

2025 OC Registered Club Information Package

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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.

For the purposes of registration, Ontario Cycling recognizes two distinct types of clubs:

- 1. Incorporated Non-Profit Clubs**
- 2. Incorporated For-Profit Clubs**

2025 Types of Clubs

Club Type	Incorporated Non-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 and policies governing how it is operated, and is run 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"> • Incorporated Non-Profit Org. with Ontario or Canadian Government • Open membership • Elected Board of Directors (Min. 3) • Hold an Annual Meeting for club members • Have bylaws and policies that govern how to operate • Follow proper financial reporting procedures as per the <i>Ontario Not For Profit Corporations Act</i> • Run activities in accordance with the club's OC approved Activity Risk Management Policy (RMP) & Ride/Activity Guidelines • All members have OC Membership 	<ul style="list-style-type: none"> • Incorporated with the Ontario Government or Government of Canada as a Business Corporation • Leadership in place to run the club • Have policies in place that guide how the club operates • Follow proper reporting procedures (financial and otherwise) as per its incorporation and CRA requirements • Run activities in accordance with the club's OC approved Activity Risk Management Policy (RMP) & Ride/Activity Guidelines • All members have OC Membership
Club Policies & Regulations** <i>Certain Policies are Required vs Strongly Recommended (See Pg. 9 for more details)</i> <i>OC can provide templates for policies your club does not have</i>	<p>Clubs are expected to have a set of policies in place that help govern how it operates. These policies touch on everything (membership, communication, code of conduct, discipline, financials, participant/member safety, etc.)</p> <p>In addition, clubs are REQUIRED to have a policy in place regarding concussions, including how to both remove an athlete from an activity if a concussion is suspected, as well as the steps the athlete should take before returning to participate. Under Rowan's Law Legislation in Ontario, clubs are required to have a concussion code of conduct completed for individuals, coaches, and trainers under 26.</p> <p>Clubs should also have in place a sufficient screening policy. It is MANDATORY for clubs with youth and/or other vulnerable members to have a screening policy and process in place.</p>	
Registration Price	<p style="text-align: center;"><u>2025 Price</u> \$320.00</p> <p style="text-align: center;"><i>\$50 rebate for clubs not registered with OC within the last 4 years.</i></p>	<p style="text-align: center;"><u>2025 Price</u> \$390.00</p> <p style="text-align: center;"><i>\$50 rebate for clubs not registered with OC within the last 4 years.</i></p>
Registration Expiration	December 31, 2025	
Registration Link	Click Here To Register Your Club	

Have questions or concerns? Please contact the OC Office.

Benefits of Being an OC Registered Club

Insurance Protection Coverage

1. Club Liability Protection

OC clubs are covered under OC's General Liability insurance coverage program (so long as they are an incorporated/recognized legal entity.)

2. OC Members Are Insured During Sanctioned Activities and Events

OC members receive access to OC's General Liability coverage program. Challenge, Compete and UCI members also receive access to Sport Accident Medical Benefit Coverage during sanctioned club activities and events through their membership.

3. Access to 24/7 Accident Medical Benefit Coverage

OC members may purchase additional Sport Accident medical benefit coverage to cover them anytime when riding their bike.

4. Access to Directors & Officers Insurance Coverage

Clubs can purchase preferred rate Directors & Officers insurance coverage.

Marketing and Exposure

1. Exposure on OC Website Directory

Registered clubs are listed on the OC Website Club Directory.

2. Club Acknowledgement on Memberships and Results

Registered clubs are listed on OC memberships and sanctioned event results.

3. Customized Club Jersey Use

Clubs are able to create and have their own custom jersey worn during sanctioned events (subject to OC approval).

4. Ability to Host Club Try-out Opportunities for Non-Members

OC clubs are able to organize pre-scheduled FREE Club Try-out opportunities for individuals looking to trial run the club before joining. Clubs may also offer non-members a chance to trial run the club's recreational programming through the purchase of an OC Club Day Pass (with proceeds going to youth development opportunities in the province.)

Development and Knowledge Sharing

1. Access to Best in Practice Policies and Bylaw Templates

OC registered clubs have access to policy templates including organizational policies, bylaws, risk management and ride guidelines.

