

# **2025 OC Registered Team Information Package**

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

**Whether a single person representing a business or a group of friends under one team banner, there is an option for your group.**

An OC Registered Team is a private unit which supports the aims of Ontario Cycling, and whose primary focus is on cycling events/races. There are two distinct types of OC Registered Teams:

1. **Private Racing Team** – Generally a group of 5 or more individuals who focus on racing, and sometimes train together
2. **Supporting Business** – Anywhere from 1-4 individuals who construct a team, usually while representing a specific sponsor.

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

## 2025 Types of Registered Teams

Classification	Private Racing Team	Supporting Business Team
<b>Definition</b>	A private group of generally 5+ individuals with a focus on racing and usually operated by either a single individual or group of individuals under the guidance of a Team Manager.	A private group made up of 4 or less members that is private in nature, usually run by an individual acting as the Team Manager. Supporting Business teams are great for individual athletes or small groups that are sponsored by a business.
<b>Registration Requirements</b>	Confirmed agreement to adopt and follow OC Policies, as applicable to the team and its members.  Run sanctioned <u>non-competitive</u> activities (if previously indicated) in accordance with the Team's OC approved Risk Management Policy & Ride/Activity Guidelines.	Confirmed agreement to adopt and follow OC Policies, as applicable to the team and its members.  Run sanctioned <u>non-competitive</u> activities (if previously indicated) in accordance with the Team's OC approved Risk Management Policy & Ride/Activity Guidelines.
<b>OC Memberships Allowed</b>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Compete</li> <li>• UCI License (OC issued)</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Compete</li> <li>• UCI License (OC issued)</li> </ul>
<b>Registration Price</b>	<p><b><u>No Sanctioned Training Activities</u></b></p> <p>\$475.00</p> <p><b><u>Sanctioned Training Activities Covered</u></b></p> <p>\$550.00</p>	<p><b><u>No Sanctioned Training Activities</u></b></p> <p>\$305.00</p> <p><b><u>Sanctioned Training Activities Covered</u></b></p> <p>\$380.00</p>
<b>Registration Expiration</b>	December 31, 2025	
<b>Registration Link</b>	<a href="#">Register Your Team Here</a>	

Have questions? Please contact the OC Office.

## Benefits of OC Team Registration

### Insurance Protection Coverage

#### 1. Team Liability Protection

OC registered teams are covered for liability protection (so long as they are a 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/team activities and events.

#### 3. Access to 24/7 Accident Medical Benefit Coverage

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

#### 4. Access to Directors & Officers Insurance Coverage

Teams can purchase preferred rate Directors & Officers insurance coverage.

### Marketing and Exposure

#### 1. Exposure on OC Website Directory

Registered teams are listed on the OC Website Team Directory.

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

Registered teams are listed on OC memberships & sanctioned event results.

#### 3. Customized Team Jersey Use

Teams are able to have their own custom jersey worn during 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 policy templates including organizational policies, bylaws, risk management and ride guidelines.

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

Registered teams have access to OC organized webinars with 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 including 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 OC Ride Leader Training Info Sessions or Coaching Courses.

## **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.

## **OC Team 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 and will be communicated when confirmed.

## 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 (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. Teams are encouraged to obtain further insurance protection regarding:

- Directors & Officers coverage
- Cyber Security Coverage
- Property Insurance (For teams 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 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 <b>NOT</b> cover commuting (i.e. using your bike primarily to get from one place to another)	Challenge Compete UCI

**NEW IN 2025!!!** – Previously, OC members were able to use their personal training coverage during club-sanctioned activities. As of 2025, the Personal Training option can **ONLY** be applied to your individual training with a Challenge or higher membership.

