

**2023 OC MEMBER
CLUB INFORMATION
PACKAGE**



**ONTARIO
CYCLING**

always in motion

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What is an Ontario Cycling (OC) Member Club?

An OC Member Club is a Club whom, the Organization has issued a “Member Club” Membership to Ontario Cycling. To be eligible to be a Member Club, the Club must:

- a) Have a minimum of (5) members who are either Individual Members or Participant Members of Ontario Cycling;
- b) Be a corporation incorporated under the laws of Ontario or Canada;
- c) Have policies, procedures, and rules that are consistent with those of Ontario Cycling;
- d) Have a current membership which has not ceased as described in section 2.17 of Ontario Cycling’s bylaws which can lead to the Club being deemed a member not in good standing.

For more definitions on Individual Members, Participant Members or Ceasing to Be a Member, please consult the latest Ontario Cycling bylaws.

2023 Types of Clubs



Club Type	Public Club	Private Club
Definition	A Club operated by a member elected Board of Directors, run as an incorporated not-for-profit organization, which organizes cycling related activities for its members.	A Club that may be operated by a Board of Directors or an individual, which is an incorporated entity that has the ability to limit membership to those extended invites only, and organizes cycling related activities for its members.
Basic Requirements	<ul style="list-style-type: none"> • Open membership (i.e. Club is open to anyone to join) • Incorporated as a Non-Profit Organization • Has an elected Board of Directors (Min. 3) and holds an Annual Meeting for Club members • Has bylaws and policies in place to help guide operations • Follows proper financial reporting procedures as per the <i>Ontario Not For Profit Corporations Act</i> • Run all activities in accordance with the Club's OC approved Risk Management Plan (RMP) & Ride/Activity Guidelines • Each member must hold an OC membership: <ul style="list-style-type: none"> ○ Associate Club Membership (ACM) ○ Provincial Race License (PRL) ○ UCI License (Race or Technical) (UCI) 	<ul style="list-style-type: none"> • Incorporated with the Ontario Government or Government of Canada • Has policies in place to guide operations • Run all activities in accordance with the Club's OC approved Risk Management Plan (RMP) & Ride/Activity Guidelines • Each member must hold an OC membership: <ul style="list-style-type: none"> ○ Associate Club Membership (ACM) ○ Provincial Race License (PRL) ○ UCI License (Race or Technical) (UCI)
Club Policies & Regulations** <i>Required within 12 months of original Club Registration and applies to all levels of club membership</i>	<p style="text-align: center;">Concussion Policy Concussion Code of Conduct <i>(Required to be compliant with Rowan's Law Legislation)</i> Member Code of Conduct Parental Code of Conduct Discipline and Complaints Policy Privacy Policy Membership Policy Financial Policy Fundraising Policy Safe Sport Policy</p>	
Registration Price	<p style="text-align: center;"><u>Early Bird Price (Until Jan 31)</u> \$275.00 <u>Feb 01 and later</u> \$350.00</p> <p><i>\$50.00 rebate for Clubs not registered with OC within the last 4 years.</i></p>	<p style="text-align: center;"><u>Early Bird Price (Until Jan 31)</u> \$350.00 <u>Feb 01 and later</u> \$425.00</p> <p><i>\$50.00 rebate for Clubs not registered with OC within the last 4 years.</i></p>
Registration Expiration	December 31, 2023	

** OC can provide templates to any policies which your club does not have

Don't meet the above definitions? Have questions or concerns? Please contact the OC Office.

What Value Do We Get in Being an OC Registered Club?

Insurance Protection Coverage

1. Access to OC General Liability Insurance Coverage for Clubs and its Activities

Registered Clubs have access to General Liability Insurance (10M) for their OC-sanctioned activities.

2. OC Member Access to General Liability Insurance & Sport Accident Coverage for Sanctioned Club Activities and Provincial, National and International Events

All OC memberships provide members access to Cycling Canada's General Liability (10M) and Sport Accident Coverage Program during sanctioned activities and events.

3. Access to Preferred Rates on Directors & Officers Insurance Coverage

Clubs will have the ability to purchase Directors & Officers Insurance Coverage from Cycling Canada's insurance provider Gallagher Insurance at a preferred rate. (*Cost based on annual revenue and amount of coverage*)

Marketing and Exposure

1. Exposure on OC Website Club Directory

Registered Clubs will have a public profile listing on the Ontario Cycling website.

2. Club Acknowledgement on Memberships and Results

OC registered Clubs are listed on OC memberships and in results for sanctioned events.

