

# 2023 OC REGISTERED TEAM INFORMATION PACKAGE



**ONTARIO  
CYCLING**

*always in motion*

# Table of Contents

- What is an Ontario Cycling (OC) Registered Team? ..... 3**
- 2023 Types of Registered Teams ..... 4**
- What Value Do We Get in Being an OC Registered Team? ..... 5**
  - Insurance Protection Coverage..... 5*
  - Marketing and Exposure..... 5*
  - Development and Knowledge Sharing..... 5*
  - Team Construction..... 6*
  - OC Member Discount Program..... 6*
  - Affiliation with National Cycling Federation (Cycling Canada)..... 6*
- Registration Requirements ..... 7**
  - Ownership and Team Purpose Letter ..... 7*
  - Team Roster..... 7*
  - Risk Management Plan (RMP) Submitted Annually - Private Teams hosting Team Member activities ..... 7*
  - Ride/Activity Guidelines Submitted Annually - Private Teams hosting Team Member activities ..... 7*
- Ride/Activity Guideline Examples ..... 8**
  - Private Team Activities List To be submitted prior to activities having insurance coverage..... 8*
  - Policies & Guidelines..... 9*
  - Team Jerseys..... 10*
  - E-Bikes..... 11*
  - Insurance Program Information ..... 11*
  - Individual Membership Requirements..... 12*
  - 2023 Accepted Membership (example cards only)..... 12*
- Member Forms and Waivers..... 13**
  - Pre-payment of Individual Membership ..... 13*
- Rowan’s Law – Concussion Management ..... 14**
- Safe Sport ..... 16**
  - What Training Should Coaches And Volunteers Have? ..... 16*
  - What is responsible coaching? ..... 17*
  - What screening is required? ..... 17*
- Description of Police Checks ..... 18**
  - Criminal Records Check (CRC)..... 18*
  - Vulnerable Sector Verification (VSV) ..... 18*
  - Enhanced Police Information Check (E-PIC)..... 18*
  - Not sure which to choose?..... 19*
  - Reporting inappropriate behaviour? ..... 20*
  - Canadian Sport Helpline ..... 21*
- Member Releases – For Racing Members ..... 22**
  - Release from an Ontario Cycling Member Club..... 22*
  - Release from an OC Registered Team ..... 22*
  - Team Ontario..... 22*
  - 2023 OC Education Opportunities ..... 23*

2023 Club &  
Team  
Activity  
Guidelines

Team  
Resources &  
Forms

OC Sport  
Injury  
Report Form

Insurance  
Program  
Information



## **What is an Ontario Cycling (OC) Registered Team?**

An OC Registered Team is a private group which supports the aims of Ontario Cycling, and whose primary focus is on racing. There are two distinct types of OC Registered Teams: Private Teams and Supporting Business Team.

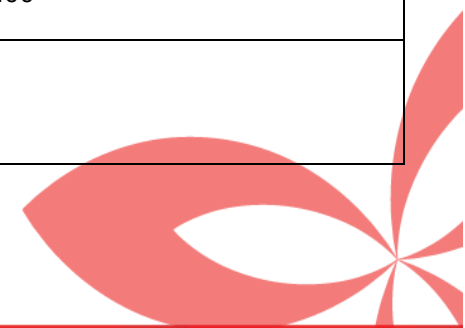
Registered Teams are eligible to restrict membership to those invited to be part of the Team only.

