no vote in the affairs of the OCA.

*Common Membership Type: Affiliate Club Membership*

- e) Associate Business Member – A business which supports the aims of the OCA, which has paid membership dues and which has no vote standing.

*Common Membership Type: OCA Private Team or Supporting Business*

- f) Honourary Member – Upon Nomination by the Board, the Members may by Special Resolution designate as an Honourary Member any individual or organization which has provided outstanding service to the OCA or to cycling in Ontario. Honourary Members pay no membership dues and are not permitted to vote.

## **Admission of Members**

4. No Individual, Club, team or business shall be admitted as a member of the OCA unless:
- a) The individual, Club, team or business has made a written application for membership in a manner prescribed by the Board.
  - b) The individual, Club, team or business has been approved as a Member by the Board or by an individual or committee delegated this authority by the Board;
  - c) The individual, Club, team or business has paid membership dues as determined by the Board.

## **Membership Process**

5. Each individual application for membership must be made in the following matter:
- a) For all Affiliate Club Memberships, Citizen Permits, UCI Licences (Race and Technical Included), and General Memberships:
    - a. Register using the OCA's online membership registration system through registration provider CCN Bikes.
    - b. Complete all current required fields as requested (ex. First and Last Name, Date of Birth, Email Address, Mailing Address, Phone Number, Gender Identity, Emergency Contact, choice of membership type, etc.)

- c. Agree to and sign/confirm acceptance of the CANADIAN CYCLING ASSOCIATION WAIVER, RELEASE and ASSUMPTION of RISK AGREEMENT. For all UCI Race Licences and other memberships as required, the UCI RACE LICENCE DECLARATION and CYCLING CANADA ANTI-DOPING RULE VIOLATION (ADRV) FINANCIAL CONSEQUENCES document must also be completed and submitted in full.
  - d. Agree to sign/confirm acceptance of the Concussion Safety Requirements (Ontario Government Concussion Awareness Resources and OCA Concussion Code of Conduct) to meet the requirements of Rowan's Law (If applicable to member).
  - e. Pay ALL membership dues.
6. Each Member Club application for affiliation/membership must be made in the following matter:
- a) For all Club Affiliations:
    - a. Register for affiliation/membership using the OCA's online club affiliation registration system through registration provider CCN Bikes.
    - b. Complete all current required fields as requested (cx. Club Name, Email, Club Contact Name, Club Contact Address, Choice of Affiliation type, Primary Club Interest, Coach Name, Board Member Information, Sponsor Information, etc.)
    - c. Provide required documents for affiliation including current season Risk Management Plan, Incorporation Paperwork or Notice of Change for Incorporated Clubs/Not for Profit Letter for Unincorporated Clubs, Bylaws, Current Season Jersey Design, Current Season Club Activities List, Club Required Policies, Club Ride Guidelines, etc.)
    - d. Agree to and sign/confirm acceptance of the ONTARIO CYCLING ASSOCIATION CLUB AFFILIATION DECLARATION.
    - e. Pay ALL membership dues.
7. Each Associate Business Member application for affiliation/membership must be made in the following matter:
- a) For all Private Team or Supporting Business Affiliations:
    - a. Register for affiliation/membership using the OCA's online Private Team/Supporting Business affiliation registration system through registration provider CCN Bikes.
    - b. Complete all current required fields as requested (cx. Team Name, Email, Team Contact Name, Team Contact Address, Choice of Affiliation type, Primary Team Interest, Coach Name, Manager Information, Sponsor Information).
    - c. Provide required documents for affiliation including current season Risk Management Plan, Letter of Team Ownership, Team Roster for Season, Current Season Jersey Design and Current Season Team Activities List.
    - d. Agree to and sign/confirm acceptance of the ONTARIO CYCLING ASSOCIATION TEAM AFFILIATION DECLARATION.
    - e. Pay ALL membership dues.

*Individual Member, Member Club or Associate Business Member applicants who have submitted an application for membership or affiliation will be contacted, in writing, should there be any outstanding items keeping the membership from being completed. It is the responsibility of the applicant to ensure all required items are submitted for membership consideration to be granted.*

## Membership Dues

8. Year – The membership year of the Ontario Cycling Association is January 01 – December 31. Memberships for the following season may be granted as early as November of the previous year however this is subject to approval by the OCA Board of Directors.
9. Dues – Membership dues for all categories of members shall be determined by the OCA Board of Directors.

