



2026 OC Affiliated Club

Info Package

Version 1.2

November 18, 2025

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Welcome & Overview

Ontario Cycling (OC) supports a vibrant community of affiliated clubs across Ontario — the foundation of our sport.

This guide outlines how your club can affiliate with OC for the 2026 season, what benefits come with affiliation, and where to find the most up-to-date resources online.

Key Contacts & Quick Links

Ontario Cycling Head Office:

Mattamy National Cycling Centre (Milton Velodrome)
2-2015 Pan AM Blvd, Milton, ON L9E 0K7

www.ontariocycling.org

Contact List:

Membership Services

info@ontariocycling.org

Events

events.team@ontariocycling.org

General Inquiries

info@ontariocycling.org

Affiliation Requirements Quick Checklist:

All OC-affiliated clubs must meet the following standards:

- ☐ Legally **incorporated** under Ontario or Canadian law.
- ☐ Maintain an **active Board of Directors**.
- ☐ Provide **Club Bylaws** (OC template available).
- ☐ Maintain a **minimum of 5 OC members**.
- ☐ Adopt and enforce OC's **Safe Sport Policy Suite**.
- ☐ Maintain an **Activity Risk Management Policy** and **Ride/Activity Guidelines**.
- ☐ Have **Directors & Officers (D&O) Insurance**.

Need help getting started?

- Incorporation & bylaw templates → ontariocycling.org/club-resources/
- Policy toolkit & examples → ontariocycling.org/club-resources/

More information can be found in **Appendix A**

→ [Affiliate Your Club](#)

Types of Clubs & Why Affiliate

Club Type	Description	Annual Fee
Non-Profit	Incorporated as a non-profit under Ontario or Canadian law, governed by a board of directors.	\$330
For-Profit	Incorporated business entity (corporation or partnership) with proper policies and procedures.	\$400

Rebate: \$50 for clubs returning after 4+ years.

Affiliation expires: December 31, 2026.

Why Clubs Choose OC

Insurance Protection Coverage	
Club Liability Protection	Get covered under OC's \$10,000,000 GL insurance policy. (must be a legal entity)
Access to Directors & Officers Insurance Coverage	Discounted rate on D&O coverage.
Access to Trail Maintenance Coverage	Discounted rate on trail maintenance coverage.
Promotion & Visibility	
Listing on OC Club Directory	Get a custom club listing on OC's directory.
Club Recognition on Membership and Event Results	Get noticed by having your club listed on memberships and event results.
Customized Club Jersey Use	Create a sense of pride by having your own custom jersey worn during activities/events.
Club Promotion by OC	FREE promotion on OC social media/website.
Host Opportunities for Non-Members to Try Your Club	Showcase your club to potential members by scheduling Club Try-It days or by coming out to an activity with an OC Club Day Pass.
Development and Knowledge Sharing	

Strong Governance Support	Access to a number of templates including organization policies, bylaws, risk management, ride guidelines, Safe'R Spaces and more. (Over \$4000 in value alone!!!)
OC Education Opportunities	Access OC organized webinars with subject matter experts on a variety of topics.
Resource Management & Club Sharing Basecamp	NEW for this year - Exclusive access to OC Club Director Basecamp , where club resources are stored and clubs can share knowledge and questions with other OC Club Directors.
Access to Professional Sport Management Staff	OC staff are available to assist with items including programming, marketing, insurance, legal, event organization, advocacy, Safe Sport, and more.
Coach, Official and Volunteer Development	Ensure your programs thrive with access to development programs for certified coaches, officials, and volunteers.
Voting Rights at OC Annual Meeting	Clubs with at least 5 OC members receive for one vote at the OC Annual Meeting.
Strong Support Network	
Access to Cycling Canada Charitable Donation Program	Incorporated OC non-profit clubs are eligible to apply for Cycling Canada's charitable donation program.
Grant & Funding Opportunities	Affiliated clubs are eligible to apply for funding grants, with support from OC.
Advocacy Toolkits and Workshops/Webinars	Toolkits and other resources regarding advocacy and cyclist safety through the Share the Road Cycling Club Program.

What Your Members Receive with OC Membership?