## 2023 Types of Registered Teams



Classification	Private Team	Supporting Business Team
<b>Definition</b>	A private group that is restricted to invited individuals only and has a focus on racing, with its membership being made up of race license holders or technical license holders in a Coach or Staff role. A Private Team is generally owned and operated by either an individual or group of individuals under the guidance of a Team Manager, and may organize training activities for its members under the Cycling Canada insurance program (subject to requirements.)	A private group that is made up of 4 or less members that is private in nature and does NOT run any organized training activities under the Cycling Canada insurance program. A Supporting Business Team generally has a focus on racing and is comprised solely of race license holders.
<b>Example</b>	Racing Team	Sponsored Athlete(s)
<b>Registration Requirements</b>	<ul style="list-style-type: none"> <li>• Confirmed agreement to adopt and follow OC Policies</li> <li>• Run all sanctioned activities in accordance with the Team’s OC approved Risk Management Plan &amp; Ride/Activity Guidelines</li> <li>• Team members participating in sanctioned activities must hold an OC membership:               <ul style="list-style-type: none"> <li>○ Provincial Race License (PRL)</li> <li>○ UCI License (Race or Technical) (UCI)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Confirmed agreement to adopt and follow OC Policies</li> <li>• Team members must hold an OC membership:               <ul style="list-style-type: none"> <li>○ Provincial Race License (PRL)</li> <li>○ UCI License (Race or Technical) (UCI)</li> </ul> </li> </ul>
<b>Registration Price</b>	<p style="text-align: center;"><b><u>Early Bird Price (Until Jan 31)</u></b></p> <p style="text-align: center;">\$425.00</p> <p style="text-align: center;"><b><u>Feb 01 and later</u></b></p> <p style="text-align: center;">\$500.00</p>	<p style="text-align: center;"><b><u>Early Bird Price (Until Jan 31)</u></b></p> <p style="text-align: center;">\$275.00</p> <p style="text-align: center;"><b><u>Feb 01 and later</u></b></p> <p style="text-align: center;">\$350.00</p>
<b>Registration Expiration</b>	December 31, 2023	

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 Team?**

### **Insurance Protection Coverage**

1. OC Member Access to General Liability Insurance & Sport Accident Coverage for Sanctioned 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.

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

Private Teams 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 Directory

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

2. Team Acknowledgement on Memberships and Results

OC Registered Teams are listed on OC memberships and in results for sanctioned events.

3. Customized Team Jersey Use

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

### **Development and Knowledge Sharing**

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

OC Clubs & Teams 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 Organized Webinar Education Opportunities

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

## 3. Access to Professional Sport Management Staff

Registered Teams have access to OC Professional Staff to help provide guidance on items like programming, marketing, insurance, event organization, advocacy, Safe Sport, discipline/complaints and more.

## 4. Access to OC Ride Leader Training and Coaching Courses

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

### **Team Construction**

#### 1. Restricted Membership Available for Registered Teams

OC Registered Teams are private in nature, and thus can limit membership on the team to those extended an invite only.

### **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 are automatically granted affiliated member status with Cycling Canada and receive access to Cycling Canada's member benefit partners.

## **Registration Requirements**

### **Ownership and Team Purpose Letter**

Teams applying for OC Registered Team status must provide a letter confirming who the official owner of the team is and describing what the team's purpose is.

### **Team Roster**

As OC Registered Teams are private in nature, a Team Roster is required at time of registration. This roster will be used by OC staff to confirm who is eligible to have the team listed on their Provincial Race License or UCI License. Teams may make additions to this team roster at any time during the season by contacting the OC office.

### **Risk Management Plan (RMP)**

Submitted Annually - Private Teams hosting Team Member activities

A Risk Management Plan addresses how the Team will attempt to limit risk to the Team 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 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 Team Members.

### **Ride/Activity Guidelines**

Submitted Annually - Private Teams hosting Team Member activities

Teams are required to 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 the ride will be organized, ride leader responsibilities, and more.

## Ride/Activity Guideline Examples

**COLLINGWOOD  
CYCLING CLUB**

**DARK HORSE FLYERS  
CYCLING CLUB**

**RAILWAY CITY  
CYCLING CLUB**

### Private Team Activities List

To be submitted prior to activities having insurance coverage

Activities must be reported and approved for Team members to be eligible for insurance coverage. Private Teams may submit their activities using the Club/Team Activities Reporting Template or by sharing a Google Sheet. Additions can be made in-season.

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

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 Team's approved Risk Management Plan and Ride/Activity Guidelines.

Teams 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**



## Policies & Guidelines

Required to adopt and follow [OC Policies & Guidelines](#)

Registered Teams should have policies in place to help guide their operations and limit potential risk to the Team.

Any of the below policies or guidelines are strongly recommended:

Concussion Policy	Safe Sport Policy
Concussion Code of Conduct	Screening Policy
<b><i>*(Required to be compliant with Rowan's Law Legislation)</i></b>	Screening Disclosure Document
Member Code of Conduct	Annual Offense Declaration
Parental Code of Conduct	Person in Authority Guidelines
Discipline and Complaints Policy	Athlete Protection Guidelines
Privacy Policy	Accessibility Policy
Membership Policy	Social Media Policy & Guidelines
Financial Policy	Appeals Policy & Process
Fundraising Policy	Conflict of Interest Policy

## Team Jerseys

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

Teams 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 use similar colours, jerseys that are similar in colour but have a different layout will be accepted.

