

2023 Club & Team Activity Guideline



**ONTARIO
CYCLING**

always in motion

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[2023 Team Registration](#)

[2023 Club Registration](#)

Guidelines

Ontario Cycling (OC) registered Clubs and Teams organizing activities must adhere to the guidelines laid out in this document to ensure access to the insurance program is not jeopardized.

For a Club or Team to have access to the insurance program, it must meet the following conditions:

1. All members must be registered OC members in good standing and provide proof of:

- a. Clubs
 - i. OC Associate Club Membership
 - ii. OC Issued Provincial Race License
 - iii. OC Issued UCI License
- b. Teams
 - i. OC Issued Provincial Race License
 - ii. OC Issued UCI License

2. Have a current Risk Management Plan approved by OC for its reported activities

- a. Members and the Club/Team will not be covered by insurance until the Risk Management Plan is deemed approved.

3. Have a Ride/Activity Guidelines document laying out how activities are run

- a. This document should be available to members, so they are aware of the rules and their responsibilities prior to participating.
- b. Club Ride Guide Examples

COLLINGWOOD CC

DARK HORSE FLYERS CC

RAILWAY CITY CC

4. Ensure your activities comply with these guidelines and have been submitted and approved by the OC office

- a. [Activities Reporting Worksheet \(DOWNLOAD\)](#)

Risk Management Plans & Ride Guidelines

Clubs/Teams planning to organize activities for members under the core insurance program must have an OC approved Risk Management Plan and Ride/Activity Guidelines document that is available to all Club/Team members.

What is a Risk Management Plan?

A Risk Management Plan (RMP) lays out common sense safety steps to implement at every activity. It shows members how a Club/Team will reduce potential risk to participants, as well as what is expected of members to limit risk to themselves and others.

Teams without activities to be covered by the Provincial Insurance Program need not submit a Risk Management Plan, however activities outside of sanctioned races for these groups will be unsanctioned and place the responsibility solely on the team management, ownership and individuals

Risk Management Plans should focus on the preventative measures being taken, including at minimum:

- Wearing of approved helmet when on the bike (MANDATORY)
 - A requirement of the insurance program
- Confirming all participants are valid OC members
- Ensuring activities on the road follow the Highway Traffic Act and area bylaws
- Having access to a cell phone during activities for emergencies
- Designating a minimum of one trained Ride Leader for each activity
- Determining a manageable group size for the activity
- Promoting participants have a working bicycle, are physically fit enough to participate, and have sufficient fluid/food for the activity

Participants in an activity should be informed that the ultimate responsibility for safety rests with them, and should they feel unsafe, to let the Ride Leader know. In addition to a Risk Management Plan, a Risk Registry may also be useful.

A Risk Registry identifies specific risks, their likelihood, the impact/severity, and how the risk can be limited.

What is a Ride/Activity Guidelines Document?

Ride/Activity Guidelines (also known as Ride Etiquette) differ from a Risk Management Plan as they deal more with the format, expectations, and rules/protocols for the activity.

They often lay out specific details each member should know about the ride/activity including:

- What to expect?
- What is expected of the participant?
- Rules of the activity (including following the Highway Traffic Act or Trail Rules, top/average speed for the group, size of the group, drop or no drop policy, etc.)
- Ride formations & etiquette (ie. How we ride, how we rotate)
- Weather Policy
- Common communication terms or hand signals
- How to deal with incidents/emergencies

They are a great way to catch new members up on expectations prior to showing up to the first activity.

Activity Reporting Format

Registered OC Clubs & Teams looking to have their activities sanctioned and covered by insurance are required to report the activity prior to it taking place.

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)

OC understands that sometimes activities have to be moved/postponed due to unforeseen circumstances.

- **NEW:** Activities that have changed dates/times/locations do not need to be updated prior to occurring **UNLESS** the activity is competitive in nature.



Registered Activities

Activities are subject to approval by the OC office and must follow the Club/Team Risk Management Plan and Ride/Activity Guidelines.

All activities must follow applicable Highway Traffic Act, local area bylaws and private land owner rules.

For activities outside Ontario, it is imperative that Clubs and Teams are aware of the various provincial and state laws to ensure compliance. It is also highly recommended that all participants have Emergency Travel Medical Coverage that includes cycling when outside the province.

If riding at the Mattamy National Cycling Centre, the Club/Team may be asked to provide a Certificate of Insurance. This can be obtained through the OC Office.

Competitive Activities

All competitive activities are required to follow the Highway Traffic Act and local bylaws.

- Road courses should avoid stop lights and stop signs

Any Club or Team found to be purposely abusing the HTA or landowner rules may have their activity allowance revoked and put their status as an OC Club/Team in jeopardy.