Insurance Protection Coverage	
Liability Insurance Protection	Sport Liability coverage, including defense legal fees, if involved in an incident during a sanctioned club activity or event.
Sport Accident Protection	Sport Accident medical benefit coverage (within Canada) for injuries during a sanctioned club activity sanctioned event.
Access to 24/7 Sport Accident Insurance Coverage	Optional access (\$) to extended Sport Accident medical benefit coverage to cover them anytime when riding their bike (including commuting!)
Discounted Rate on Bike Insurance	Discounted pricing on bike insurance, covering both theft and damage.
Learning & Development Opportunities	
Ride Leader Training Info Sessions	Exclusive FREE access to OC Ride Leader Training Info Sessions.
Coach and Official Development	Access to exclusive coach and official development training opportunities
Support within the Community	
Discounts with OC Member Benefit Partners	Preferred member pricing and discounts with OC's Member Benefit Partners .
Advocacy Support	Through OC's partnership with Share the Road Cycling Coalition and other local advocacy groups, members can rest assured they are being represented by an organization that understands the importance cycling plays in our lives.
Connecting Cyclists in Ontario	By joining Ontario Cycling, members are connected with clubs, teams, events, bike shops, community groups and more who are passionate for the sport.

Insurance Program Information

Affiliated clubs and their members are covered under OC's **Core Insurance Program**, which includes:

- **Sport Liability Coverage** (up to \$10 million).
- **Sport Accident Coverage** for injuries during sanctioned activities.

Optional Items (but strongly recommended) include:

- **Directors & Officers Coverage** to ensure that you and your club boards are covered
- **Bike Insurance** to cover your bike (*OC members receive a discounted rate*)
- **24/7 Accident Coverage** for anytime you are on a bike

Clubs must maintain an approved **Activity Risk Management Policy (RMP)** and **Ride Guidelines** document for all sanctioned activities.

For all insurance coverage details, certificate requests, or to report an incident, please visit the insurance page of our website: ontariocycling.org/insurance/

Table: Individual Membership Categories with Insurance Limits

Membership Type	Liability Limit	Sport Accident Limit
Community	Up to \$5,000,000	Up to \$10,000
Challenge Compete UCI License	Up to \$10,000,000	Up to \$50,000

**Note the Sport Accident medical benefit program responds after provincial health care coverage AND any existing member medical benefit program has responded.*

Membership & Fees – 2026 Season***

Every club member must hold a valid OC membership. One membership covers all affiliated clubs — the type depends on the activities they do.

Ontario Cycling will be continuing with the same membership structure it debuted in 2024. This structure places an emphasis on participation (club level, local area rec. events and personal training), while providing more flexibility for cyclists.

Upgrading in-season? Simply purchase the new membership in your CCN Bikes/Uplifter account. Should result in only paying the difference in cost.

Table: 2026 Membership Categories & Pricing

Membership Type	Mini <8 years of Age	Youth 8-18 Years of Age	Adult 19+ Years of Age
Community	\$20	\$26	\$55
Challenge	\$46	\$57	\$88
Compete	N/A	\$72	\$120
UCI Licenses	Youth <17 Years of Age	Junior 17-18 Years of Age	Adult 19+ Years of Age
UCI Race (Rd, MTB, CX, Track)	\$143	\$184	\$215
UCI BMX *	\$98	\$136	\$136
UCI Para	\$87	\$129	\$129
UCI Technical ** (Coach, Commissaire, Organizer, Staff)	\$92	\$92	\$92

*Add BMX UCI to an existing UCI Race License = \$30.00

**UCI Technical License add-on FREE with purchase of any other UCI License.

***Memberships expire on December 31, 2026.

Table: 2026 Membership Discount Programs

Discount Type	Discount Amount	Notes
Triathlon Ontario Members	\$10 off OC membership	Contact OC Office with your 2026 TriOn membership #.
Family Discount (Min. 4 members with at least one U18 membership)	20% off OC membership purchase if purchased at same time as other family members.	Must be purchased in same account in same transaction. Contact OC Office with receipt for post-purchase discount refund.
Late Season UCI Discount	20% off UCI License Cost (or upgrade cost)	Applied directly at checkout. (Date TBD)

How to Register

- Register through Uplifter (formerly CCN) when joining your club.
- Clubs can integrate their own sign-up pages for smooth member tracking.

For more information please visit: ontariocycling.org/membership/ or email info@ontariocycling.org

Proof of Membership

- Members must show proof of OC membership before joining any activity.
- Receipts DO NOT count as proof of membership.
- Adult provincial memberships (Community, Challenge, Compete) are issued in PDF format shortly after purchase
 - Delivered via email from CCN Bikes/Uplifter
- Youth memberships and all UCI Licenses go through a formal review at the OC office and are generally issued within 3-4 business days.
- **Best option:** Have members download their membership card to a phone or take a screenshot
- Physical cards are available for purchase (\$13+tax/card)

Membership Reporting

As part of doing statistical analysis on participation across the province, OC requires clubs provide a copy of their member list when asked. For clubs on Uplifter, a copy of your member list may be downloaded for this reason only. Any information obtained will be strictly confidential and not shared.