3. Customized Club Jersey Use

Clubs will be able to have their own custom jersey worn during Club activities & sanctioned events (subject to OC approval).

4. Ability to Host up to 10 FREE Pre-Scheduled Club Try-out Opportunities for Non-OC Members

As part of OC's Club Try-out program, Clubs may host up to 10 pre-

scheduled Try-out activities for non-OC members looking to experience the Club prior to joining.

5. Flexibility to have Non-Members Participate in Other Non-Competitive Club Activities

NEW FOR 2023!!! Outside of the above-mentioned Club Try-out opportunities, Clubs can now allow non-members, registered under a \$15.00 "OC Club Day Pass", to participate in a non-competitive sanctioned Club activity. (Max. 3 passes per person)

Club Development and Knowledge Sharing

1. Access to Best in Practice Club Policies and Bylaw Templates Free of Charge.

OC Clubs have access to organization governance templates including policies, bylaws, risk management techniques and Ride Guidelines. All resources are drafted with external legal expertise and consultation.

2. Access to Exclusive OC Member Club Webinar Education Opportunities

Registered Clubs have access to OC organized webinars with outside experts in a variety of topics and issues.

3. Access to OC Club Chat Series

The Club Chat is hosted by the Club Relations & Membership Manager and President & CEO of Ontario Cycling and Includes networking and knowledge sharing opportunities with other Clubs and invited OC staff.

4. Professional Sport Management Staff

Registered Clubs have access to OC Professional Staff to help guide the Club with items like programming, marketing, insurance, event organization, governance, funding, advocacy, Safe Sport, discipline/complaints and more.

5. Access to OC Ride Leader Training and Coaching Courses

OC Clubs are eligible to have members attend virtual OC Ride Leader Training or Coaching Courses. Clubs interested in hosting one of these courses in-person or learning more should contact the OC office.

Club Input and Feedback

1. Voting Rights at the OC Annual General Meeting

Clubs with a minimum of five Individual Members (as per the OC bylaws & Membership Policy) are eligible for one vote on behalf of the Club at the OC Annual Meeting.

2. Club Advisory Committee Representation

OC Clubs are represented by an Advisory Committee, which will work in partnership with OC Management to ensure Clubs are heard and involved in impactful change in the province.

OC Member Discount Program

1. Member Access to Discounts with OC Member Benefit Partners

All OC Members receive access to preferred member pricing and discounts with any of the OC's Member Benefit Partners.

Affiliation with National Cycling Federation (Cycling Canada)

1. Affiliation with Cycling Canada – Canada's National Sport Organization for Cycling

All OC members and Clubs are automatically granted affiliated member status with Cycling Canada and receive access to Cycling Canada's member benefit partners.

Registration Requirements

Incorporation Documents (Original Application or Updated Forms)

*Why should I incorporate my Club? - **PROTECTION!***

Simply put, if your organization is involved in a legal claim and is not incorporated, each member could be named in the action, potentially leading to financial & reputational repercussions. This means individual members would all have to share in legal expenses and any judgement made, and individual assets would be at risk since the Club is not recognized as a corporation with individual protection.

Other advantages of incorporating? Ensuring the continuity of the organization as membership changes and having the ability to own property or borrow money in the Club's name. Incorporated clubs also have the ability to apply for grants and bursaries which can provide valued funds for programming and development.

Starting in 2023!!! All OC Member Clubs **must** be incorporated under the laws of Ontario or Canada and provide a copy of their approved incorporation application (in full). OC will work with Clubs to help get them incorporated and will grant a grace period to get incorporated.

- a. **How to Incorporate a Not-For-Profit Corporation in Ontario**
 - i. **Full Instructions (PDF)**
- b. **Government of Ontario Application for Incorporation of a Corporation without Share Capital**
- c. **Government of Canada Incorporation Documents & Information**

If your full incorporation paperwork is on file with the OC, a copy of the Club's latest Initial Return/Notice of Change (FORM 1) is required with affiliation.

- a. **Instructions for Completing an Ontario Corporation Initial Return/Notice of Change/Annual Return**
 - i. **Initial Return/Notice of Change/Annual – Form 1**
 - b. **NOTICE – Corporation Information Act – Filing an Annual Return**
 - c. **Corporations Canada Information**
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Risk Management Plan (RMP)

To be submitted with annual Club Registration

- A Risk Management Plan addresses how the Club will attempt to limit risk to the Club and members when running an activity.
- It also may address specific risks and the process for how these are handled (Risk Registry). It may also include an Emergency Action Plan on how to deal with an incident.
- Any Club or Team hosting organized activities is required to have a Risk Management Plan in place.
- The RMP must be submitted for OC approval at the beginning of each season and should be available to all Club Members.