OC members looking to obtain Sport Accident Medical Benefits coverage during club-sanctioned activities must either purchase at minimum an OC Challenge Membership or Option A – Anytime-on-Bike Coverage. **For the equivalent of \$10/month, rest assured you have accident coverage in Canada anytime while riding your bike**

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
<b>Triathlon Ontario Members</b>	\$10 off OC membership if an existing 2025 Triathlon Ontario Member	Contact OC Office with your TriOn membership # to verify eligibility
<b>Family Discount</b> (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
<b>Late Season UCI Discount</b>	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;"><b>OC CHALLENGE Membership</b></p> <p>Cards issued as PDF via email shortly after purchase. (Youth reviewed before issuing)</p>	<ul style="list-style-type: none"> <li>• Ideal for those joining a club or private team who want BOTH Personal Liability and Sport Accident Coverage during sanctioned activities/events</li> <li>• Ideal for those participating interclub, weekly or regional series events, or OCup events below Cat A/B or Expert/Elite categories</li> <li>• Eligible to purchase 24/7 OC member Sport Accident coverage.</li> </ul>	<p style="text-align: right;"><b>FRONT</b></p> <p><b>2025 ONTARIO CYCLING CHALLENGE MEMBERSHIP</b></p>  <p><b>25CHAL -</b></p> <p>MEMBER NAME: IDENTIFIED GENDER: DATE OF BIRTH: EMERGENCY: NCCP CYCLING COACH: TEAM/CLUB:</p>
<p style="text-align: center;"><b>OC COMPETE Membership (formerly PRL)</b></p> <p>Cards issued as PDF via email shortly after purchase. (Youth reviewed before issuing)</p>	<ul style="list-style-type: none"> <li>• Minimum requirement to race in Cat 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>• Eligible to purchase 24/7 OC member Sport Accident coverage.</li> </ul>	<p style="text-align: right;"><b>FRONT</b></p> <p><b>2025 ONTARIO CYCLING COMPETE MEMBERSHIP</b></p>  <p><b>25COMP -</b></p> <p>MEMBER NAME: IDENTIFIED GENDER: DATE OF BIRTH: EMERGENCY: NCCP CYCLING COACH: TEAM/CLUB:</p>
<p style="text-align: center;"><b>OC Issued UCI License (All types)</b></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"> <li>• Required to race most sanctioned races outside Canada</li> <li>• Required to participate in any UCI Tour, Cup, Series, Grand Prix or Championship Event.</li> <li>• Ideal for those looking to race in Cycling Canada sanctioned events including National Championships</li> <li>• <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></li> <li>• Receive access to Personal Liability (\$10M) and Sport Accident coverage during sanctioned activities/events</li> <li>• Eligible to purchase 24/7 OC member Sport Accident coverage.</li> </ul>	<p style="text-align: right;"><b>FRONT</b></p>  <p><b>2024</b></p> <p>UCI ID: <b>101 369 948 01</b> Last Name: <b>Cycle</b> First Name: <b>Lil Jenny</b> Nationality: <b>Canadian</b> Date Of Birth: <b>2007-01-01</b> Age: <b>17</b> Gender: <b>F</b> Cat. Tech: <b>ORG ME DS</b> UCI Category: <b>Championship Junior Staff Junior</b> UCI Team:</p> <p>Issued on: <b>2023-12-05</b> Valid to: <b>2024-12-31</b></p> <p style="text-align: right;"><b>BACK</b></p>  <p>Federation ID: <b>ON76129</b> Cat. Nat: <b>RWJ TWJ XWJ</b> <b>BCSWJ CWJ 4WJ BWJ</b> Cat. Prov: <b>BCSWJ CWE.3 TW.B</b> <b>XWJ.S 4WJ RW.B BWJ</b> Club/Team: <b>Independent</b></p> <p>Cycling Canada +1 613 248 1353 Ontario Cycling +1 416 855 1717</p> <div style="border: 1px solid black; padding: 5px; font-size: small;"> <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> </div> <p><b>EMERGENCY CONTACT</b> Little Johnny Cycle 555-555-5555</p>

A printed card option for any of the above can be ordered at a cost of \$12/card.

## 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 through 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>, 2025*)

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 purchase a print hard copy.

## 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, teams 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 (however this is not required).

All members are required to complete an age-appropriate waiver or informed consent page, with UCI License holders required to complete additional Cycling Canada and UCI paperwork.