Pre-Paying for OC Memberships?

Clubs may arrange to pre-pay for OC membership for a select group of its members. Often this may be for volunteers, board members, ride leaders or “lifetime members”.

If interested in arranging this, simply contact our office noting:

- the type of membership (Community, Challenge, Compete)
- quantity
- age range of the club member(s)

An e-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*)

Table: 2026 OC Membership Levels and Card Examples

Membership	Ideal Uses and Benefits
OC COMMUNITY 2026 ONTARIO CYCLING COMMUNITY MEMBERSHIP 26COMM - MEMBER NAME: IDENTIFIED GENDER: DATE OF BIRTH: EMERGENCY: NCCP CYCLING COACH: CLUB/GROUP:  FRONT  ONTARIO CYCLING EXPIRES: DECEMBER 31, 2026  PRESENT THIS CARD AS PROOF OF MEMBERSHIP WITH ONTARIO CYCLING AT ALL OC SANCTIONED EVENTS AND CLUB ACTIVITIES. ONTARIOCYCLING.ORG THE CARD HOLDER AGREES TO ABIDE BY ALL POLICIES AND PROCEDURES OF ONTARIO CYCLING. BACK	Ideal for those looking to ride with their local club, at community events, or on their own with 24/7 Anytime-on-Bike accident coverage Insurance Coverage: During Sanctioned Events • Up to \$5,000,000 in Sport Liability coverage • Up to \$10,000 in Sport Accident Medical Benefit Coverage Optional Coverage Anytime Add-ons • Bike Insurance (Theft & Damage) • 24/7 Anytime-on-Bike Accident Coverage Other Membership Benefits: • Access to OC Member Benefit Partner Program discounts • Member education webinars and resources • Monthly newsletters on membership, events and sport performance

OC CHALLENGE 2026 ONTARIO CYCLING CHALLENGE MEMBERSHIP 26CHAL - MEMBER NAME: IDENTIFIED GENDER: DATE OF BIRTH: EMERGENCY: NCCP CYCLING COACH: TEAM/CLUB: FRONT  ONTARIO CYCLING EXPIRES: DECEMBER 31, 2026 PRESENT THIS CARD AS PROOF OF MEMBERSHIP WITH ONTARIO CYCLING AT ALL OC SANCTIONED EVENTS AND CLUB ACTIVITIES. ONTARIOCYCLING.ORG THE CARD HOLDER AGREES TO ABIDE BY ALL POLICIES AND PROCEDURES OF ONTARIO CYCLING. BACK	Ideal for those participating in activities open to COMMUNITY members but with increased insurance protection. Ideal for those getting into racing or racing in weekly series, regional races, or lower level OCup categories. Insurance Coverage: During Sanctioned Events • Up to \$10,000,000 in Sport Liability coverage • Up to \$50,000 in Sport Accident Medical Benefit Coverage Optional Coverage Anytime Add-ons • Bike Insurance (Theft & Damage) • 24/7 Anytime-on-Bike Accident Coverage Other Membership Benefits: • Access to OC Member Benefit Partner Program discounts • Member education webinars and resources • Monthly newsletters on membership, events and sport performance • Eligible to vote at OC Annual Meeting
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OC COMPETE 2026 ONTARIO CYCLING COMPETE MEMBERSHIP 26COMP - MEMBER NAME: IDENTIFIED GENDER: DATE OF BIRTH: EMERGENCY: NCCP CYCLING COACH: TEAM/CLUB: FRONT  ONTARIO CYCLING EXPIRES: DECEMBER 31, 2026 PRESENT THIS CARD AS PROOF OF MEMBERSHIP WITH ONTARIO CYCLING AT ALL OC SANCTIONED EVENTS AND CLUB ACTIVITIES.  ONTARIOCYCLING.ORG THE CARD HOLDER AGREES TO ABIDE BY ALL POLICIES AND PROCEDURES OF ONTARIO CYCLING. BACK	Ideal for those looking to race in the highest-level categories at Ontario Cups in Ontario (Cat A/B, Expert/Elite) as well as in Championship categories at Provincial Championship events in Ontario. Insurance Coverage: During Sanctioned Events • Up to \$10,000,000 in Sport Liability coverage • Up to \$50,000 in Sport Accident Medical Benefit Coverage Optional Coverage Anytime Add-ons • Bike Insurance (Theft & Damage) • 24/7 Anytime-on-Bike Accident Coverage Other Membership Benefits: • Access to OC Member Benefit Partner Program discounts • Member education webinars and resources • Monthly newsletters on membership, events and sport performance • Eligible to vote at OC Annual Meeting
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OC Issued UCI License	
  2025 UCI ID: 101 572 716 39 Last Name: Cycle First Name: Little Johnny Nationality: Canadian Date Of Birth: 1985-12-31 Age: 40 Gender: M Cat. Tech: UCI Category: Master UCI Team: Issued on: 2024-11-13 Valid to: 2025-12-31 FRONT  Federation ID: ON77157 Cat. Nat: RMMOA TMMOA CMMOA XMMOA Cat. Prov: RM.D TM.D CMMOA.3 XMMOA.E Club/Team: Midweek Cycling Club (MWCC) Cycling Canada +1 613 248 1353 Ontario Cycling +1 416 855 1717 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. Insurance is valid for residents of Canada who are covered under a federal/provincial health care plan. BACK	Ideal for those who want to participate in events outside Ontario or who are acting in a Technical Role (Staff, Coach, Official) inside or outside the province. Insurance Coverage: During Sanctioned Events - Up to \$10,000,000 in Sport Liability coverage - Up to \$50,000 in Sport Accident Medical Benefit Coverage Optional Coverage Anytime Add-ons - Bike Insurance (Theft & Damage) 24/7 Anytime-on-Bike Accident Coverage Other Membership Benefits: - Access to OC Member Benefit Partner Program discounts - Member education webinars and resources - Monthly newsletters on membership, events and sport performance - Eligible to vote at OC Annual Meeting

