

2024 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 who, from time to time, the Organization has issued a “Member Club” Membership. To be eligible to be a Member Club, a 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 not inconsistent 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.

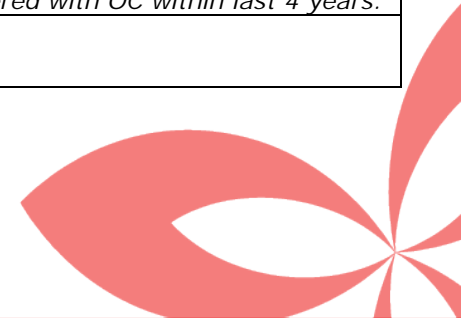
2024 Types of Clubs



Club Type	Incorporated Not-For-Profit Club	Incorporated For-Profit Club
Definition	A club <u>incorporated</u> as a non-profit entity with the Government, which has a set of bylaws governing how it is run, and is operated by the members, normally through an election process that determines the members of the club's Board of Directors.	A club <u>incorporated</u> as a Business Corporation (For-Profit) with the Government, and which may be owned either by the members or by a single individual/group. A For-Profit Club may or may not have bylaws in place to govern how it is run.
Registration Requirements	<ul style="list-style-type: none"> • Open membership (i.e. club is open to anyone to join) • Incorporated Non-Profit Org. with Ontario or Canadian Government • Elected Board of Directors (Min. 3) • Holds an Annual Meeting for club members • Has bylaws and policies that govern how the club operates • 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 Activity Risk Management Policy (RMP) & Ride/Activity Guidelines • Each member must hold an OC membership 	<ul style="list-style-type: none"> • Incorporated with the Ontario Government or Government of Canada as a Business Corporation • Has policies in place that guide how the club operates • Follows proper reporting procedures (financial and otherwise) as per its incorporation requirements • Runs all activities in accordance with the club's OC approved Activity Risk Management Policy (RMP) & Ride/Activity Guidelines • Each member must hold an OC membership
Club Policies & Regulations** <i>Certain Policies are Required vs Strongly Recommended (See Pg. 9)</i> <i>OC can provide templates for policies your club does not have</i>	<ul style="list-style-type: none"> • Concussion Policy • Concussion Code of Conduct <p>Required to be compliant with Rowan's Law Legislation</p> <ul style="list-style-type: none"> • Member Code of Conduct • Parental Code of Conduct • Discipline & Complaints Policy (All members subject to OC Policy) • Privacy Policy • Membership Policy • Financial Policy • Fundraising Policy • Safe Sport Policy • Weather Policy 	<ul style="list-style-type: none"> • Screening Policy (Mandatory if club has youth/para-activities) • 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
Registration Price	<p align="center">Early Bird Price (Until Jan 31) \$285.00</p> <p align="center">Feb 01 and later \$335.00</p> <p align="center"><i>\$50 rebate for clubs not registered with OC within the last 4 years.</i></p>	<p align="center">Early Bird Price (Until Jan 31) \$360.00</p> <p align="center">Feb 01 and later \$435.00</p> <p align="center"><i>\$50 rebate for clubs not registered with OC within last 4 years.</i></p>
Registration Expiration	December 31, 2024	

Don't meet the above definitions? Have questions or concerns?

Please contact the OC Office.



What Value Do Clubs Get in Being a Member of OC?

WHAT VALUE DO CLUBS GET IN BEING A MEMBER OF OC?