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

Teams may arrange to pre-pay for OC membership for its members. To do this, simply contact our office noting the type of membership and age range of the team member.

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*)

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.

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## Safe Sport – Creating Safe Spaces for All

**(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.

At a minimum, any clubs/teams involving participants (in any capacity) under the age of 18 **MUST** require a Background Screen (i.e. Police Check) and completion of the **NCCP Safe Sport** module for anyone responsible for programming.

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.

**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 their volunteers/coaches responsible for delivering programming complete the following:

### 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](https://thelocker.ca)

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

### Strongly 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](https://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](https://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](https://coach.ca)

## Team Registration Requirements

### 1. 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.

### 2. Activity Risk Management Policy (RMP)

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

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

Any team hosting sanctioned training activities is required to have an Activity Risk Management Policy in place and approved by Ontario Cycling.

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 anytime an update is made/required.

Teams are also encouraged to have an Emergency Action Plan (EAP) in place, which lays out how it will handle an incident. It should be specific to each activity location with information on how to get to the closest hospital and who is the main contact for the team in an emergency. For teams looking to host competitive activities or events open to non-host team members, a formal event sanctioning may be required. This may include additional items including, but not limited to:

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

### 3. Ride/Activity Guidelines

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

Teams hosting sanctioned training activities must submit a Ride/Activity Guidelines document laying out how their activity is run. This document must 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**

### 4. Team Activities

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

**CONTINUED IN 2025!!!** - 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 **2025 Club & Team Activity Guidelines** before running activities.

**2025 CLUB & TEAM  
ACTIVITY GUIDELINES**

## 5. Policies & Guidelines

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

Registered teams should consider having 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

## 6. Team Jerseys

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

**Team Ontario Jersey**



**Provincial Champion Jersey**



## 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 any formal release being required from the club or team in question.

# 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 the detailed information that can be legally disclosed.

**Cost:** Varies by jurisdiction and whether you are paid or volunteer

**How to Obtain:** Contact your local police service.

### Vulnerable Sector Verification (VSV)

A VSV (or sometimes known as a Vulnerable Sector Check), is a specific screening tool outlined in the Criminal Records Act. The process for a VSV includes searching the National Repository of Criminal Records in Canada, local police information within numerous databanks and the Pardoned Sex Offender Database.

**Cost:** Varies by jurisdiction and whether you are paid or volunteer

**How to Obtain:** Contact your local police service.

### Enhanced Police Information Check (E-PIC)

An E-PIC combines a search of the National Repository of Criminal Records in Canada and a search of local police information within multiple databanks. It should be done every 3 years. An E-PIC goes beyond a Canadian criminal record check by including searches of local police information that can discover additional conviction and selected non-conviction information which may be relevant to the screening process. The E-PIC does not include a search of the Pardoned Sex Offender Database.

**How to Obtain:** Visit [Sterling Backcheck](#)

Additional information that may be discovered through this in-depth search includes:

1. Outstanding Charges
2. Warrants
3. Peace Bonds & Restraining Orders
4. Prohibition Orders
5. Release Conditions
6. Probation Orders
7. Summary Convictions that cannot be added to the National Repository
8. Recent Convictions not yet registered in the National Repository

## **Not sure which to choose?**

The VSV and E-PIC are similar, with the ONLY additional search being the Pardoned Sex Offender Database (included with a VSV). If an individual is working with a vulnerable sector (children, athletes with a disability, etc.) they may need a VSV to search any pardoned sexual offenses.

Consider the following when deciding:

### **Is the individual being screened born after February 28, 1986?**

If YES, an E-PIC will be sufficient.

### **Has the individual already completed a VSV for your organization and received a "Clear" result?**

If YES, an E-PIC will be sufficient. Due to changes to the Criminal Records Act, any pardoned sexual offense would have been identified in a previous VSV for your organization. New offenses will show up in the E-PIC.

If your Club has any questions about Screening or Police Checks, please contact our office.

## 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