Note: Certain events in Ontario may require a UCI License if the category is sanctioned by Cycling Canada. See Event Technical Guide for more information

Activity Risk Management Policy (RMP)

Submitted with original application, updated as required

An Activity Risk Management Policy (RMP) outlines safety measures the club is taking to reduce risks during activities. All clubs hosting sanctioned activities **MUST** have an RMP in place.

Common items found in activity risk management policies include:

- Mandatory helmet use
- Verification of OC membership
- Compliance with Highway Traffic Act, local bylaws, and private land rules
- What is a safe activity group size
- Role of the person leading the activity (ex. Ride Leader, Coach, etc.)
- What emergency measures the club has planned (ex. Access to a cell phone, access to an Emergency First Aid Kit, etc.)
- What are the responsibilities of the rider to be ready for the activity (hydration, fitness, bike condition, etc.)

Activity participants should be provided a copy of the club's RMP and should be reminded that they are ultimately responsible for their own safety during the activity. If someone feels unsafe, they should be encouraged to communicate this with the club and club activity designate.

Clubs are encouraged to maintain a Risk Registry to track potential hazards and mitigation strategies, as well as to develop location specific Emergency Action Plans.

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 & Fees
- Trained Officials

Example Club Risk Management Policies:

- [Collingwood Cycling Club](#)
- [Peterborough Cycling Club](#)

Ride/Activity Guidelines

Submitted with original application, updated as required

Clubs hosting sanctioned group rides, training, or any other non-competitive activity must submit a Ride/Activity Guidelines document laying out how the activity is run. Also sometimes known as “Ride Etiquette”, Ride Guidelines differ from an Activity Risk Management Policy as they deal more with the format, expectations and protocols for the activity.

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. Common items include:

- What to expect when attending
- Rules of the activity (ex. speed, group size, drop/no-drop)
- Ride formations and etiquette
- Ride situations (descents, group separation, etc.)
- Ride Communication
- The role of the Ride Leader
- Weather factors/policy
- And more

Club Ride/Activity Guideline Examples

- [Collingwood Cycling Club](#)
- [Peterborough Cycling Club](#)

Club Jerseys

All clubs must submit a PDF, PNG, or JPEG colour image of their 2026 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

Clubs no longer need to submit formal activity lists for non-competitive activities like group rides or training sessions. These are considered sanctioned if they follow the club's approved Activity Risk Management Policy and Ride/Activity Guidelines as on file with Ontario Cycling.

Clubs may choose to collaborate with other clubs for recreational group rides, but this should be part of a partnership between clubs and not at an added cost to club members.

Activities outside the province

Clubs may host activities outside the province of Ontario, however it is **IMPERATIVE** that clubs are aware of the various provincial and state laws to ensure compliance when riding in that jurisdiction.

A reminder that Sport Accident medical benefit coverage that comes with OC membership is limited to Canadian medical expenses only. Any clubs traveling outside the country should highly recommend participants have Emergency Travel Medical Coverage that includes cycling when outside the province.