Ride/Activity Guidelines

To be submitted with annual Club Registration

- Clubs and Teams should submit a Ride/Activity Guidelines document laying out how their activity is run.
- This document is made available to members so they are aware in advance of how the activity will be run, and what is expected of them.
- It often includes sections on communication, how to ride in a group, ride leader responsibilities, and more.

Club Ride/Activity Guideline Examples

**COLLINGWOOD
CYCLING CLUB**

**DARK HORSE FLYERS
CYCLING CLUB**

**RAILWAY CITY
CYCLING CLUB**

Policies & Guidelines

To be confirmed at time of Club Registration, Updated as required

- Strong corporate governance is important to running a successful club
- Ontario Cycling registered Clubs are strongly encouraged to have policies in place that limit risk to the Club and guide how it operates
- Clubs are strongly encouraged to have members review and agree to follow the Club's policies and bylaws to ensure they are aware of what is expected of them and how the Club deals with various situations. If you run a

competitive team, we strongly encourage you to have a competitive contract with your athletes.

- Below are policies and regulations that Clubs are strongly encouraged to have in place (and will be required to have in place within 12 months of OC Member Club registration). If your club does not have these policies, Ontario Cycling will provide the templates to you with staff support in understanding the policy applications and any adjustments which may need to be made based on the structure of your club.

<p>Club Policies & Regulations** <i>Required within 12 months of original Club Registration and applies to all levels of club membership</i></p> <p><i>** OC can provide templates to any policies which your club does not have</i></p>	<p>Concussion Policy Concussion Code of Conduct <i>*(Required to be compliant with Rowan's Law Legislation)</i></p> <p>Member Code of Conduct Parental Code of Conduct Discipline and Complaints Policy Privacy Policy Membership Policy Financial Policy Fundraising Policy Safe Sport Policy</p>	<p>Screening Policy *(Mandatory if club has youth and/or para activities)</p> <p>Screening Disclosure Document Annual Offense Declaration Person in Authority Guidelines Athlete Protection Guidelines Accessibility Policy Social Media Policy & Guidelines Appeals Policy & Process Conflict of Interest Policy Confidentiality Policy Club Bylaws</p>
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Club Activities List

To be submitted prior to activities being approved for insurance coverage

Clubs may submit their activities using the Club Activities Reporting Template or by sharing a Google Sheet. Additions can be made in-season.

- Any Club not submitting its activities at the beginning of the year is responsible for ensuring this is done prior to them running.

Club activities must be reported and approved for the Club and member to be eligible for insurance coverage.

Information to be included when reporting an activity includes:

- Day of the Week** (*or specific date if a one-time activity*)
- Time of Day** (*Morning, Afternoon, Evening*)
- Type of Activity** (*Group Ride, Skill Development, Virtual, Youth Program, Female Program, Competitive Activity*)
- Description of Activity** (*ex. A 80km Group Road Ride with A, B and C Groups*)
- Route Map link** (*Optional for recreational activities, **Mandatory** for competitive*)

Activities must follow the Club’s approved Risk Management Plan and Ride/Activity Guidelines.

Clubs should read and understand the **2023 Club & Team Activity Guidelines** before submitting their activities list.

**2023 CLUB & TEAM
ACTIVITY GUIDELINES**

**2023 CLUB & TEAM
ACTIVITY REPORTING WORKSHEET**

Club Jerseys

All Clubs must submit a PDF, PNG or JPEG colour image of their 2023 jersey (front & back) for approval.

Clubs may have more than one jersey; however, for racing, all jerseys in a category must be the same.

The OC will attempt to limit Clubs/Teams who are racing from having too similar a jersey but as many Clubs use similar colours, jerseys that are similar in colour, but have a different layout will be accepted.

Club jerseys **cannot** resemble OC Team Ontario or Provincial Champion jerseys (See images). Jerseys mirroring OC Jerseys will **not** be approved.



Club Bylaws

To be confirmed at the time of Club Registration, Updated as required

Public Clubs are required to have bylaws in place that set out rules for how your Club should manage day-to-day activities, what positions are on the Board of Directors/Executive, the terms of those positions, and how the Club handles meetings, amongst many other items.

Bylaws should be made available to all members

Private Clubs should also have bylaws or some sort of framework document that indicates how it is run.