2. Access to Exclusive OC Organized Webinar Education Opportunities

Registered clubs have access to OC organized webinars with subject matter experts on a variety of topics and issues.

3. Voting Rights at the OC Annual Meetings

OC registered clubs with at least five (5) OC members are eligible for one vote on behalf of the club at the OC Annual Meeting.

4. Access to Professional Sport Management Staff

Registered clubs have access to OC Professional Staff to help provide guidance on items including programming, marketing/communications, insurance, legal issues, event organization, advocacy, Safe Sport, Rowan's Law, discipline/complaints and more.

5. Access to OC Ride Leader Training and Coaching Courses

OC registered clubs are eligible to have members attend OC Ride Leader Training Info Sessions and/or Coaching Courses.

6. Development Opportunities for Coaches/Commissaires

OC Club members are provided a pathway for becoming a coach or Commissaire (official).

Member Benefits

1. Access to Cycling Canada's Charitable Donation Program (Non-Profit Clubs Only)

Registered OC non-profit clubs (incorporated non-profit) are eligible to apply for Cycling Canada's charitable donation program, allowing those who donate \$25.00 or more to the club to receive a charitable tax receipt.

2. 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.

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 have access to General Liability coverage and (for Challenge, Compete and UCI License members) Sport Accident medical benefits coverage. This provides medical expense coverage for incidents and/or accidents which 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.**

2025 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
- Cyber Security Coverage
- Property Insurance (For clubs with a physical facility location)

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 the member is already a part of.

Members must first ensure that an **OC Sport Injury Form** has been submitted to Ontario Cycling to open a case file (must be filed within 30 days of incident.)

Members have up to **90 days** after the incident to file a Sport Accident Claim Form with Ontario Cycling. They can contact the office to obtain a Sport Accident Claim Form.

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

Sport Accident Extension Program

OC members also have additional insurance options for when they are riding their bike.

The Sport Accident Extension Program allows OC members to purchase additional 24/7 Sport Accident medical benefit coverage based on the type of riding they are doing.

Option	Item	Description	Which Members Can Purchase?
A	Anytime-on-Bike Coverage	Provides Accident Benefit Extension Coverage for an OC member whenever they are riding their bike. Includes both commuting AND training.	Community Challenge Compete UCI
B	Individual Personal Training Coverage	Provides Accident Benefit Extension Coverage for an OC member when individually training ONLY. Does NOT cover commuting (i.e. using your bike primarily to get from one place to another)	Challenge Compete UCI

NEW IN 2025!!! – In 2024, Community members did not have access to Sport Accident coverage automatically through their membership. After feedback from clubs and members, a limited amount of Sport Accident coverage (Limit of \$10,000) has been added to the Community membership (along with \$5m liability coverage). The Challenge, Compete and UCI membership options still come with full core insurance program coverage (Limit of \$50,000 Sport Accident and \$10m liability coverage).

As it pertains to additional coverage when riding your bike away from your club/team, OC recommends all members consider the 24/7 Anytime-On-Bike accident extension coverage. **For \$120 annually (the equivalent of \$10 per month), members can rest assured they will have Sport Accident medical benefits coverage anywhere in Canada when riding their bike.**

As of 2025, the Personal Training option can **ONLY** be applied to your individual training with a Challenge or higher membership.

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

2025 ONTARIO CYCLING Membership Structure

CONTINUED IN 2025 - Ontario Cycling will be continuing with the same membership structure it debuted in 2024. This structure was a result of feedback from members, non-members, clubs, and event organizers.

This membership structure places an emphasis on cycling participation (club level, local area recreational events and personal training), while providing more flexibility for competitive cyclists. This latter change introduces a membership level (CHALLENGE) which reflects the realities of developing competitive cyclists vs high-level competitive cyclists. OC provincial memberships are issued once for the year and allow for participation in all cycling disciplines.






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 be charged the difference in cost if using the same CCN Bikes account tied to their 2025 existing membership.