INTRA-Club COMPETITIVE Events (Host club members)

Competitive events for club members only (e.g., MTB races, time trials, road races) require submission of an Intraclub Competitive Events Form. There's no fee, but clubs must provide:

- Event date(s)
- Discipline and type
- Course map
- Emergency Action Plan - See [Template](#)

If the event involves municipal or private land, a Certificate of Insurance may be required. Clubs should also include competitive risk procedures in their Activity Risk Management Policy.

**2026 INTRACLUB
COMPETITIVE FORM**

Riding at the Mattamy National Cycling Centre

Clubs renting track time at the Mattamy National Cycling Centre may need to provide a Certificate of Insurance (COI) to the Town of Milton. You can find the COI application on the [Club Resources](#) section of the OC website.

Events Open to Other OC Members

Activities open to non-club/team members with a cost (separate from that included with club membership) requires event sanctioning, regardless of if the activity is recreational or competitive. This includes races, paid rides, Gran Fondos and charity events.

Hosting open events can boost club visibility, attract new members, and offer fresh experiences for existing members. For full sanctioning details, contact the [OC's Events Team](#).

Road Safety Reminder

All activities that take place on the road must comply with the Highway Traffic Act and local area bylaws unless a road closure is secured. If compliance isn't possible, the activity must be modified.

E-Bikes

E-bikes are permitted in OC club programming, but must meet Ontario regulations:

- Only pedal-assist models are allowed
- Max assisted speed: 32 km/h
- Max weight (bike + battery): 120 kg
- Motor must not exceed 500 watts and cannot be modified

Clubs should also plan how e-bike riders will be integrated into club activities. A separate policy for this may be most beneficial.

A common approach is placing them at the back of the group, followed by a designated Sweep, but clubs should choose what works best for their situation, capacity, and safety. More info:

[Ontario E-Bike Rules](#)

Use of bikes that do not meet the above criteria (some adaptive e-MTB for example) is at the sole discretion of Ontario Cycling and the OC insurance provider. If insurance coverage cannot be provided, the item cannot be used.

Rowan's Law – Concussion Safety

Ontario Cycling takes head injuries very seriously. Concussions are traumatic brain injuries and must be treated with care. As of **2019**, sports organizations in Ontario have a responsibility to:

1. Ensure athletes under 26, parents of athletes under 18, coaches, 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 **Removal-from and Return-to-Sport** protocol for its 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. The below resources will help clubs and teams meet the requirements of the legislation and help educate members, parents, coaches, volunteers, 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](#)
- [Ontario Government E-Learning Module](#)
- [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 \(Word\) \(PDF\)](#)
- [Concussion Education Training Video \(Courtesy of The Ottawa Sport Council and Parachute Canada\)](#)
- [Parachute Canada Concussion Protocol Resources for Sport Organizations](#)

As part of annual registration, Ontario Cycling requires that members (as it applies to them) confirm they've reviewed the concussion awareness resources, and agreed to [OC's Concussion Policy and Concussion Code of Conduct](#).

The applies to:

- All members under 26
- Parents/guardians of members under 18
- Anyone in a leadership role with youth under 26 (i.e. coaches, trainers, officials, volunteers, soigneurs, ride leaders)

To comply with provincial legislation, clubs and teams should:

- Incorporate a **Concussion Policy and Concussion Code of Conduct** into their membership registration process
- Ensure all individuals in a leadership role volunteering with riders under 26 have completed and agreed to the Concussion Policy and Concussion Code of Conduct.

OC recommends all clubs and teams ensure their Ride Leaders are trained/aware of [possible concussion symptoms](#), regardless of the age of the participant.

The activity **Designated Person** (Coach/Trainer, Ride Leader, etc.) is **NOT** being asked to diagnose a concussion! They however should be given the confidence and authority to remove a participant from an activity should they suspect a head injury. Symptoms can sometimes be delayed, so being overly cautious is essential.

Though the law targets competitive sports, OC encourages ALL clubs and teams —competitive and recreational—to follow the same standards. OC also recommends completing the free **NCCP “Making Headway in Sport”** concussion training module available online at Coach.ca.

[**NCCP Making Headway in Sport \[FREE\]**](#)

Safe Spaces in Cycling – Creating a Safe Space for All to Enjoy

Ontario Cycling (OC) believes everyone involved in cycling should be able to participate, perform, and thrive in an environment free from abuse, neglect, harassment, or maltreatment. Creating a safe and inclusive space is a shared responsibility — one that starts with awareness, training, and accountability.