Not-For-Profit Bylaw Templates/Examples

<p>Standard Organization By-law</p> <p><i>Ontario Not-for-Profit Corporations Act</i></p>	<p>May be used if the Not-for-Profit Club is first incorporating or starting up to establish direction and procedures.</p> <p>Bylaws should be updated as the Club continues to grow, and operations become more advanced.</p>	<p><u>Standard Organization Bylaw Template</u></p> <p>Source: Ontario Government</p> <p><u>Sample By-Law with Options</u></p> <p>Source: Nonprofit Law Ontario</p>
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Board of Directors

Mandatory for Public Clubs

OC registered Public Clubs are non-profit organizations controlled by members, operating with an elected Board of Directors.

Clubs in their first year of existence can appoint an interim Board until their first Annual Meeting, at which point they should follow their organizational bylaws

How the Board is elected, what the positions are on the Board, and the terms of each position should be indicated in the Club's bylaws

During registration, Clubs will be asked to supply information on its Board members (Min. 3 of President, Vice President, Treasurer, Secretary)

If there is a change to the Board of Directors, Clubs should:

- Update this record with the OC,
- Update the Club's Incorporation information (if incorporated) with the government
 - Failure to keep your incorporation records up to date with the government could result in the Club losing its Incorporation status. An Initial Return/Notice of Change (Form 1) should be submitted to update any Club information.
- Update its Directors and Officers Insurance to ensure old Board members are removed and new ones are added for protection

E-Bikes

E-Bikes (or electronic bikes) are becoming more popular each year and their integration into Club programming is always a question that comes up

E-Bikes ARE allowed for Club programming however, there are currently some limitations to their inclusion:

- Only pedal assist e-bikes are allowed
- Can provide assisted power to pedals up to a speed of no more than 15mph
- Cannot have a maximum weight over what is allowed by the local bylaws/traffic act for electronic bikes

The OC is working with its partners to create an E-Bike policy to help guide Clubs further on the subject. This will be provided to all Clubs, Teams and members once finalized.

Insurance Program Information

One of the benefits of being an OC registered Club is access to Cycling Canada's Core Insurance Program for Members (including registered Clubs)

The program provides General Liability coverage to Clubs in the case of a legal claim being filed against the Club as a result of an injury or property damage having taken place during a sanctioned activity.

OC Members also have access to General Liability coverage and Sport Accident (medical benefits) coverage, depending on their membership, as a result of incidents occurring at sanctioned activities/events.

For any member injured during a sanctioned Club activity, an OC Sport Injury

Report Form should be submitted. **This must be received within 30 days of the incident.**

**OC SPORT INJURY
REPORT FORM**

Note: The insurance program does not provide all types of coverage. Clubs are encouraged to obtain further insurance protection regarding

- Directors & Officers coverage (available through CC Insurance provider separate from core policy)
- Cyber Security Coverage
- Property Insurance (For Clubs with a headquarters/facility)





More information on the insurance program and additional member insurance coverage options can be found on the OC Website.

Individual Membership Requirements

- All members of an OC Member Club must be a member of the OC
- Individual and Club membership expires December 31 of that membership season. (*December 31, 2023*)
- OC memberships are available online using the OC's Membership Registration provider CCN Bikes.
- Members require only one OC membership
- Members must show proof of issued membership prior to participating in a Club activity. Receipts are not proof of OC Membership.

The following memberships may be used to become a member of an OC Member Club:

2023 Accepted Membership (example cards only)

<p>OC Associate Club Membership (Adults Only)</p> <p>Cards issued electronically. Members will receive their card as a PDF attachment to their confirmation email.</p> <p>Members can join multiple OC Clubs with one membership, but the card will only reflect the original Club request.</p>	<ul style="list-style-type: none"> • Ideal for the adult looking to participate in an OC Member Club's sanctioned activities • Receive access to General Liability and Sport Accident coverage during sanctioned Club activities • Provides access to OC Member Benefit Program, Member webinar opportunities, and OC Member Newsletter 	 <p>FRONT</p> <p>ASSOCIATE CLUB MEMBERSHIP</p> <p>MEMBER NAME: AFFILIATED CLUB: EMERGENCY: EXPIRES: DECEMBER 31, 2023</p>
<p>OC Mini-Membership</p> <p>Cards are issued by the OC office electronically after an application review. Members should expect to receive their electronic card within 1-2 weeks unless there is an outstanding issue.</p>	<ul style="list-style-type: none"> • Ideal for youth members (15 and younger) participating in sanctioned Club Activities with a recreational or skill development/learning component • Those looking to participate in competitive activities (Club races or provincial races) should purchase an OC Provincial Race License • Provides access to OC Member Benefit Program, Member webinar opportunities, and OC Member Newsletter 	 <p>FRONT</p> <p>ONTARIO CYCLING MINI MEMBERSHIP</p> <p>MEMBER NAME: IDENTIFIED MEMBER: DATE OF BIRTH: AFFILIATED CLUB/TEAM:</p> <p>EMERGENCY: EXPIRES: DECEMBER 31, 2023</p>
<p>Ontario Provincial Race License <i>Replaces previous Citizen Permit</i></p> <p>Cards are issued by the OC office electronically after an application review. Members should expect to receive their electronic card within 1-2 weeks unless there is an outstanding issue. Printed membership cards can be ordered for a fee of \$12/card.</p>	<ul style="list-style-type: none"> • Ideal for any member looking to race in Ontario Cycling sanctioned events (<i>including Weekly series, General Series, Regionals, OCups and Championship events in any cycling discipline</i>) • Perfect for youth looking to participate in competitive Club activities • Receive access to General Liability and Sport Accident coverage during sanctioned activities/events • Provides access to OC Member Benefit Program, Member webinar opportunities, and OC Member Newsletter 	 <p>FRONT</p> <p>ONTARIO PROVINCIAL RACE LICENSE</p> <p>MEMBER NAME: IDENTIFIED MEMBER: DATE OF BIRTH: RACING AGE: AFFILIATED CLUB/TEAM:</p> <p>BACK</p> <p>CYCLED CATEGORIES: BIKE NO: BIOSIS: TRUCK: TRUCK NO: EXPIRES: EMERGENCY CONTACT:</p> <p>PROVINCIAL CHAMPIONSHIPS AGE CATEGORY: PLEASE VISIT www.ontariocycling.ca FOR THE LATEST UPDATES ON OUR RACE LICENSE INFORMATION</p>
<p>OC Issued UCI License (All types)</p> <p>Cards are issued by the OC office electronically after an application review. Members should expect to receive their electronic card within 1-2 weeks unless there is an outstanding issue. Printed membership cards can be ordered for a fee of \$12/card.</p>	<ul style="list-style-type: none"> • Ideal for any member looking to race outside Ontario or at Cycling Canada sanctioned events (<i>including Canada Cups and National Championships in any cycling discipline</i>) • Receive access to General Liability and Sport Accident coverage during sanctioned activities/events • Provides access to OC Member Benefit Program, Member webinar opportunities, and OC Member Newsletter 	 <p>FRONT</p> <p>UCI 2022</p> <p>UCI ID: 183 262 791 36 Last Name: Cottle First Name: Little Johnny Nationality: Canadian Date of Birth: 1990-03-03 Gender: M Age: 32 Category: Elite Call Team: UCI Category: Elite UCI Team:</p> <p>Issued on: 2022-04-14 Valid to: 2023-12-31</p> <p>BACK</p> <p>Federation ID: 00674090 Cat. No.: XM023 CM023 #0023 Cat. No.: XM023 S CM023 #0023</p> <p>Cycling Canada 1112 JULE 1103 www.ontariocycling.ca ontario@ontariocycling.ca Ontario Cycling Association +1 416 455 1712</p> <p>EMERGENCY CONTACT: Little Johnny Cottle 553-552-9335</p>

Member Forms And Waivers

All members **must** complete all membership forms and waivers when applying for their membership.

Waivers are crucial in defending the Club and the OC during any form of litigation. Clubs may choose to ask their members to sign an additional waiver should they want one on file themselves.

All members are required to complete an age-appropriate waiver, with UCI License holders required to complete additional Cycling Canada and UCI paperwork.

Membership Reporting

As part of doing statistical analysis on participation across the province, the OC may from time to time ask a club for a copy of its member list. This information will be strictly confidential and only basic information will be used to identify individual members at Clubs.

Pre-payment of Individual Membership

Clubs looking to pre-pay for OC membership for its members can contact the OC office to arrange this.

An electronic invoice will be sent for the cost of all memberships being pre-purchased and once paid, a coupon code will be issued to the Club.