In addition, OC has several discount options for the 2025 season:

Discount Type	Discount Amount	Notes
Triathlon Ontario Members	\$10 off OC membership if an existing 2025 Triathlon Ontario Member	Contact OC Office with your TriOn membership # to verify eligibility
Family Discount (Min. 4 members with at least one U18 membership)	20% of OC membership purchase if purchased at same time as other family members.	Must be purchased in same CCN Bikes account in same transaction. Contact OC Office with receipt for post-purchase discount refund
Late Season UCI Discount	25% off UCI License Cost (or upgrade cost)	Applied directly at checkout beginning in late August

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:

2025 OC Membership Cards (examples only)

<p style="text-align: center;">OC COMMUNITY Membership</p> <p>Cards issued as PDF via email shortly after purchase. (Youth reviewed before issuing)</p>	<ul style="list-style-type: none"> • Ideal for those looking to ride on their own in their local community with 24/7 Anytime-on-Bike accident coverage • Receive access to Personal Liability insurance coverage (\$5M) and limited Sport Accident (\$10,000) coverage (NEW) during sanctioned activities/events • Provides access to OC member benefit program, member education webinars and resources, and OC member newsletter 	<p style="text-align: right;">FRONT</p> <p style="text-align: center;">2025 ONTARIO CYCLING COMMUNITY MEMBERSHIP</p>  <p>25COMM -</p> <p>MEMBER NAME: IDENTIFIED GENDER: DATE OF BIRTH: EMERGENCY: NCCP CYCLING COACH: CLUB:</p>
<p style="text-align: center;">OC CHALLENGE Membership</p> <p>Cards issued as PDF via email shortly after purchase. (Youth reviewed before issuing)</p>	<ul style="list-style-type: none"> • Ideal for those joining a club or private team who want BOTH Personal Liability (\$10M) and Sport Accident (\$50,000) coverage during sanctioned activities/events • Ideal for those participating interclub, weekly or regional series events, or OCup events below Cat A/B or Expert/Elite categories • Eligible to purchase 24/7 OC member Sport Accident coverage. 	<p style="text-align: right;">FRONT</p> <p style="text-align: center;">2025 ONTARIO CYCLING CHALLENGE MEMBERSHIP</p>  <p>25CHAL -</p> <p>MEMBER NAME: IDENTIFIED GENDER: DATE OF BIRTH: EMERGENCY: NCCP CYCLING COACH: TEAM/CLUB:</p>
<p style="text-align: center;">OC COMPETE Membership (formerly PRL)</p> <p>Cards issued as PDF via email shortly after purchase. (Youth reviewed before issuing)</p>	<ul style="list-style-type: none"> • Minimum requirement to race in Cat 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 • Eligible to purchase 24/7 OC member Sport Accident coverage. 	<p style="text-align: right;">FRONT</p> <p style="text-align: center;">2025 ONTARIO CYCLING COMPETE MEMBERSHIP</p>  <p>25COMP -</p> <p>MEMBER NAME: IDENTIFIED GENDER: DATE OF BIRTH: EMERGENCY: NCCP CYCLING COACH: TEAM/CLUB:</p>
<p style="text-align: center;">OC Issued UCI License (All types)</p> <p>Cards issued as PDF via email shortly after an application review. (Normally less than 10 days)</p>	<ul style="list-style-type: none"> • Required to race most sanctioned races outside Canada • Required to participate in any UCI Tour, Cup, Series, Grand Prix or Championship Event. • Ideal for those looking to race in Cycling Canada sanctioned events including National Championships • <i>Note: At certain events in Ontario, a specific category may require a UCI License if that category is sanctioned by Cycling Canada. See Event Technical Guide for more information</i> 	<p style="text-align: right;">FRONT</p>  <p style="text-align: right;">2024</p>  <p>UCI ID: 101 369 948 01 Last Name: Cycle First Name: Lil Jenny Nationality: Canadian Date Of Birth: 2007-01-01 Age: 17 Gender: F Cat. Tech: ORG ME DS UCI Category: Championship Junior Staff Junior UCI Team:</p> <p>Issued on: 2023-12-05 Valid to: 2024-12-31</p> <p style="text-align: right;">BACK</p>

