

# 2024 OC REGISTERED TEAM INFORMATION PACKAGE



**ONTARIO  
CYCLING**

*always in motion*

# Table of Contents

<b>What is an Ontario Cycling (OC) Registered Team?</b>	<b>3</b>
<b>2024 Types of Registered Teams</b>	<b>4</b>
<b>What Value Do Teams Get in Being OC Registered?</b>	<b>5</b>
<i>Insurance Protection Coverage</i>	5
<i>Marketing and Exposure</i>	5
<i>Development and Knowledge Sharing</i>	5
<i>Team Construction</i>	6
<i>OC Member Discount Program</i>	6
<b>Registration Requirements</b>	<b>7</b>
<i>Ownership and Team Purpose Information</i>	7
<i>Activity Risk Management Policy (RMP)</i>	7
<i>Ride/Activity Guidelines</i>	8
<i>Club Ride/Activity Guideline Examples</i>	8
<i>Team Activities</i>	9
<i>Policies &amp; Guidelines</i>	10
<i>Team Jerseys</i>	11
<b>2024 NEW Membership Structure</b>	<b>12</b>
<b>2024 OC Membership Cards (examples only)</b>	14
<i>Individual Membership Requirements</i>	15
<i>Member Forms and Waivers</i>	15
<i>Pre-payment of Individual Membership</i>	15
<b>Insurance Program Info and Reporting Injuries</b>	<b>16</b>
<b>E-Bikes</b>	<b>17</b>
<b>Rowan's Law – Concussion Management</b>	<b>18</b>
<b>Safe Sport</b>	<b>20</b>
<i>What Training Should Coaches And Volunteers Have?</i>	20
<i>What is responsible coaching?</i>	21
<i>What screening is required?</i>	21
<b>Description of Police Checks</b>	<b>22</b>
<i>Criminal Records Check (CRC)</i>	22
<i>Vulnerable Sector Verification (VSV)</i>	22
<i>Enhanced Police Information Check (E-PIC)</i>	22
<i>Not sure which to choose?</i>	23
<i>Reporting inappropriate behaviour?</i>	24
<i>Abuse-Free Sport Helpline</i>	25
<b>Member Releases – For Racing Members</b>	<b>27</b>
<i>Release from an OC Registered Team</i>	27
<i>Team Ontario</i>	27
<i>2024 OC Team Education Opportunities</i>	28

2024 Club &  
Team  
Activity  
Guidelines

Team  
Resources &  
Forms

2024 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: a Private Team and Supporting Business.

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

## 2024 Types of Registered Teams



Classification	Private Racing Team	Supporting Business Team
Definition	A private group restricted to invited individuals with a focus on racing, with membership made up of race license holders. A Private Racing Team is generally owned and operated by either an individual or group of individuals under the guidance of a Team Manager. Private teams may choose to organize training activities (for its members only) under the OC insurance program (subject to requirements, add \$75.00 to registration fee for sanctioned training activities to be covered)	A private group made up of 4 or less members that is private in nature, generally run by an individual as the Team Manager. Supporting Business teams are great for athletes or small groups that are sponsored by a business but who do NOT run any sanctioned training activities under the OC insurance program.
Registration Requirements	<ul style="list-style-type: none"> <li>Confirmed agreement to adopt and follow OC Policies, as applicable to them and their members</li> <li>Run sanctioned non-competitive activities (if applicable) in accordance with the Team's OC approved Risk Management Policy &amp; Ride/Activity Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed agreement to adopt and follow OC Policies, as applicable to them and their members</li> <li>Run sanctioned non-competitive activities (if applicable) in accordance with the Team's OC approved Risk Management Policy &amp; Ride/Activity Guidelines</li> </ul>
Registration Price	<p><b><u>No Sanctioned Training Activities</u></b></p> <p>\$450.00</p> <p><b><u>Sanctioned Training Activities Covered</u></b></p> <p>\$525.00</p>	<p><b><u>Annual Price</u></b></p> <p>\$290.00</p> <p><b><u>Sanctioned Training Activities Covered</u></b></p> <p>\$365.00</p>
Registration Expiration	December 31, 2024	

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



## **What Value Do Teams Get in Being OC Registered?**

### **Insurance Protection Coverage**

#### **1. OC Members Are Insured During Sanctioned Team Training and Sanctioned Events**

OC members receive access to OC's General Liability coverage. Certain membership types (Challenge, Compete and UCI) also receive access to Sport Accident Coverage during sanctioned team activities and events.