COMMUNITY BUILDING
MEMBER ENGAGEMENT AND CLUB POLICY DEVELOPMENT

ACCESS TO CLUB POLICY TEMPLATES

EVENT SUPPORT
EVENT ACTIVATION, SANCTIONING, MERCHANDISE SALES AND THE OFFICIALS PROGRAM DESIGN AND CERTIFICATION

SAFE SPORT
WORKING TO CREATE A SAFE SPORT ENVIRONMENT FOR ALL

EXPERTISE
PROFESSIONAL CLUB MANAGEMENT STAFF & LOCAL TECHNICAL SUPPORT

OC CLUB FORUM
SHARE QUESTIONS, EXPERIENCE AND RESOURCES WITH OTHER CLUBS


CLUB INPUT AND FEEDBACK

ADVOCACY
POLICY AND REGULATORY DEVELOPMENT

VOTE
ANNUAL MEETING PARTICIPATION

SUPPORT
CLUB OPERATIONS ADVISORY COMMITTEE

FEEDBACK
POSITIONING CLUBS IN FOCUS GROUPS



MEMBERS, RESOURCES, POLICIES & SUBJECT MATTER EXPERTS

MARKETING AND PROMOTION

OC WEBSITE CLUB DIRECTORY
CLUBS PROFILE AND AVAILABLE RIDES

CLUB PROMOTION
SPONSORING OF RACES AND SANCTIONING

FLEXIBLE MEMBERSHIP RECRUITMENT OPTIONS
ABILITY FOR NON-MEMBER TRY-OUTS OF CLUB

CUSTOMIZED
CLUB JERSEY USE AT SANCTIONED EVENTS AND ON MEMBERSHIP CARDS

FINANCE

FUNDING
MEMBERSHIP OPPORTUNITIES


DISCOUNTS
PREFERRED RATES FOR CLUBS

FUND RAISING
NON-PROFIT CLUBS ELIGIBLE FOR CC CHARITABLE DONATION PROGRAM

INSURANCE PROTECTION COVERAGE

INSURANCE
INSURANCE PROGRAMS TO COVER CYCLISTS AND CLUBS DURING SANCTIONED EVENTS

INSURANCE
PREFERRED RATE PRICING ON DIRECT BUS AND AIRFARE PROGRAMS



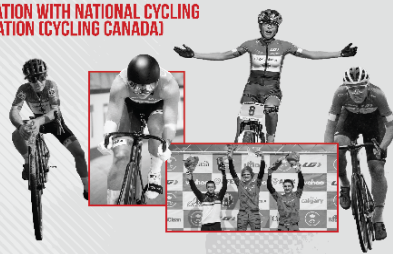
DEVELOPMENT OPPORTUNITIES

LTAD
LIFETIME ACTIVE DESIGN THROUGH PROGRAMS, RACES, EVENTS AND NETWORKING OPPORTUNITIES TO IMPROVE PERFORMANCE

COACH DEVELOPMENT
MULTI-WAYS, PERSONAL DEVELOPMENT OPPORTUNITIES AND CERTIFICATION

COMMISSAIRES
EDUCATION PROGRAMS, PERSONAL DEVELOPMENT AND CERTIFICATION

AFFILIATION WITH NATIONAL CYCLING FEDERATION (CYCLING CANADA)



Registration Requirements

Incorporation Documents

Required with Original Application or Updated Forms

While incorporation may seem like a daunting task, there is a very simply reason why clubs should be incorporated.

PROTECTION!

Simply put, if your organization is involved in a legal claim and not incorporated, each member may be named in the action, potentially leading to financial & reputational repercussions for everyone. As the club would not be recognized as a corporation with individual protection, individual members would have to share in legal expenses and any judgement made, and individual personal assets would be at risk.

“But we are all friends and no one will sue anyone” is what you are thinking right? Unfortunately, major injuries or damages accompanied by significant expenses often result in legal claims being filed, regardless of how close the participants may be. It is not personal, but a way for the injured person to recoup lost wages and medical expenses.

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 can apply for grants and bursaries which can provide valued funds for programming and development.

All OC registered 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 on this and provides a grace period to get incorporated. OC has had our legal counsel draft a set of Not-For-Profit Bylaws for our clubs, and that template is available free of charge for all OC Member Clubs and/or Teams.

- 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, the club should ensure it is updating its files with the government by filing an Initial Return/Notice of Change (FORM 1), as well as any tax/finance information required.

- 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

Club Bylaws

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

Not-for-profit clubs are required to have bylaws in place that set out rules for how the 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, who has a right to vote, amongst many other items.