Our Commitment

OC is committed to protecting the health, safety, and well-being of all athletes, coaches, officials, and volunteers. Through our Safe Sport Framework, we align with the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport \(UCCMS\)](#) and uphold a zero-tolerance policy for all forms of abuse.

Clubs affiliating with OC are expected to adopt and enforce [OC's Safe Sport Policy Suite](#), which includes:

- [Safe Sport Policy](#)
- [Athlete Protection Guidelines](#)
- [Person in Authority Guidelines](#)
- [Screening](#)
- [Discipline & Complaints](#)
- [Code of Conduct & Ethics](#)

All affiliated clubs agree to utilize OC's [Independent Third-Party \(ITP\)](#) process for complaints involving major infractions.

SafeR Spaces in Cycling

Ontario Cycling also encourages clubs to actively foster environments that are welcoming, inclusive, and respectful. Our [SafeR Spaces in Cycling](#) guide helps clubs create cultures of belonging — offering practical tools, conversation starters, and checklists for building safer spaces for all participants.

Access to the SafeR Spaces Guide can be found on our [website](#).

Club & Volunteer Requirements

To comply with OC's Safe Sport standards, clubs must ensure:

- **Screening:** All individuals in positions of authority complete an Enhanced Police Information Check (E-PIC) via [Sterling BackCheck](#).
- **Training:** Anyone working with youth or vulnerable participants must complete:
 - NCCP *Safe Sport* module
 - NCCP *Understanding the Rule of Two*

- o NCCP *Making Headway in Sport (Concussion Awareness)*

Additional recommended learning includes *Emergency Action Planning, Making Ethical Decisions, and Mental Health in Sport*.

Reporting & Support

OC and Cycling Canada maintain **zero tolerance** for maltreatment. Concerns should be reported to:

- [Ontario Cycling's Independent Third Party](#) for ALL Club level complaints
- For National or Team Related complaints, please contact the [Canada Safe Sport Program](#) which is run by CCES (Canadian Centre for Ethics in Sport)

Any behaviour that may be criminal in nature must also be reported to **local law enforcement**.

For complete resources, reporting tools, and downloadable templates, please visit our [Safe Sport](#) section of our website.

OC Club Day Pass vs OC Club Try-IT 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 the club before they purchase an annual membership.

Club Try-It Program

This **FREE** program allows OC affiliated clubs to host **up to 8 pre-scheduled recreational or skill-based activities** per year for non-members. Each non-member may attend **up to 2 try-it sessions per season**.

Key Requirements:

- Clubs must apply at least 48 hours in advance
- Activities must follow the club's Activity Risk Management Policy and Ride/Activity Guidelines
- Competitive events (e.g., races, time trials) are NOT permitted
- Participants must complete an online form and provide confirmation to the club to be eligible.
- Any incidents must be reported to OC within 5 days

Try-it sessions are designed to showcase the club's community and programming. Clubs who pre-schedule and promote these opportunities with sufficient lead-up time, as well as provide adequate support from experienced members and leadership on the day, generally see the most uptake and membership conversions.

Club Day Pass

This option allows non-members to join any **non-competitive club activity NOT designated as a try-it**. No advance club registration is required. This program is most suitable for the “last-minute” interested non-member.

Cost to Participant:

- \$10 for adults (18+)
- \$5 for youth

Individuals who decide to join post-activity can contact the OC office to get a discount on their OC membership for the cost of their first OC Club Day Pass.

Limitations:

- Each non-member may use up to **3 Day Passes per season**.
- Participants must complete the online Day Pass form and bring proof of purchase to the activity.



For more information on the Club Try-It and Club Day Pass Programs, as well as the application form to apply, visit [Club Resources](#).

Appendices

Appendix A: New Cycling Club Start-Up Checklist

1. Define Your Club's Foundation

- ☐ Draft your **Club Mandate** (who you are, what you do, and who you serve)
- ☐ Clarify your **Mission, Vision, and Values**
- ☐ Decide on the **type of organization**:
 - ☐ Non-Profit Incorporation Info (Ontario)
 - ☐ For-Profit Incorporation Info (Ontario)

2. Establish Legal and Governance Structure

- ☐ Draft and adopt **Bylaws and Constitution**
- ☐ Create a **Board of Directors** or Club Management Team
 - ☐ Define board roles & responsibilities
 - ☐ Create job descriptions for each role
- ☐ Set up **insurance coverage** through Ontario Cycling
- ☐ Create a **Risk Management Plan** including:
 - ☐ Emergency Action Plans (EAPs)
 - ☐ Incident reporting procedures
- ☐ Adopt OC's Code of Conduct & Ethics as your **Member Code of Conduct**
- ☐ Establish **club policies** or adopt OC Policies (*please see Appendix A - Policy Charts*)