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

Teams can purchase Directors & Officers insurance coverage from OC's insurance provider at a preferred rate. *(Cost based on annual revenue and amount of coverage)*

### **Marketing and Exposure**

#### **1. Exposure on OC Website Directory**

Registered teams are listed on the Team Directory on the OC website.

#### **2. Team Acknowledgement on Memberships and Results**

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**

OC registered teams have access to organization governance templates including organizational policies, bylaws, risk management techniques and Ride Guidelines.

## **2. Access to Exclusive OC Organized Webinar Education Opportunities**

Registered teams have access to OC organized webinars with outside subject matter experts, on 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 such as programming, marketing/communications, 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**

OC Members receive access to preferred member pricing and discounts with any of the OC's member benefit partners, as well as Cycling Canada's member benefit partners.

## **Registration Requirements**

### **Ownership and Team Purpose Information**

Teams applying for OC registered team status must provide information on who the official owner of the team is and a description of the team's purpose.

### **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 team will attempt to limit risk to its members when running an activity. It may also address specific risks and the process for how these are handled (Risk Registry)

Teams are encouraged to have an Emergency Action Plan (EAP) in place, which lays out how team members must handle any incident which may arise, which should be specific to each activity location. Any team hosting sanctioned training activities is required to have an Activity Risk Management Policy in place.

RMP's are required with original team registration to OC and should be reviewed annually as a refresher for the team, but also to ensure that any changes/updates are captured. A copy must be submitted to Ontario Cycling every 2-3 years, or anytime an update is made/required.

For teams looking to host competitive activities or events open to non-host team members, additional items may be required including, but not limited to:

- 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.**

Teams hosting sanctioned training activities must submit a Ride/Activity Guidelines document laying out how their activity is run. This document should be made available to all team 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
  - Drop Ride Guidelines
  - How the team 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**



## Team Activities

**This section is for teams who have chosen to have activities sanctioned by OC for insurance coverage (Additional \$75 to team registration fee). For coverage for competitive activities (TTs), a separate application must be submitted .**

**NEW in 2024!!!** - Private Teams and Supporting Business Teams who have applied to have their training activities covered under OC insurance, no longer need to submit a team training activity report. However, all recreational team training activities/skill development programs must still follow the team's approved Activity Risk Management Policy and Ride/Activity Guidelines to ensure they will be deemed sanctioned.

For teams looking to host TT's (for its team members only) or any other competitive activity, please contact the OC office for more information.

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

Teams should read and understand the **2024 Club & Team Activity Guidelines** before running activities.

**2024 CLUB & TEAM  
ACTIVITY GUIDELINES**

## Policies & Guidelines

Teams are required to adopt and follow [OC's Policies & Guidelines](#)

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

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
	Weather Policy

## Team Jerseys

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

Teams 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.

Team Jerseys **cannot** resemble the 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

