

2024 Club & Team Activity Guidelines



**ONTARIO
CYCLING**

always in motion

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Guidelines

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

For a club/team to have access to the insurance program for its activities, it must meet the following baseline conditions:

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

- a. Clubs
 - i. OC Community Membership
 - ii. OC Challenge Membership
 - iii. OC Compete Membership
 - iv. OC Issued UCI License
- b. Teams
 - i. OC Challenge Membership
 - ii. OC Compete Membership
 - iii. OC Issued UCI License

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

- a. Members and the club/team will not be covered by insurance until the Activity Risk Management Policy is deemed approved.

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

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

Club Ride/Activity Guideline Examples

COLLINGWOOD CC

DARK HORSE FLYERS CC

RAILWAY CITY CC

4. Ensure your activities comply with these guidelines.

Risk Management Policy & Ride Guidelines

Clubs and/or teams planning to organize activities for members under the core insurance program are required have an OC approved Activity Risk Management Policy and Ride/Activity Guidelines document that is available to all members.

What is an Activity Risk Management Policy?

An Activity Risk Management Policy (RMP) lays out common sense safety steps the club or team is implementing at every activity to limit risk to the organization and the participating members. This may also include specific items the club or team asks of members to help limit risk.

Teams without activities to be covered by the OC insurance program need not submit a Risk Management Policy, however training activities for these groups that are not sanctioned will place the responsibility solely on the team management, ownership and individuals.

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

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

Participants in an activity should be informed that the ultimate responsibility for safety rests with them, and should they feel unsafe, to let the Ride Leader know.

In addition to an Activity Risk Management Policy, a Risk Registry may also be useful. A Risk Registry identifies specific risks, their likelihood, the impact/severity, and how the risk can be limited. For more information on Risk Registry's, contact the [OC Club Relations & Membership Manager](#).

Clubs are also 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.

For clubs looking to host competitive activities or events, additional items may be required including:

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

What is a Ride/Activity Guidelines Document?

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

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

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

This document should be made available to all members so they are aware in advance of how the activity will be run, and what is to be expected of them. It is also a great way to catch new members up on expectations prior to showing up to their first activity.

Club Ride/Activity Guideline Examples

COLLINGWOOD CC

DARK HORSE FLYERS CC

RAILWAY CITY CC

Club & Team Activities

Recreational Activities

NEW in 2024!!! - Clubs and teams 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 or team's OC approved Activity Risk Management Policy for activities and Ride/Activity Guidelines document to ensure they will be deemed sanctioned and covered by applicable insurance.

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

If riding at the Mattamy National Cycling Centre, the club/team may be asked to provide a [Certificate of Insurance](#).

Intraclub Competitive Events (Host club members only)

Intraclub Events (host club members only) can be either recreational (see above) or competitive in nature. 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, but certain requirements must be met.

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](#)
- Certificate of Insurance Application (if required by a municipality or landowner)

Clubs may also be required to submit a Certificate of Insurance Application if they require an insurance certificate naming the municipality or landowner the event takes place on.

For any club running an intraclub competitive activity, the club's Activity Risk Management Policy should also have a section describing how it will deal with risk during a competitive event (if not a separate policy altogether).

Membership Requirement for Intraclub Competitive Activities:

- OC Community Membership
- OC Challenge Membership
- OC Compete Membership
- OC issued UCI License

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

Events Open to Other OC Members (Includes Interclub Events)

Activities open to non-club members (other than free guest riders on a recreational ride) require event sanctioning, regardless of if the activity is recreational or competitive.

Ex. A Group Ride where an OC member asks the club if it can join (at no cost) would not be considered an interclub event, but a ride with a fee, or a race would. This also applies to charity type activities as well.

Hosting an event open to any OC member is a great way for the club to not only generate some extra revenue, but also expose itself to those who may not be aware of what the club has to offer, thus potentially resulting in increased club membership. It also provides current club members an opportunity to participate in an event with other OC members, providing a new “fresh” feeling to activity participation.

Clubs who host a sanctioned event open to outside club members are eligible to receive a rebate on their 2024 club registration. See below chart for details:

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 a 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](#) or review the [Event Organizer Package](#) options.

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

Clubs hosting events of this nature may also need to provide certain items as part of sanctioning including event information, Emergency Action Plan, Certificate of Insurance Request, fees for event sanctioning, and depending on the event, may need to obtain a road closure or park permit.

Membership Requirement for Events Open to other OC Members:

- OC Challenge Membership
- OC Compete Membership
- OC issued UCI License

Club Activity Participation

All activity participants **MUST** be a current and valid OC Member at time of participation. The only exception to this is those individuals who are participating in an OC Approved Club “Try Out” activity or with an OC Club Day Pass in a club’s recreational activity.

Previously: The OC allowed clubs to charge up to \$10 for any non-club member participating in a club activity. This item is no longer in place as a result of the changes to the activity structure (see previous page).

New: Clubs can still invite an OC member who is not part of the club to their recreational activities; however there must be **NO FEE** to the individual for this participation. Clubs wanting to charge a fee for outside club members to participate in an activity/event must sanction the event (See **Events Open to Other OC Members**).

All competitive events hosted by a club either must be for that club’s members (Intraclub) or sanctioned as an event through the OC Events Team (open to other OC members and potentially non-members.)

Team Activity Participation

Teams looking to host activities under the OC insurance program must opt-in to this item. This can be done at time of registration or anytime after by contacting the OC office (**\$75 Add-on Fee**). This would ensure all sanctioned team training activities are covered for insurance (as would members be covered.) Teams who do not opt-in to this program will not have coverage for any activities they run for team members only. (Members would still have coverage when at sanctioned events)

All team activity participants **MUST** be a current and valid OC Member at time of participation (Challenge Membership or higher).

Teams are allowed to host team training rides/activities that are recreational in nature only

All competitive events hosted by a club either must be for that club’s members (Intraclub) or sanctioned as an event through the OC Events Team (open to other OC members and potentially non-members.)

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"> Review the OC Club Try-out Info Package Apply to host a Try-out Have Participant complete Try-out Application Form Participant provides Club proof of completion 	<ol style="list-style-type: none"> Have Participant complete OC Club Day Pass Application Form 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.

Trail Building/Maintenance

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

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

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

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

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**

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

Sport Accident Claims

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

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

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

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

Members should contact the OC office to obtain a Sport Accident Claim Form.

Alcohol

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

- Pub Nights
- Social Events
- Awards Banquets
- Free Samplings
- Prize Giveaways

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

Clubs/teams are encouraged to use third party vendors to serve alcohol at any social functions and that they obtain a Certificate of Insurance from the vendor naming the club/team and Ontario Cycling Association.

Clubs/teams should obtain a Liquor Liability Certificate even if not serving alcohol as the organization could be named in a legal claim if something arises from a vendor serving alcohol.

Any Certificate of Insurance issued by the OC insurance provider will not include third party vendors.

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.