Certain types of competitive activities may require an Event Permit Application. See below chart for clarification:

COMPETITIVE ACTIVITIES			
Activity Type	Club/Team Activity (Course Map link required)	Club/Team Activity Requiring Event Permit Application	Event Permit (not considered a Club/Team activity)
Club/Team Member Only Time Trial	X		
Club/Team Member Only Pursuit		X	
Interclub TT or Pursuit (MAX 3 CLUBS)		X	
Club/Team Member Only Criterium			X
Club/Team Member Only Road Race			X
Club/Team Member Only MTB or Cyclo-cross Race		X	
Club/Team Member Only Track Race			X
Club/Team activity with registration open to non hosting Club/Team members			X

Any Club/Team looking to host a competitive activity for members outside the Club/Team Activity allowance can contact the OC office for more information.

Club or Team Activity Participation

All activity participants **MUST** be a current OC Member. (Exception being those who are participating in OC Approved Club “Try Out” activities or on **NEW** OC Club Day Pass)

Any OC member is eligible to participate in another Club’s activity (at the host Club’s discretion of course).

Clubs may charge a fee for certain Club member only activities.

Any activity with a registration fee or donation requirement over \$10 that is open to non-Club or Team members is subject to Event Sanctioning at the discretion of the OCA office.

Allowing Non-OC Members to Join Your Club Activity

Any non-OC member (including those in another province or country) who wants to ride with an OC registered Club must purchase an OC Membership except if:

- **NEW!!!** The individual has purchased an **OC Club Day Pass** to participate in a one-time Club activity
- The individual is participating in one of the Club’s pre-schedule free try-out opportunities

NEW FOR 2023!!! – Ontario Cycling has developed a new **OC Club Day Pass** which will allow Clubs who do have a previously scheduled Club Try-out, the opportunity to have a non-member sample one of the Club’s recreational activities. This will provide OC registered Clubs more flexibility for individuals who contact them in between Try-out dates to experience their Club programming.

Non-OC members are not permitted for OC-approved Team Activities unless given prior consent.

Abuse of any of the above rules may result in insurance access and OC Club/Team status being revoked.

Club Try-Out Program

The OC's Club Try-out Program is an opportunity for Clubs to host pre-scheduled member recruitment days for non-OC Members.

The Club Try-Out Program is for recreational activities only. It does NOT cover competitive activities.

Clubs may host a maximum of **10** Club Try-outs during the 2023 season.

Try-outs are FREE to the participating non-member. There is no charge to participate in a Try-Out activity.

- If a non-OC member is looking to participate in a Club's non-competitive activity outside of the Try-out program, they may purchase an **OC Club Day Pass** (\$15)

Clubs should use the Try-Out Program as a way to market its programming, activities, and benefits to the public.

For more information about the Club Try-Out Program, please read the Try-Out Program Package on the [OC website](#).

Trail Building/Maintenance

Trail building/maintenance can be complex in nature due to the potential short and long-term liability it presents.

Currently, trail builds/maintenance may only be approved if the build is for immediate Club/Team use (similar to that of a racecourse build) and will be torn down immediately after use.

Under the current core insurance program, trail building or maintenance that will be for public use cannot be covered due to the increased risk of liability.

Current trail building/maintenance coverage does NOT cover the use of machinery.

For more specific information on Trail Building/Maintenance coverage, please contact the OC Office.

Injury Report Process

Injury Reporting

During an activity if an individual is injured, their situation should be assessed on site. If necessary, emergency services may need to be contacted. For any injury, an OC Sport Injury Form **MUST** be completed and submitted as soon as possible.

In the case of serious injury (including suspected head injuries/concussions) or property damage, Ontario Cycling should be notified **ASAP** and an OC Sport Injury Form submitted. Additional witness statements, list of names involved and photos of the scene may be asked for.

Reporting should be objective and detailed as most litigation is brought forward years after the incident.

[OC SPORT INJURY FORM](#)

Sport Accident Claims

If a member is injured during a sanctioned activity, they may submit a Sport Accident Claim to retrieve some medical costs not covered by OHIP or another medical benefit program.

Members must first ensure that an OC Sport Injury Form has been submitted to Ontario Cycling to open a case file.

Members have up to **90 days** after the incident to file a Sport Accident Claim with Ontario Cycling.

After the Sport Injury form and Sport Accident Form are both completed, the OC will forward to the broker who will then reach out to the injured member.

[MEMBER INSURANCE FORM](#)

Alcohol

Activities that have an alcohol consumption component are not covered under the core OC insurance policy. These include (but are not limited to):

- Pub Night
- Social Event
- Awards Banquet
- Free Sampling
- Prize Giveaway

A separate insurance certificate can be obtained for these activities. **(Additional cost will apply)**

Clubs/Teams are encouraged to use third party vendors to serve Alcohol at any social functions and that they obtain a Certificate of Insurance from the vendor naming the Club/Team and Ontario Cycling Association.

- Clubs/Teams should obtain a Liquor Liability Certificate even if not serving alcohol as the organization could be named in a legal claim if something arises from a vendor serving alcohol.
- Any Certificates of Insurance issued by the OC insurance provider will not include third party vendors.