Members can apply coupon codes at the checkout of their OC membership registration for the amount paid by the Club. *(Note only one coupon code can be applied per transaction)*

Rowan's Law – Concussion Management

As of July 01, 2019, all sports organizations in the province have had a responsibility to:

1. Ensure that athletes under 26 years of age, parents of athletes under 18, coaches, team trainers, and officials confirm each year that they have reviewed the Ontario Concussion Awareness Resources.
2. Establish a Concussion Code of Conduct that sets out rules of behavior to support concussion prevention.
3. Establish a Removal-from-Sport and Return-to-Sport protocol for its organization's activities. (Date of implementation **January 01, 2022**)

Clubs within the province need to meet all of the above requirements to ensure compliance with the legislation (Rowan's Law Concussion Safety, 2018)

The Ontario Government and Ontario Cycling have provided resources to help educate and meet the requirements of this legislation. These resources include online and in-person topic discussions on Rowan's Law and the requirements of Sport Organizations, athletes, parents, etc. In addition, the below resources should help clubs meet the requirements of the legislation and help educate members, parents, etc.:

- Concussion Awareness E-Booklets
 - Ages 10 and Under
 - Ages 11-14
 - Ages 15 and Up
- Concussion Awareness Resource Videos
 - Ages 10 and Under
 - Ages 11-14
 - Ages 15 and Up
- Concussion Code of Conduct Templates:
 - Code of Conduct for Coaches, Managers and Team Trainers
 - Code of Conduct for Athletes & Parent/Guardians
- Removal and Return to Sport Protocols
 - Word Doc
 - PDF Doc
- Concussion Education Training Video (Courtesy of The Ottawa Sport Council and Parachute Canada)
 - YouTube Video
- Parachute Canada Concussion Protocol Resources for Sport Organizations
- Ontario Government E-Learning Module

Ontario Cycling, as part of annual membership registration, will require that members (as it applies to them) confirm they have reviewed the Concussion Awareness resources, including the Government E-Booklet, as well as reviewed and agreed to the OC Concussion Policy and Concussion Code of Conduct

The legislation applies to the following groups:

- All members under 26 years of age
 - A Parent/Legal Guardian if the member is under 18 at the time of application
- Any individuals acting in a leadership capacity with athletes under the age of 26 including:
 - Coaches / Managers
 - Trainers / Soigneurs
 - Officials
 - Volunteers / Ride Leaders

To comply with the legislation, Clubs and Teams should incorporate a **Concussion Policy and Concussion Code of Conduct** into their membership registration process to ensure compliance with the legislation.

Clubs and Teams should also ensure that all coaches, Ride Leaders, and those volunteering with riders under 26 have completed and agreed to the Concussion Policy and Concussion Code of Conduct.

OC also recommends that Clubs and Teams ensure that all Ride Leaders are adequately trained/aware of possible concussion symptoms, regardless of the age of the participant in the activity.

The Designated Person (Coach/Trainer, Ride Leader, etc.) is NOT being asked to designate a concussion!

- Rather, they should be given the confidence and authority by the Club/Team to remove a participant from an activity should they suspect a possible head injury.
- It is always better to be overly cautious in these situations as participants, and sometimes parents, do not always immediately show or want to admit they have symptoms.

The legislation currently applies to amateur competitive sport activities however clubs that have both competitive and recreational activities within the same club should consider applying the same criteria across all programs.

Safe Sport

Anyone involved in sport should be able to thrive and perform at their best without fear of abuse, neglect, or other maltreatment. Creating safe sport environments that provide those conditions is a collective effort — one that requires proper training so people can recognize maltreatment and prevent or address it.

Ontario Cycling is committed to ensuring the safety of all athletes, coaches, officials, and volunteers involved in the sport of cycling. In order to help ensure a safe environment, the OC has implemented a number of best practices, policies, and recommendations for all Clubs and Teams. Please visit the [Safe Sport](#) section of our website for more information:

What Training Should Coaches And Volunteers Have?

The OC recommends all cycling coaches complete [NCCP Making Ethical Decisions](#). Clubs, Teams & Coaches may also be interested in one or more of the following workshops or publications:

1. [NCCP Safe Sport Training](#) – **Free & Mandatory for those looking to become Coaches or Trainers**
2. [Creating a Positive Sport Environment](#)
3. [Respect in Sport](#)
4. [Gender Equity Lens](#)
5. [Keeping Girls in Sport](#)
6. [Leading the Way: Working with LGBT Athletes and Coaches](#)
7. [NCCP Anti-Racism in Coaching](#)
8. [NCCP Coaching Athletes with a Disability](#)
9. [Commit to Kids Training for Coaches](#)
10. [Sport for Life Online Course Catalogue](#)

For more information on Safe Sport and what you can do, please contact the OC Management Team.

What is responsible coaching?

Ontario Cycling has signed its pledge to the [Responsible Coaching Movement](#) and encourages Clubs and Teams to join.