Bylaws must be made available to all members for transparency and it is strongly encouraged that these be posted on the Club's website.

For-profit clubs should also have bylaws or some sort of framework document that indicates how it is run.

Not-For-Profit Bylaw Templates/Samples

<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>Standard Organization Bylaw Template</p> <p>Source: Ontario Government</p> <p>Sample By-Law with Options</p> <p>Source: Nonprofit Law Ontario</p> <p>OC ONCA Compliant Bylaw Template</p> <p><i>Available for OC registered clubs Contact office for more information</i></p>
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For Not-for-profit clubs looking to have their bylaws reviewed and updated by a sport lawyer, [Sport Law](#) is currently offering Ontario Cycling clubs a promo package to help ensure the clubs bylaws are up-to-date.

[VIEW PROMO](#)

Board of Directors Mandatory for All Clubs

OC registered not-for-profit 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 positions are on the Board, and the terms of each position should be indicated in the club's bylaws.

During registration, clubs are asked to supply information on their Directors. This information is used to ensure that OC is aware of all Directors and can include them on the OC's Club Directors Newsletter List and invite them to the OC Club Forum.

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

- Update this record with the OC immediately.
- Update the club's Incorporation information with the government using a Form 1
 - 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 previous Board members are removed and new ones added for protection.

Policies & Guidelines

To be confirmed at time of Club Registration, updated as required.

Strong corporate governance is important to running a successful club. OC registered clubs should have policies in place that limit risk to the club, its members, as well as guide the club in its operations.

Clubs are strongly encouraged to have members review and agree to the club's policies and bylaws to ensure awareness of what is expected of them and how the club deals with various situations. At the very least, they should be aware of where these items can be accessed (**Note: a Concussion Code of Conduct is required to be signed by members to be compliant with Rowan's Law**)

Below are policies and guidelines 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 can provide templates to you with staff support in understanding the policy applications:

Club Policies and Regulations	Required*	Required based on situation	Strongly Recommended
<p>*Required within 12 months of original registration (apart from Concussion and Concussion Code of Conduct which is required before running activities to be compliant with Rowan's Law Legislation)</p> <p><i>OC can provide templates for policies your club does not have</i></p>	<ul style="list-style-type: none"> Concussion Policy Concussion Code of Conduct <p>Required to be compliant with Ontario's Rowan's Law Legislation</p> <ul style="list-style-type: none"> Membership Policy Weather Policy Member Code of Conduct Privacy Policy Safe Sport Policy Discipline and Complaints <p>All OC Members subject to OC Discipline & Complaints Policy</p>	<ul style="list-style-type: none"> Screening Policy Screening Disclosure Form Person in Authority Guidelines Athlete Protection Guidelines Annual Offense Declaration <p>Recommended for all clubs but REQUIRED for clubs with youth members, para-cyclists, and other vulnerable persons.</p>	<ul style="list-style-type: none"> Parental Code of Conduct Financial Policy Fundraising Policy Social Media Policy & Guidelines Conflict of Interest Policy Confidentiality Policy Appeals Policy & Process Accessibility Policy

With all policy documents, a lawyer well versed in sport policy implementation is always recommended.

Activity Risk Management Policy (RMP)

To be submitted with every 2-3 years or as updates are required.

An Activity Risk Management Policy addresses how the club will attempt to limit risk to the club and members when running an activity. It may also address specific risks and the process for how these are handled. (Risk Registry)

Clubs are encouraged to have an Emergency Action Plan in place, which lays out how to deal with an incident, and should be specific to each activity location. Any club or team hosting sanctioned activities is required to have an Activity Risk Management Policy in place.

RMP's are required with original club registration to OC and should be reviewed annually for any updates. A copy must be submitted to Ontario Cycling every 2-3 years, or anytime an update is made/required.

For clubs looking to host competitive activities or events open to non-host club members, additional items may be required including:

- Emergency Action Plan
- Course/Route Maps
- Event Sanctioning Permit Application
- Event Sanctioning Fees
- Trained Officials

Ride/Activity Guidelines

To be submitted with every 2-3 years or as updates are required.