	<ul style="list-style-type: none"> • Receive access to Personal Liability (\$10M) and Sport Accident coverage during sanctioned activities/events • Eligible to purchase 24/7 OC member Sport Accident coverage. 	 <p>Federation ID: ON76129 Cat. Nat: RWJ TWJ XWJ BCSWJ CWJ 4WJ BWJ Cat. Prov: BCSWJ CWE.3 TW.B XWJ.S 4WJ RW.B BWJ Club/Team: Independent</p> <p>Cycling Canada +1 613 248 1353 Ontario Cycling +1 416 855 1717</p> <p>EMERGENCY CONTACT Little Johnny Cycle 555-555-5555</p>  <p>The holder agrees to abide by the regulations of the UCI and of the national federations. He accepts antidoping and blood tests provided by the rules and the sole competence of the CAS. I acknowledge and agree that my personal information provided as part of my application shall be passed and held by the UCI. <i>Insurance is valid for residents of Canada who are covered under a federal/provincial health care plan.</i></p>
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A printed card option for any of the above can be ordered at a cost of \$12/card.

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, 2025*)

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. Another benefit of this route is that club’s will be able to download signup reports that show the club member’s OC Membership type, status and number, saving the headache of manually confirming.

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 – **NEW FORMS FOR 2025**

All members **must** complete all membership forms and waivers when applying for their OC membership.

Waivers are crucial for protecting members, clubs and OC during any form of litigation. Clubs may choose to ask members to sign an additional waiver should they want one on file themselves (however this is not required).

All members are required to complete an age-appropriate waiver (members under 18 years of age must also complete an informed consent page), 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 requires clubs provide a copy of their member list when asked. For those clubs on CCN Bikes, a copy of your member list may be downloaded for this reason only. Any information obtained will be strictly confidential and not shared.

Can We Pre-Pay for Our Club's OC Memberships?

Clubs may arrange to pre-pay for OC membership for a select group of its members. Often this may be for volunteers, Ride Leaders or "Lifetime Members".

To do this, simply contact our office noting the type of membership, quantity and age range of the club member(s).

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 to pass on to club 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*)

For more information on the OC membership structure and common questions, visit the [membership section](#) of the OC website or contact our office.

Rowan's Law – Concussion Management

As of July 01, 2019, all sports organizations in the province have 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.

Clubs and 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 clubs and teams meet the requirements of this legislation. These resources include online and in-person topic discussions on Rowan's Law and concussions. In addition, the below resources will 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, 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 do not always immediately show or want to admit they have symptoms. There may be secondary symptoms that do 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.

Ontario Cycling also recommends volunteers and members consider taking the **FREE** Coach.ca **MAKING HEADWAY IN SPORT** Education Module.

[NCCP Making Headway in Sport \[FREE\]](#) – Offered online

Safe Spaces – Creating a Safe Space for All to Enjoy

(UPDATED 2025)

Anyone involved in sport should be able to thrive, train, participate, 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:

Requirements for Clubs, Teams, Program Volunteers & Coaches

1. Screening

Ensure your club/team has policies in place (or adopt Ontario Cycling's Screening Policy) to establish the minimum requirements for all those involved with club programming.

Clubs and teams involving participants under the age of 18 require a Background Screen (i.e. Police Check) and completion of the **NCCP Safe Sport** module for the person in authority for the programming on the day.

Additionally, if the person is involved in overnight trips, it is recommended club leadership conduct interviews and ask for reference checks for all those involved.

Clubs should be knowledgeable in the **Rule of Two** if youth (Under 18) are participating in your activity.

Background Check: You can access an online police background check (E-PIC)* using Ontario Cycling's partnership with Sterling Backcheck. Results are available within 24 hours.

<https://www.backcheck.net/oca/>

*To review the difference between a Criminal Record Check, Vulnerable Sector Verification, and Enhanced Police Information Check please see **Appendix A**

2. Training and Education

Ensure your volunteers and coaches stay current on training and certifications i.e. NCCP [National Coach Certification Program] and other recognized coach training programs. Many of the courses related to athlete and coach safety are FREE and easily accessed.

All clubs/teams involving participants under the age of 18 must have the volunteers/coaches responsible for delivering programming to this individual complete the Mandatory Courses below.

For clarification, the person in authority for delivering that activity/program on the day is considered the individual(s) responsible.