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



## **E-Bikes**

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

E-Bikes ARE allowed for Team 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 and Teams 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 Team is access to Cycling Canada's Core Insurance Program for Members.

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

For any member injured during a sanctioned 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. Teams 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

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

## Individual Membership Requirements

Members of OC Registered Teams must be a member of the OC to participate in Team sanctioned activities. OC memberships are available online using the OC's Membership Registration provider CCN Bikes.



Individual membership and Team registration expires December 31 of that membership season. (*December 31, 2023*)

Members require only one OC membership

Members must show proof of issued membership prior to participating in an activity. Receipts are not proof of OC Membership.

The following memberships may be used to become a member of an OC Registered Team:

### 2023 Accepted Membership (example cards only)

<p style="text-align: center;"><b>Ontario Provincial Race License</b> <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"> <li>• 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>)</li> <li>• Perfect for youth looking to participate in competitive Club activities</li> <li>• Receive access to General Liability and Sport Accident coverage during sanctioned activities/events</li> <li>• Provides access to OC Member Benefit Program, Member webinar opportunities, and OC Member Newsletter</li> </ul>	 <p><b>FRONT</b></p> <p><b>ONTARIO PROVINCIAL RACE LICENSE</b></p> <p>MEMBER NAME: IDENTIFIED GENDER: DATE OF BIRTH: RACE/AGE: EXPIRES (YEAR):</p> <p><b>BACK</b></p> <p>CYCLE CROSS: ROAD: TRAIL: MIXED: PROVINCIAL CHAMPIONSHIPS AGE CATEGORY: PLEASE VISIT <a href="http://www.ontariocycling.ca">www.ontariocycling.ca</a> FOR THE LATEST REGULATIONS INFORMATION</p> <p>EXPIRES: EMERGENCY CONTACT:</p>
<p style="text-align: center;"><b>OC Issued UCI License (All types)</b></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"> <li>• 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>)</li> <li>• Receive access to General Liability and Sport Accident coverage during sanctioned activities/events</li> <li>• Provides access to OC Member Benefit Program, Member webinar opportunities, and OC Member Newsletter</li> </ul>	 <p><b>FRONT</b></p> <p><b>UCI</b></p> <p><b>2022</b></p> <p>UCI No. 160 200 773 36 Last Name: <b>Cycle</b> First Name: <b>Linda Johnson</b> Nationality: <b>Canadian</b> Date Of Birth: <b>1990-03-01</b> Age: <b>32</b> Gender: <b>F</b> Cat. Team: UCI Category: <b>Elite</b> UCI Team:</p> <p>Issued on: 2022-04-04 Valid to: 2022-12-31</p> <p><b>BACK</b></p> <p>Federation ID: <b>001F6000</b> Cat. No: <b>30023 C00033</b> <b>R0023</b> Cat. No: <b>30023 S 00033</b> <b>R003</b> Cycling Canada +1 905 410 1333 cycling@ocycling.ca Ontario Cycling Association +1 416 855 1717</p> <p>EMERGENCY CONTACT Linda Johnson Cycle 333-555-0000</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 Team, the member, and the OC during any form of litigation. Teams 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.

## **Pre-payment of Individual Membership**

Teams 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 Team to pass on to Team members.

Members can apply coupon codes at the checkout of their OC membership registration for the amount paid. *(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 & Teams 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 and Teams 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 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 Clubs and Teams ensure that 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 requires all cycling coaches take NCCP Safe Sport Training and recommend 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](#)

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/Team 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](http://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](http://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 Education Opportunities

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

Topic	Description
<b>Program Leader Development – Ride Leaders, Coaches and HopOn</b>	Hosted by OC Community & Grassroots Developer Alex Roger, this webinar will go over the importance of Leaders including coaches and ride leaders and how Clubs/Teams can use these individuals to 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/Teams may take advantage of this youth focused program.
<b>Insurance Program</b>	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.
<b>Safe Sport Series</b>	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.