3. Plan Programs and Operations

- ☐ Create a **Programming Roadmap**:
 - ☐ Ride schedule
 - ☐ Types of rides (e.g., road, gravel, MTB)
 - ☐ Ride levels (e.g., beginner, intermediate, advanced)
- ☐ Recruit and train **Ride Leaders**
 - ☐ [Ontario Cycling Ride Leader Training Info](#)
- ☐ Set up **Emergency Action Plans** (EAPs) for each ride location

4. Set Up Finances and Registration

- ☐ Open a **club bank account**
- ☐ Set yourself up on the OC **membership/registration platform** (CCN/Uplifter)
- ☐ Plan for revenue generation:
 - ☐ Membership fees
 - ☐ Sponsorship

- ☐ Fundraising events
- ☐ Grants & bursaries
- ☐ Apply for [Ministry of Ontario](#) or local municipal grants

5. Build Your Brand & Launch

- ☐ Choose a club name and secure your:
 - ☐ Website domain (e.g., GoDaddy, Squarespace)
 - ☐ Social media handles
- ☐ Design a logo and club jersey
- ☐ Launch a **club website**
 - ☐ Include ride calendar, policies, board info, join info
- ☐ Create a **marketing & communications plan**

6. Launch and Grow

- ☐ Host your first official club ride or event
- ☐ Engage the community:
 - ☐ Partner with local bike shops, municipalities, schools
 - ☐ Attend local events (recruitment booth, sponsor, parade, etc.)
- ☐ Promote your club via:
 - ☐ Local newsletters
 - ☐ Social media
 - ☐ Posters and flyers at community centers, bike shops, coffee shops, etc.

7. Evaluate and Celebrate

- ☐ Review annual performance:
 - ☐ Membership growth
 - ☐ Ride participation
 - ☐ Financial health
- ☐ Host a **season wrap-up celebration**
- ☐ If incorporated as a not for profit, host your **Annual Meeting of the Members**
- ☐ Recruit new board members (Not for Profit) or Volunteers
- ☐ Conduct a **member survey**
- ☐ Stay compliant with government and insurer requirements

Appendix B: Policy Charts

OC Adopted Policies

Policy	Rationale
Safe Sport Policy Suite: - Safe Sport Policy - Athlete Protection Guidelines - Person in Authority Guidelines	OC has a comprehensive, legally vetted Safe Sport frameworks that clubs can adopt wholesale and use OC's Independent Third Party for Major Infractions.
Code of Conduct & Ethics	Standardized codes promote consistency across the sport system. Clubs can use OC's and add club-specific expectations if needed.
Discipline and Complaints Policy	OC has an Independent Third-Party (ITP) complaints process using Sport Dispute Management.
Appeals Policy	As appeals are often routed through PTSO-level structures, clubs should adopt or refer to OC's appeals process.
Screening Policy	OC has defined screening standards and risk levels, and we are asking clubs to adopt these policies and implement them locally. Sterling BackCheck allows for clubs to manage this process efficiently and safely.
Concussion Policy (Rowan's Law)	We are required by law in Ontario to have a concussion policy suite that follows Rowan's Law. OC's policy covers all these pieces, and the Club only need to adjust for contact persons.
Weather Policy	OC has a robust weather policy that is based on provincial and federal regulations related to outdoor activities during inclement weather.
Anti-Doping Policy	OC must adopt Cycling Canada's policy to align with the Canadian Anti-Doping Program (CADP) and thus all clubs and/or members must also adhere to this policy.

Club Specific Policies

Policy	Rationale
Privacy & Confidentiality Policy	These policies may be combined into one and must reflect how your club collects, stores, and uses data (e.g., website, membership forms, payment systems).
Conflict of Interest Policy	This policy needs to reflect your specific board structure and decision-making processes. Having a form for board and committee members to fill in, will provide further transparency and accountability.

Accessibility Policy	Can be based on OC's policy but if your club provides services to the public or has paid staff in Ontario, you are legally required under AODA to have an accessibility policy.
Equity, Diversity & Inclusion Policy	All clubs should be intentional in their work to align with your club's local demographic realities, community goals, and inclusion priorities. Please refer to OC's SafeR Spaces resource for more information.
Emergency Action Plan (EAP)	Must reflect your training sites, event locations, and emergency contacts. This would also include your Ride Guidelines and rules.
Social Media Policy	Clubs should have their own Social Media policy as social media usage may vary significantly from club to club. Needs to be tailored for rules around who can post, what can be posted, and how complaints are handled.
Financial Policy	Governs club budgets, spending authority, reimbursements, and fundraising—must be club-specific.
Fundraising Policy (<i>if applicable</i>)	Fundraising practices must reflect the club's specific structure, financial policies and community goals.
Travel Policy (<i>if applicable</i>)	If you have club or team travel for events and activities, you should be specific to how your club organizes trips, supervision, transportation, and expenses. This would include waivers, parental consent, and Rule of Two guidelines directly related to travel.