Clubs hosting sanctioned group rides, training, or non-competitive activities must submit a Ride/Activity Guidelines document laying out how their activity is run. This document should be made available to members so they are aware in advance of how the activity will be run, and what is to be expected of them.

- Items commonly found in a Ride/Activity Guidelines document include sections on:
 - Communication during the ride
 - How to ride in a group
 - The role of the Ride Leader
 - How the club handles various situations while riding (descents, group separation, etc.)
 - Weather factors/policy
 - and more.

Club Ride/Activity Guideline Examples

**COLLINGWOOD
CYCLING CLUB**

**DARK HORSE FLYERS
CYCLING CLUB**

**RAILWAY CITY
CYCLING CLUB**

Club Activities

Recreational Activities

NEW in 2024!!! - Clubs are no longer required to submit an activity list for recreational activities including general group riding/training rides or skill development programs. These activities must still follow the club's OC approved Activity Risk Management Policy for activities and Ride/Activity Guidelines document to ensure they will be deemed sanctioned.

Intraclub Competitive Events (Host club members only)

For clubs hosting Intraclub (host club members only) competitive events (MTB/CX races, Time Trials, Criteriums, Pursuits, Road Races, etc.), a separate Intraclub Competitive Events Submission Form must be completed and submitted for approval. There is NO cost for a club to host an Intraclub competitive event.

Items required as part of the submission form include:

- Date of Event (or multiple if a series)
- Cycling Discipline of Event
- Type of Event
- Course Map
- Emergency Action Plan (EAP) – See [Template](#)

The club's Activity Risk Management Policy should also have a section describing how it will deal with risk during a competitive event.

**2024 INTRACLUB (*Host Club
Members Only*) COMPETITIVE
EVENTS FORM**

Interclub or other OC Member Events (Open to non-club members)

Any activities open to non-club members (other than free guest riders on a recreational ride) will require Event Sanctioning.

Clubs who host a sanctioned event open to outside club members (whether it be another club or other OC member) are eligible to receive a rebate on their 2024 club registration, depending on the number of events hosted.

Ex.

Host 1 Sanctioned Event Open Outside the Club	\$75 rebate on 2024 Club Registration
Host 2 Sanctioned Events Open Outside the Club	\$150 rebate
Host 3 Sanctioned Events Open Outside the Club	\$225 rebate
Host 4+ Sanctioned Events Open Outside the Club	\$300 rebate

Note an interclub weekly series only counts as one (1) event.

For more information on sanctioning an event open to members outside the club, contact the [OC's Events Team](#).

NOTE: All activities on the road **MUST** follow the Highway Traffic Act and any local area bylaws unless a road closure has been secured. If your activity cannot follow the HTA or local bylaws, it must be amended.

Clubs should read and understand the **2024 Club & Team Activity Guidelines** before submitting their activities list.

**2024 CLUB & TEAM
ACTIVITY GUIDELINES**

Looking for an application to track your club activities and communicate with participants? Consider the **Link My Ride** application and take advantage of Cycling Canada's 2024 introductory offer. \$0 for any 2024 OC registered club. Contact the OC office for more information.

Club Jerseys

All clubs must submit a PDF, PNG, or JPEG colour image of their 2024 jersey (front & back) for approval.

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

OC aims to ensure that clubs and teams who are racing do not have similar jerseys. However, as many groups use similar colours, jerseys which are similar in colour, but have a different layout/design will be accepted.