## Withdrawal, Suspension and Termination of Membership

10. Resignation – A Member may resign from the OCA by giving written notice to the Board, except in cases where the Member is subject to a disciplinary investigation or proceeding of the OCA.
11. Arrears – A Member may be suspended from the OCA for failing to pay membership dues by the deadline date prescribed by the Board. Should membership dues remain unpaid for an additional thirty (30) days, the Member may be suspended or expelled from the OCA in accordance with the OCA's policies and procedures relating to discipline of Members.
12. Discipline – In addition to suspension or expulsion for failure to pay membership dues, a Member may be suspended or expelled from the OCA, or have other membership restrictions or sanctions imposed upon him or her, in accordance with the OCA's policies and procedures relating to discipline of Members.
13. Notice and Opportunity to be Heard - A Member shall be given at least fifteen (15) days' notice of, with reasons for, a proposed action under the above two points and shall be given an opportunity to be heard, orally or in writing, not less than five (5) days before the disciplinary action or termination of membership becomes effective, by the person with authority to impose or revoke the disciplinary action or termination.
14. Cease to Be a Member – Any Member which is not an individual shall cease to be a Member upon its dissolution or winding up of its affairs

## Good Standing

15. Discretionary – A member of the OCA shall, in the discretion of the Board of Directors, be deemed to not be in good standing in the event that:
  - a) The Member owes outstanding membership dues or other debts to the OCA;
  - b) The Member owes outstanding required items for membership including but not limited to:
    - a. Waivers, Declarations or other required paperwork for membership;
    - b. Acceptable headshot photos for memberships where one may be required; AND

- c. All required applicant information
  - c) The Member has failed to comply with any of the Articles, By-laws, policies, or rules of the OCA; or
  - d) Where the Member is a Club, the Member does not include at least five (5) Individual Members.
16. Non-Discretionary – A Member of the OCA shall be deemed not to be in good standing in the event that:
- a) The Member has ceased to be a Member; or
  - b) The Member has been suspended or expelled from Membership or had other membership restrictions or sanctions imposed on him or her.
17. Cease to be in Good Standing – Members who cease to be in good standing shall not be entitled to vote at meetings of members (including the Annual General Meeting) AND shall lose all other Member privileges until such time that the Board is satisfied that the Member is back in good standing. A Member who is not in good standing may not be a Director.

### **Membership Registration Refunds**

18. Membership refunds cannot be granted once a membership is issued.
19. For all membership categories, any requests for refund of membership prior to issuance must be remitted in writing to the OCA.
20. Refunds for membership will be at the sole discretion of either the OCA Chief Executive Officer or Membership Manager and will be based on the cost after all administrative and online registration provider charges have been deducted.

### **Transfer of Membership**

21. Memberships may not be transferred from one applicant to another nor from one season to the next.

### **Review and Approval**

22. This policy is reviewed annually.
23. This policy was approved by the OCA Board of Directors.
24. This policy went into effect on **December 21, 2017** and was last updated on December 18, 2020.

## Appendix A – Membership Prices Charts

### Individual Member

| Membership Type  | Application Age<br>(Age as of Dec 31, 2021) | Membership Fee |
|--|---|----------------|
| UCI Licence (Road, MTB,<br>Cyclocross)                             | Under 15                                    | \$105.00       |
|  | 15-16                                       | \$120.00       |
|  | 17-18                                       | \$155.00       |
|  | 19+   | \$176.00       |
| UCI Licence (Downhill Only)  | 13-16                                       | \$110.00       |
|  | 17+   | \$132.00       |
| UCI Licence (Track Only)   | Under 17                                    | \$86.00        |
|  | 17+   | \$113.00       |
| UCI Licence (BMX Only)   | Under 17                                    | \$86.00        |
|  | 17+   | \$118.00       |
| UCI Licence (Cyclocross Only)<br>Available starting in August Only | Under 17                                    | \$81.00        |
|  | 17+   | \$93.00        |
| UCI Licence (Para-cycling)   | Under 17                                    | \$89.00        |
|  | 17+   | \$111.00       |
| UCI Staff/Technical Licence  | 19+   | \$85.00        |
| OCA General Member (Non Riding)                                    | 19+   | \$75.00        |

For those wanting to add a Track or BMX Code to an existing UCI Licence, the fee is \$30.00 per code. Anyone requiring this after originally purchasing their licence should add this using the CCN Bikes Registration system.

*Note: UCI Technical Licence fee waived if purchasing a UCI Race Licence.*

### Event Member

| Membership Type           | Application Age<br>(Age as of Dec 31, 2021) | Membership Fee |
|---------------------------|---|----------------|
| Affiliate Club Membership | 19+   | \$46.00        |
| Citizen Permit            | Under 19                                    | \$40.00        |
|                           | 19+   | \$66.00        |

### Member Club

| <b>Club Type</b>                    | <b>Affiliation Fee (Prior to Jan 31)</b> | <b>Affiliation Fee (Feb 01 Onward)</b> |
|-------------------------------------|--|--|
| Not-For-Profit Member<br>Owned Club | \$225.00                                 | \$300.00                               |

### Associate Business Member

| <b>Business Team Type</b>                 | <b>Affiliation Fee (Prior to Jan 31)</b> | <b>Affiliation Fee (Feb 01 Onward)</b> |
|---|--|--|
| Supporting Business<br>(3 or Less Riders) | \$240.00                                 | \$315.00                               |
| Private Team (4+ Riders)                  | \$350.00                                 | \$425.00                               |