The Responsible Coaching Movement requires the implementation of the following:

1. **Rule of Two:** Limiting one-on-one interactions between athlete and coach. This means that any one-on-one interaction between a coach and an athlete must take place within earshot and view of a second coach, with the exception of medical emergencies.
2. **Background Screening:** Implementation of the background screening process
3. **Ethics Training:** Coaches complete an ethics training course or workshop as a requirement to being a coach with your club/team

What screening is required?

Ontario Cycling requires all Team Ontario coaches to complete a Police Record/Vulnerable Sector Check. It is recommended that **all** Clubs and Teams ensure their coaches go through a similar process and that this is reflected in the Club or Team's Screening Policy.

Screening of an individual should be completed annually; however for some roles, a Police Check must also need to be completed.

Description Of Police Checks

Criminal Records Check (CRC)

This process verifies whether an individual has a criminal record (local and nationally) and provides the applicant with the detailed information that can be legally disclosed.

Cost: Varies by jurisdiction and whether you are paid or volunteer

How to Obtain: Contact your local police service.

Vulnerable Sector Verification (VSV)

A VSV (or sometimes known as a Vulnerable Sector Check), is a specific screening tool outlined in the Criminal Records Act. The process for a VSV includes searching the National Repository of Criminal Records in Canada, local police information within numerous databanks and the Pardoned Sex Offender Database.

Cost: Varies by jurisdiction and whether you are paid or volunteer

How to Obtain: Contact your local police service.

Enhanced Police Information Check (E-PIC)

An E-PIC combines a search of the National Repository of Criminal Records in Canada and a search of local police information within multiple databanks. It should be done every 3 years. An E-PIC goes beyond a Canadian criminal record check by including searches of local police information that can discover additional conviction and selected non-conviction information which may be relevant to the screening process. The E-PIC does not include a search of the Pardoned Sex Offender Database.

How to Obtain: Visit Sterling Backcheck by clicking [here](#).

Additional information that may be discovered through this in-depth search includes:

1. Outstanding Charges
2. Warrants
3. Peace Bonds & Restraining Orders
4. Prohibition Orders
5. Release Conditions
6. Probation Orders
7. Summary Convictions that cannot be added to the National Repository
8. Recent Convictions not yet registered in the National Repository

Not sure which to choose?

The VSV and E-PIC are fairly similar, with the ONLY additional search being the Pardoned Sex Offender Database (included with a VSV). If an individual is working with a vulnerable sector (children, athletes with a disability, etc.) they may need a VSV to search any pardoned sexual offenses.

Consider the following when deciding:

Is the individual being screened born after February 28, 1986?

If YES, an E-PIC will be sufficient.

Has the individual already completed a VSV for your organization and received a “Clear” result?

If YES, an E-PIC will be sufficient. Due to changes to the Criminal Records Act, any pardoned sexual offense would have been identified in a previous VSV for your organization. New offenses will show up in the E-PIC.

If your Club has any questions about Screening or Police Checks, please contact our office.

Reporting inappropriate behaviour?

Cycling Canada and Ontario Cycling are committed to a sport environment free from abuse that is safe for all participants.

Cycling Canada and Ontario Cycling have zero tolerance for any type of abuse. Individuals are required to report abuse or suspected abuse to Cycling Canada or to Ontario Cycling so that those matters can be addressed in an expeditious and professional manner.

Cycling Canada Independent Third Party

As part of this commitment to Safe Sport, Cycling Canada has selected **W&W Dispute Resolution Services Inc.** as their independent, third-party contact (Safe Sport Officer) who is empowered to supersede Cycling Canada staff and launch appropriate investigations as required based on policies, evidence or a situation reported. The independent Safe Sport Officer has significant experience dealing with sport disputes and concerns.

For Team Ontario activity or Club/Team related concerns and complaints, we do encourage individuals to contact Ontario Cycling directly. Situations involving forms of misconduct such as emotional or physical misconduct, bullying, hazing, or harassment should be reported.

We anyone who has experienced or witnessed inappropriate behaviour or conduct to contact Ontario Cycling's Privacy Officer immediately.

Any behaviour or abuse that is criminal in nature or has the potential to place participants, particularly those within a vulnerable population [e.g. children], in a danger should be reported immediately to local police services and Ontario Cycling advised as to the incident and updated on steps taken or directions from the authorities.

For concerns/complaints related to National Team and Cycling Canada events/activities, we encourage individuals to complete the following Complaint Submission Form to the best of their ability and submit to our independent, third-party contact.

**CYCLING CANADA
COMPLAINT SUBMISSION FORM**

Canadian Sport Helpline

An independent helpline has been set up with the support of Sport Canada and Sport Dispute Resolution Centre of Canada.