Mandatory Courses

NCCP Safe Sport Module [**FREE**] – Offered online at [Coach.ca](https://coach.ca)

NCCP Understanding the Rule of Two [**FREE**] – Offered online at thelocker.ca

NCCP Making Headway in Sport (Concussions) [**FREE**] – Offered online at thelocker.ca

Recommended Courses

Coaching Association Safe Sport 101 Playbook Modules [**FREE**] - <https://safesport101.coachesontario.ca/playbook/>

NCCP Emergency Action Planning [**FREE**] – Offered online at thelocker.ca

NCCP Making Ethical Decisions – Offered online and in-person through [Coaches Association of Ontario](https://coachesassociationofontario.ca)

NCCP Mental Health in Sport – Offered online through at thelocker.ca

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.

For more information on how to implement the rule of two and best practices, see **Appendix B**.

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.

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 POLICIES INCLUDING
DISCIPLINE & COMPLAINTS**

For more information on Safe Sport items, please visit coach.ca

Registration Requirements

1. Incorporation Documents

Required with Original Application or Updated Forms

While incorporation may seem like a daunting task, there is a very simple 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.

- 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

2. Club Bylaws

To be confirmed at time of original 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 style="text-align: center;">Standard Organization By-law</p> <p style="text-align: center;"><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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3. 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.

4. Policies & Guidelines

To be confirmed at time of original 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.

5. Activity Risk Management Policy (RMP)

Submitted with original application to host training activities, and as updated

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 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

6. Ride/Activity Guidelines

Submitted with original application to host training activities, and as updated

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 must 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
 - Drop Ride Guidelines
 - 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**

7. Club Jerseys

All clubs must submit a PDF, PNG, or JPEG colour image of their 2025 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.

Team Ontario Jersey



Provincial Champion Jersey



Club Activities

Recreational Activities

CONTINUED IN 2025!!! - Clubs are no longer required to submit a formal activity list for recreational activities (including general group riding/training rides or skill development programs) for sanctioning approval. Non-competitive activities will be considered sanctioned so long as they follow the club's OC approved **Risk Management Policy** for activities and **Ride/Activity Guidelines** document.

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.

Riding at the Mattamy National Cycling Centre

If your club is renting track time at the Mattamy National Cycling Centre, you likely will be asked to provide the town with a Certificate of Insurance.

Intraclub COMPETITIVE Events (Host club members only)

"Intra"club events (host club members only) can be either recreational (see above) or competitive in nature. For clubs hosting Intraclub 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](#)

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 Requirements for Intraclub Competitive Activities:

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

**2025 INTRACLUB
COMPETITIVE EVENTS FORM**
(Host Club Members Only)

Events Open to Other OC Members

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

Ex. A club group ride where an OC member asks the club if it can join would not be considered an interclub event, but a ride with a fee, or a race would be. 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 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.

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

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 should read and understand the **2025 Club & Team Activity Guidelines** before submitting their activities list.

**2025 CLUB & TEAM
ACTIVITY GUIDELINES**

OC Club Day Pass vs OC Club Try-Out Program

Ontario Cycling understands that sometimes, prospective members want to give a club a “test run” before deciding whether it is the right fit for them. We are proud to offer two program options to clubs and potential members to facilitate “trying out” the club before they purchase an annual OC membership.

Under the OC Club Try-out program, clubs have the opportunity to host *Try-out* opportunities for non-members FREE of charge. The program is designed to help recruit new members by providing clubs an opportunity to promote specific pre-scheduled days where non-members may experience the club on a trial basis. These days should focus on the new member experience, and showcase the club (its camaraderie, programming and passion). Club Try-outs should be adequately supported by volunteers, club board/management, and experienced club members.

The program is open to all OC registered clubs under the following guidelines:

1. Clubs must apply to be part of this program a minimum of **24 hours in advance** and indicate when the club will host a non-member opportunity under the supervision of an experienced ride leader or coach (in accordance with the club’s ride/activity guidelines, risk management plan, and policies**.)
2. Rides and skill development activities are accepted under the Try-out Program. Competitive activities (including TTs) are **NOT** allowed under the program.
3. Clubs will be able to hold a **maximum of eight (8)** Try-out opportunities per calendar year.
4. Non-OC members may attend up to two **(2)** Try-out activities during the season. After this, the participant will be required to obtain an annual OC membership to participate in any further activities.
5. Any club applying to have an activity deemed a “Try-out” must complete the Try-out application at the link below.
6. Once the club has submitted the application for its Try-out activity, it should instruct interested non-member participants to visit the link below to complete the **OC Club Try-out Individual Participant Form**.