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



2024 **NEW** Membership Structure



ONTARIO CYCLING MEMBERSHIP 2024 STRUCTURE

- International Events (UCI)
- National Events (UCI)

- National Events (UCI)
 - Non-Championship Categories only
- Ontario Cups & Provincial Championships
- Voting right at the Annual General Meeting

- +\$5M = \$10M Personal Liability
- Sport Accident Insurance
- Ontario Cups & Provincial Championships
 - Non-Championship Categories only
- OC sanctioned Club & Organizer Competitions

- \$5M Personal Liability
- 24/7 Accident Insurance (optional)
- Registered Clubs & Events
- OC Sanctioned Charity Rides
- OC Sanctioned Gran Fondos
- OC Sanctioned Registered Club Activities (Club training, skill development, learn to race, weekly rides)

- Discounted subscription to Canadian Cycling Magazine
- Ontario Cycling Staff Support
- Membership Newsletter
- Digital or Printed (S) Membership Card
- Education Resources / Webinar
- Athlete Development Opportunities
- Coach Development Opportunities
- Commissaire Development Opportunities
- Ride Leader Training
- Safe Sport Training
- Link My Ride (Cycling Canada)
- OC Strava Community
- Supporting cycling communities from grassroots to Team Ontario





Ontario Cycling, has updated its membership structure for the 2024 season in response to feedback received from members, non-members, clubs, and event organizers.

This new structure places an emphasis on community participation (club level, local area recreational events and personal training), but also provides more flexibility for competitive cyclists. This latter change introduces a new membership level which, reflects the realities of developing competitive cyclist's vs high-level competitive cyclists. OC Memberships are issued once for the year and allow participation in all disciplines as they are not discipline specific.

Anyone looking to upgrade their membership during the season may do so by logging into their CCN Bikes account and purchasing the new membership type. Individuals will only be charged the difference in cost if using the same account, so please make sure that you are using the same account you used when registering for the 2024 season.

In addition, OC has implemented several discount options for this season including one for existing 2024 Triathlon Ontario members, a family discount option (minimum 4 individuals including one youth), and a late season discount for UCI License applicants.

Any of the below memberships can be used to join an OC registered club, however the type of membership the member requires will be dictated by the events/activities they partake in:



2024 OC Membership Cards (examples only)

<p>OC COMMUNITY Membership (formerly ACM)</p> <p>Cards issued electronically as PDF via email shortly after purchase. Please make sure to download to your phone or take a photo of it. (Youth reviewed before issuing)</p> <p>COMMUNITY Members need not join an OC club but can also join multiple clubs with the same membership.</p>	<ul style="list-style-type: none"> • Ideal for those looking to ride in their local community with Personal Training or Anytime-on-Bike accident coverage, join an OC club for recreational activities, club member only (intraclub) races, or participate in a sanctioned Charity Ride or Gran Fondo event • Receive access to Personal Liability insurance coverage (\$5M) during sanctioned activities/events • Provides access to OC member benefit program, member education webinars and resources, and OC member newsletter 	<p style="text-align: center;">FRONT</p> <p style="text-align: center;">2024 ONTARIO CYCLING COMMUNITY MEMBERSHIP</p> <p style="text-align: center;">MEMBER NAME: IDENTIFIED GENDER: DATE OF BIRTH: EMERGENCY: AFFILIATED CLUB:</p>
<p style="text-align: center;">*NEW*</p> <p>OC CHALLENGE Membership</p> <p>Cards issued electronically as PDF via email shortly after purchase. Please make sure to download to your phone or take a photo of it. (Youth reviewed before issuing)</p>	<ul style="list-style-type: none"> • Ideal for those looking to participate in an interclub, weekly or regional competitive event/race • Ideal for youth participating in races in Ontario below Cat A/B or U17 Expert category • Receive access to Personal Liability (\$10M) and Sport Accident coverage during sanctioned activities/events • Provides access to OC member benefit program, member education webinars and resources, and OC member newsletter 	<p style="text-align: center;">FRONT</p> <p style="text-align: center;">2024 ONTARIO CYCLING CHALLENGE MEMBERSHIP</p> <p style="text-align: center;">MEMBER NAME: IDENTIFIED GENDER: DATE OF BIRTH: EMERGENCY: AFFILIATED TEAM/CLUB:</p>
<p>OC COMPETE Membership (formerly PRL)</p> <p>Cards issued electronically as PDF via email shortly after purchase. Please make sure to download to your phone or take a photo of it. (Youth reviewed before issuing)</p>	<ul style="list-style-type: none"> • Minimum requirement to race in A/B or Expert/Elite categories at OCups • COMPETE or UCI Race License required to compete in Prov. Championship categories. • Receive access to Personal Liability (\$10M) and Sport Accident coverage during sanctioned activities/events • Provides access to OC member benefit program, member education webinars and resources, and OC member newsletter 	<p style="text-align: center;">FRONT</p> <p style="text-align: center;">2024 ONTARIO CYCLING COMPETE MEMBERSHIP</p> <p style="text-align: center;">MEMBER NAME: IDENTIFIED GENDER: DATE OF BIRTH: EMERGENCY: PROV. CHAMPIONSHIP CAT: AFFILIATED TEAM/CLUB:</p>