Anyone with a concern, who is not comfortable reaching out to Cycling Canada's appointed independent Safe Sport Officer, should feel comfortable reaching out to this free and confidential service as well. Information on their services and how to contact them can be found at below. If you are the victim of abuse, harassment, or discrimination, or you've witnessed such an incident within our sport, you are encouraged to contact the Canadian Sport Helpline.

Telephone: 1-888-83-SPORT (77678) | **Website:** abuse-free-sport.ca

Abuse-Free Sport is an independent program that is part of a growing national movement to rid Canadian sport of all forms of harassment, discrimination, and abuse.

The Office of the Sport Integrity Commissioner (the Office) serves as the central hub. It operates independently to administer complaints about alleged violations of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS).

Where there are admissible allegations of abuse, harassment, or discrimination, the Office conducts independent investigations and recommends sanctions against individuals who violate the UCCMS.

The Office will also maintain a national sanctions registry, which prevents individuals from evading sanctions by moving to different sports or jurisdictions. When the incidents recounted appear admissible, operators can assist you in filing a report through a confidential online platform, if desired.

Complaints that breach applicable OC policies may be submitted through Ontario Cycling's Discipline and Complaints Process. Click below to review the OC's Discipline & Complaints Policy.

If you have any questions, please contact the OC Privacy Officer.

**ONTARIO CYCLING
DISCIPLINE & COMPLAINTS POLICY**

For more information on Safe Sport Items related to Clubs, please visit coach.ca

Member Releases – For Racing Members

Release from an Ontario Cycling Member Club

A member of an OC Club is free to race for another Club or Team without requiring a release

Issues regarding outstanding items with a Club are between the Club and Member and will not impact their ability to participate in sanctioned events.

Clubs may file a complaint with OC if they have suspended or expelled a member who shows up at an event wearing their kit.

Release from an OC Registered Team

A member of an OC Registered Team cannot be held to an agreement that prevents their release from said team. Within 48 hours written notice to the Team and OC, a Team member is considered released to race for another Club/Team.

Riders changing Teams are immediately eligible to represent their new Team barring the filing of a formal complaint by the original Team (To be sent to the athlete and OC).

- If a formal complaint is filed, and the complaint is deemed to be valid, the member must wait 30 days before being eligible to race for another team. During this period, the rider in question may race as an Independent with no affiliation.

Team Ontario

OC Registered Clubs and Teams are not permitted to have agreements that prevent athletes from participating for Team Ontario.

If selected, riders may race for Team Ontario whether they have been formally released or not from their OC Registered Team.

2023 OC Club Education Opportunities

Below are a list of planned education opportunities for clubs for the 2023 season.
(Dates TBD)

Topic	Description
Program Leader Development – Ride Leaders, Coaches and HopOn	Hosted by OC Community & Grassroots Developer Alex Roger, this webinar will go over the importance of Club Leaders including coaches and ride leaders and how clubs can use the individuals lead programs. This webinar will also touch on the pathway for these leaders as well as discuss the value of the HopOn program and how clubs may take advantage of this youth focused program.
Club Chat Series	Series of three chats hosted throughout the year where clubs are invited to share their thoughts, concerns and expertise with other clubs and OC staff. The Chats are hosted by the OC Club Relations & Membership Manager and OC President & CEO. These chats are a great way to ask other Clubs questions, discuss issues that may be affecting Clubs, brainstorm ideas and share with each other and OC Staff what’s happening in your community.
Grant Applications and What to Know	Hosted by OC Sport Performance Director Michael Suraci, this webinar will provide Clubs some expertise on where to find grant opportunities, strategies for writing an effective grant application, and what a Club should focus on prior to applying.
Insurance Program	Hosted by Ontario Cycling with Special Guest Brent Brandham of Gallagher Insurance, this webinar will go over key items Clubs and Teams should know about the 2023 insurance program.
Safe Sport Series	This multi-part webinar series will tackle various aspects of Safe Sport and how Sport is changing to focus on ensuring all members are able to participate in our sport in a safe, inclusive and welcoming manner. This series will be hosted by OC President & CEO Pam Julian, and will have various guest speakers on the topic.
Understanding the Role of a Club Director	Hosted by Ontario Cycling, this webinar will go over some of the basic requirements of Club Directors and important items to consider. Great for new Club Directors/Officers
Volunteers – The Changing Landscape	Hosted by Ontario Cycling, this webinar will discuss the growing shift in volunteering happening in today’s landscape and how Clubs can adjust to attract, incentivize and reward those individuals who are dedicated to growing the sport and member’s experiences.