During the online process, individuals will be asked to provide their information and complete the waiver form. They will then be instructed to provide a copy of their confirmation email to the hosting club. Individual applicants for club try-outs will need to provide their information to the hosting club and go through any club related protocols that may be in place at the time.

7. Any incidents that occur on the ride MUST be reported using the OC Sport Injury Report Form. These forms should be submitted to the OC **within 7 days**.

Ontario Cycling also offers an **OC Club Day Pass** option. This option allows non-OC members the opportunity to participate in a club's recreational activity that is NOT already scheduled as a try-out activity.

A breakdown is below of the difference between the Club Day Pass and Club Try-out Program options:

	OC Club Try-out Program	OC Club Day Pass
Cost to Club	\$0	\$0
Cost to Participant	\$0	\$10 – Adult \$5 – Youth Donation to Tony Osborne Youth Cycling Fund
Maximum Uses (Club) New Limit for 2025	8 Limited to recreational activities	0 Limited to recreational activities
Maximum Uses (Ind.)	2	3
Process	<ol style="list-style-type: none"> 1. Complete 2025 OC Club Try-out Application Form 2. Once submitted have any non-member participants complete the Participant Try-out Application Form 3. 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.

Use of E-Bikes in Activities

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.)

Member Releases – For Racing Members

Release from an OC Registered Club or 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 (payments, equipment, etc.) with a club or team are primarily between the club/team and member. Clubs or teams may file a complaint with OC if they have an outstanding issue with a former team member, including if the member owes the club/team outstanding items, or has worn the club/team kit at an event without the consent of the club/team. 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.

Ontario Cycling may only get involved in certain cases, and reserves the right to hold a member “NOT IN GOOD STANDING” should it feel the specific situation warrants it.

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 without anOC Club Education Opportunities

Ontario Cycling provides education opportunities for both clubs and teams by bringing in industry matter experts to discuss relevant topics that apply to most (if not all) clubs and teams in some capacity.

Club/Team webinar opportunities will be emailed out to all OC registered club and team directors as they open up, and those who sign-up will receive a video recording of the webinar (should the guest speaker allow recording of the content.)

Most webinars occur from January to April. Other webinar opportunities may become available throughout the season and will be communicated when confirmed.

Appendices

Appendix A – Different Police Checks

Criminal Records Check (CRC)

This process verifies whether an individual has a criminal record (local and nationally) and provides the applicant with 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.

Appendix B – Rule of Two

The most important and effective way to reduce risk to both the athlete and coach is to ensure the “Rule of Two” requirement is being implemented at all times. This will require explaining this rule to parents/guardians and others involved with your programming to ensure understanding and adherence.

- Coaches/Staff should never be alone with an athlete (i.e. closed-door conversations, driving). Ideally, you want to have two (2) adults present but a minimum requirement is to ensure there are two (2) or more athletes present when working with a coach.
- Coaches/Staff are prohibited from communicating privately [email, text] with athletes, and specifically with athletes under 18. Communications should be made to the entire group and any individual messaging should include a copy to another coach, parent, or office staff.
 - Private conversations may take place if done so in an open/public setting and under supervision of another coach/staff member/guardian

What to do in the event of an emergency or extenuating circumstance?

- Common sense needs to be applied with athlete safety being the top priority. Do not delay medical assistance (driving an athlete to the hospital) or placing an athlete in a dangerous situation at the expense of complying with the Rule of Two.

Strategies to help minimize your risk as a coach in one-on-one situations

- Create an open line of communication with the OC Office, parent, or other coach by placing your cell phone on speaker while alone with the athlete [i.e. while driving to the hospital]

Given the uniqueness of Cycling (training on roads, mountain bike trails, etc.) there can be times when an athlete-coach may be separated from the group, how do we handle those situations.

- Be prepared. Create policies on the circumstances in which this might happen and what the best practice will be to mitigate risk. Ideas might include:
- Another athlete must drop-off to remain with the coach and dropped athlete
- Coach will ride with the dropped athlete on public roads using the predetermined route
- MTB coaches establish meeting points to bring the group back together on specific trail systems

- Coaches should bring forward their proposal/plans in the event of deviations from the Rule of Two to club/team board of directors or management for approval