<p>OC Issued UCI License (All types)</p> <p>Cards issued by 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. Please make sure to download to your phone or take a photo of it.</p> <p>Printed membership cards for any of above can be ordered (\$12/card)</p>	<ul style="list-style-type: none"> • Ideal for those looking to race outside Ontario or at Cycling Canada sanctioned events (including Canada Cups and National Championships in any cycling discipline) • Receive access to Personal Liability (\$10M) and Sport Accident coverage during sanctioned activities/events • Provides access to OC member benefit program, member education webinars and resources, and OC member newsletter. 	<div style="text-align: right;">FRONT</div>  <div style="text-align: right;">BACK</div> 
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For more information on the new membership structure and common question, visit the [membership section](#) of the OC website.

Individual Membership Requirements

All members of an Ontario Cycling Member Club must be a member of the OC.

Individual and Club membership expires December 31st of that membership season. (December 31st , 2024)

OC memberships are available online using the OC's Membership Registration provider CCN Bikes. Clubs may choose to setup their own sign-up process on CCN Bikes and link it to the OC registration system to allow members to sign up for both memberships in one process.

Members require only one OC membership to join any number of clubs. The type of membership required however, is based on the type of activities the member plans to partake in.

Members must show proof of issued membership prior to participating in a Club activity. Receipts are not proof of OC Membership. Members are encouraged to download an electronic version of their membership to their phone or take a screen shot.

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, members, 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 not shared.

Pre-payment of Individual Membership

Clubs looking to pre-pay for OC memberships for members must 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. *(Note: only one coupon code can be applied per transaction)*

OC Club Day Pass vs OC Club Try-Out Program

Last season, Ontario Cycling implemented the OC Club Day Pass option for the first time. This option allowed non-OC members to purchase an OC Club Day Pass to participate in a club’s recreational activity on a trial basis without the commitment of an annual membership. After receiving positive feedback from clubs who had people use this option, OC has decided to retain this option for the 2024 season.

There is some confusion however, between the Club Day Pass and Club Try-out Program options so please see the below chart to view the differences:

	OC Club Try-out Program	OC Club Day Pass
Cost to Club	\$0	\$0
Cost to Participant	\$0	\$20 – Adult \$15 – Youth Purchase of first Club Day Pass can be applied to 2024 membership cost
Maximum Uses (Club)	10 Clubs can host 10 FREE try-outs per season	0 Limited to recreational activities only however
Maximum Uses (Ind.)	2	3
How to Apply	<ol style="list-style-type: none"> 1. Review OC Club Try-out Info Package 2. Apply to host a Try-out 3. Have Participant complete Try-out Application Form 4. Participant provides Club proof of completion 	<ol style="list-style-type: none"> 1. Have Participant complete OC Club Day Pass Application Form 2. Participant brings OC Club Day Pass card to activity for proof of purchase

There is no requirement for the club to register a specific activity for the Club Day Pass option.

Insurance Program Info and Reporting Injuries

One of the benefits of being an OC registered club is access to Ontario Cycling's 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 must 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 OC Insurance provider separate from core policy)
- Cyber Security Coverage
- Property Insurance (For clubs with a physical facility location)

More information on the insurance program and additional member insurance coverage options can be found on the [OC website](#).