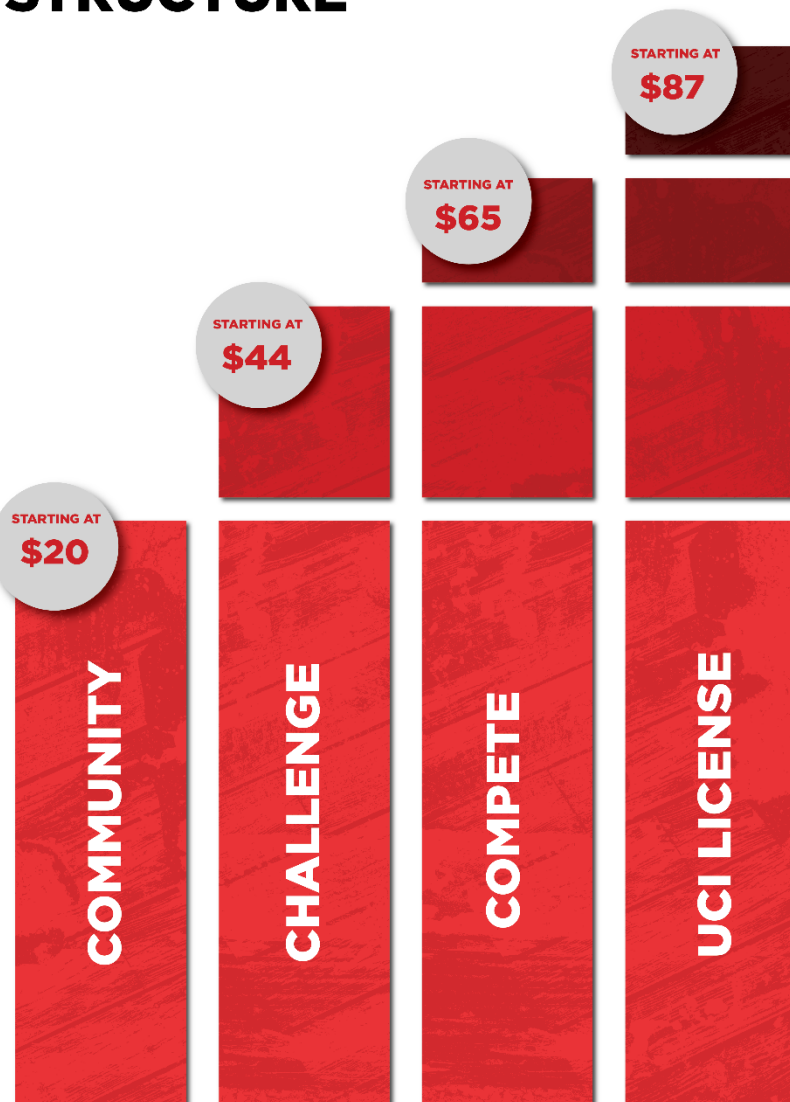
- International Events (UCI)
- National Events (UCI)

- 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





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

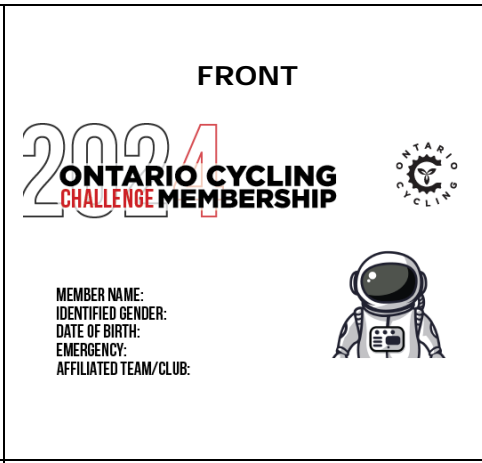

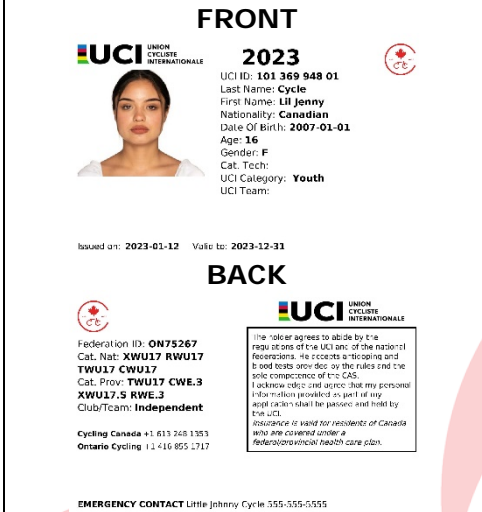
This new structure places an emphasis on community participation (club level, local area recreational events and personal training), but also provides more flexibility for competitive cyclists. This latter change introduces a new membership level, which reflects the realities of developing competitive cyclists 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 originally 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 team, 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><b>*NEW*</b></p> <p><b>OC CHALLENGE Membership</b></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"> <li>• Ideal for those looking to participate in an interclub, weekly or regional competitive event/race</li> <li>• Ideal for youth participating in races in Ontario below Cat A/B or U17 Expert category</li> <li>• Receive access to Personal Liability (\$10M) and Sport Accident coverage during sanctioned activities/events</li> <li>• Provides access to OC member benefit program, member education webinars and resources, and OC member newsletter</li> </ul>	<p><b>FRONT</b></p>  <p>MEMBER NAME: IDENTIFIED GENDER: DATE OF BIRTH: EMERGENCY: AFFILIATED TEAM/CLUB:</p>
<p><b>*NEW*</b></p> <p><b>OC COMPETE Membership (formerly PRL)</b></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"> <li>• Minimum requirement to race in A/B or Expert/Elite categories at OCups</li> <li>• COMPETE or UCI Race License required to compete in Prov. Championship categories.</li> <li>• Receive access to Personal Liability (\$10M) and Sport Accident coverage during sanctioned activities/events</li> <li>• Provides access to OC member benefit program, member education webinars and resources, and OC member newsletter</li> </ul>	<p><b>FRONT</b></p>  <p>MEMBER NAME: IDENTIFIED GENDER: DATE OF BIRTH: EMERGENCY: PROV. CHAMPIONSHIP CAT.: AFFILIATED TEAM/CLUB:</p>
<p><b>OC Issued UCI License (All types)</b></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.</p> <p>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"> <li>• Ideal for those 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 Personal Liability (\$10M) and Sport Accident coverage during sanctioned activities/events</li> <li>• Provides access to OC member benefit program, member education webinars and resources, and OC member newsletter.</li> </ul>	<p><b>FRONT</b></p>  <p><b>BACK</b></p> <p>Emergency Contact: Little Johnny Cycle 555-555-5555</p>

For more information on the new membership structure and common question, visit the [membership section](#) of the OC website.

## Individual Membership Requirements

Members of OC registered teams must be a member of OC in order to participate in team sanctioned training activities. OC memberships are available online using the OC's Membership Registration provider CCN Bikes.

Individual membership and team registration expires December 31<sup>st</sup> of that membership season. (*December 31<sup>st</sup>, 2024*)

Members require only one OC membership for all disciplines, but must show proof of issued membership prior to participating in an 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 for protecting members and OC during any form of litigation. Teams may choose to ask 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 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 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*)



## Insurance Program Info and Reporting Injuries

One of the benefits of being an OC registered Team is access to Ontario Cycling's Insurance Program for Members.

OC Members have access to General Liability coverage and Sport Accident medical benefits coverage (depending on their membership), which provides coverage for incidents and/or accidents which may occur during sanctioned activities/events.

For any member injured during a sanctioned 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. Teams 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.

Teams 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 you should decide what is most appropriate for your activity 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 & Teams within the province need to meet all 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 years of age have completed and agreed to the Concussion Policy and Concussion Code of Conduct.

OC recommends that all Clubs and Teams ensure that their 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 Management Team.

### [\*\*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 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 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/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 club and 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 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 the 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 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, please visit [coach.ca](https://coach.ca)

## **Member Releases – For Racing Members**

### **Release from an OC Registered Team**

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 or team 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.

## 2024 OC Team Education Opportunities

Ontario Cycling prides itself on bringing clubs and teams 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 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 and team managers.

As always, if you have any questions about affiliation or membership, please don't hesitate to reach out to OC's [Club Relations and Membership Manager Chris Baskys](#).