E-Bikes

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

To confirm, E-Bikes ARE allowed for club programming; however, there are currently some limitations to their inclusion in Ontario:

- Only pedal assist e-bikes are allowed.
- The e-bike must have a maximum assisted speed of 32 km/h and a max weight of 120kg (including the weight of bike and battery).
- The e-bike cannot have an electric motor exceeding 500 watts and no modifications to the motor can be made for it to exceed any of the above.

For more information on what e-bike regulations there are in Ontario, visit <https://www.ontario.ca/page/riding-e-bike>. If running activities outside Ontario, know the rules regarding e-bikes in the local municipality before planning any activities.

Clubs allowing e-bikes should also consider how integrating those who use e-bikes into their activity will occur. Most clubs currently recommend that e-bike participants remain at the back followed by a club designated Sweep, however club executives should decide what is most appropriate for their club setup (both from a capacity and participant safety standpoint.)

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 years of age have completed and agreed to the Concussion Policy and Concussion Code of Conduct.

OC 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 diagnose a concussion!

- 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. There may be secondary symptoms which may not appear until days after the incident

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 maltreatment of any kind. Creating safe and inclusive environments that provide the appropriate conditions is a collective effort — one that requires proper training so people can learn to recognize the signs of maltreatment and work to prevent or address it in the moment.

Ontario Cycling is committed to ensuring the safety of all athletes, coaches, officials, and volunteers involved in the sport of cycling. To help ensure a safe environment, 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?

OC requires all cycling coaches to complete the 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. NCCP Anti-Racism in Coaching
7. NCCP Coaching Athletes with a Disability
8. Commit to Kids Training for Coaches
9. Sport for Life Online Course Catalogue

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

SAFE SPORT 101 PLAY BOOK

Self-guided 8-part FREE e-Learning series

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 be open and observable, except for medical emergencies.
2. **Background Screening**: Implementation of a 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/instructors 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 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 strongly encourage 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 danger should be reported immediately to local police services and Ontario Cycling should be 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**

Abuse-Free 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, may reach out to this free and confidential service. 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 Abuse Free Sport Helpline.



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 registered club or team cannot be held to an agreement that prevents their release from said club or team. 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 or team are between the club/team and member and will not impact their ability to participate in sanctioned events.

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

- 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 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.

Cycling Canada Charitable Tax Receipt Donation Program

Incorporated Not-for-Profit clubs with Ontario Cycling are eligible to apply for the Cycling Canada charitable tax donation program. This program allows registered not-for-profit cycling clubs tied to a provincial sport organization to collect donations and have tax receipts issued (for donations over \$25) to donors.

This is a fantastic opportunity for clubs to take advantage of a premium fundraising opportunity by promoting the ability for donors to receive a charitable tax receipt.

For more information, contact the OC office.

2024 OC Club Education Opportunities

Ontario Cycling prides itself on bringing clubs education pieces they can use from industry experts. In 2023 alone OC offered webinars on:

- Community and Grassroots Programming
- Grant Writing 101
- Insurance Program Summary and Q&A
- Safe Sport 101 (2 Webinars with Sport Law)
- Knowing your Rights (The Biking Lawyer)

In 2024, we are looking to expand on our education opportunities for clubs with topics including:

- Volunteerism in Today's Changing World
- Insurance Program Summary and Q&A
- Club Policies – Who? What? Where? When? Why?
- Club Events Hosting (Time Trials and Criteriums and other races)
- Social Media – How to Effectively Use Social Media to Market Your Club/Team
- Ride Leader Training – Rollout of a new OC Program
- Link My Ride – Cycling Canada's officially recognized Ride Scheduling App.

Stay tuned for more information on dates, times, and registration links to all of the above.

Other webinar opportunities may become available during the season and will be communicated out to club directors for club specific webinars, and all members for broad membership webinars.

As always, if your club has an idea for a webinar you think would be beneficial, please don't hesitate to reach out to OC's [Club Relations and Membership Manager Chris Baskys](#).