Appendix C: OC Cycling Club – Annual Operations Checklist

1. Governance & Compliance

- ☐ Hold Annual General Meeting (AGM) and record minutes
- ☐ File annual corporate return with the Ontario government:
 - ☐ [Non-Profit Annual Filing Info](#)
 - ☐ [For-Profit Annual Filing Info](#)
- ☐ Ensure compliance with bylaws and incorporation requirements
- ☐ Review and update organizational policies (every 2 years minimum)
- ☐ Conduct board self-evaluation and identify new recruitment needs

2. Financial Oversight

- ☐ Review and approve the annual operating budget
- ☐ Conduct annual financial review or audit (as required)
- ☐ Review and update membership pricing and program fees
- ☐ Plan and evaluate fundraising strategies and sponsorships

3. Strategic and Program Planning

- ☐ Review and update strategic plan or annual goals
- ☐ Evaluate current programs (rides, training, events) for impact and effectiveness
- ☐ Plan future programming based on community needs and rider feedback

4. Operations & Risk Management

- ☐ Update all **Emergency Action Plans (EAPs)** for current ride locations
- ☐ Review **club insurance policy coverage** (Liability, Directors & Officers, Cyber Security, Trail Building, etc.) and confirm with Ontario Cycling
- ☐ Review and renew **permits or agreements** with municipalities, facilities and ride/event partners
- ☐ Confirm **ride leader certifications** and offer refresher training as needed

5. Membership & Communications

- ☐ Confirm or renew **registration system** for membership management (Uplifter)
- ☐ Launch or refresh registration materials and website content
- ☐ Prepare **member communications** for the upcoming season (emails, newsletters, social media)
- ☐ Conduct **member satisfaction** survey and analyze feedback

6. Equity, Diversity, Inclusion (EDI) & Gender Equity Programming

- ☐ Celebrate diverse voices and community stories through events or communication channels

- ☐ **Evaluate gender balance and inclusion** across programming, leadership, and membership (Check out OC's SafeR Spaces Resource & Club Inclusion Assessment Tool)
- ☐ Engage members from underrepresented groups for feedback and program development
- ☐ Host **EDI and gender equity training** or learning sessions for board and volunteers
- ☐ Develop inclusive programming that addresses barriers to participation
- ☐ Review and implement **EDI goals and strategies** as part of the club's operations

7. Community Engagement & Volunteer Support

- ☐ Recruit and confirm **volunteer** roles (board, ride leaders, event support)
- ☐ Host a **volunteer appreciation** event or recognition initiative
- ☐ Maintain and develop local partnerships (bike shops, municipalities,

Appendix D: Different Police Checks and Screening

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 E: 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 always implemented. This will require explaining this rule to parents/guardians and others involved with your programming to ensure understanding and adherence.

- Coaches should avoid one-on-one situations such as private conversations or car rides. Ideally, two adults should be present. At minimum, a coach must be with two or more athletes.
- Private communication (e.g., texts, emails) with athletes—especially those under 18—is not allowed. All messages should be sent to groups or include a second adult (coach, parent, or staff) in the conversation.
- If a private discussion is necessary, it must occur in a public setting and be supervised by another adult.

Emergencies and Exceptions

- In urgent situations, prioritize athlete safety. For example, driving an injured athlete to the hospital is acceptable – even if it means temporarily breaking the Rule of Two. In these cases, maintain transparency by calling a parent, coach or OC staff on speakerphone while transporting the athlete.

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

Appendix F: Insurance Program Injury Reporting Process

For any member injured during a sanctioned activity, an OC Sport Injury Report Form must be submitted. This must be received as soon as possible after the incident. **(No later than 30 days from incident date)**

2026 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 received no later than 30 days from the incident date).

Members have up to **60 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.

Appendix G: Member Releases for Racing

Release from an OC Registered Club or Team

OC members are free to leave a club or team and join another without needing a formal release. Disputes over payments, equipment, or unauthorized kit use are between the member and club. Clubs may file a complaint with OC if issues arise.

If a valid complaint is filed, the member must wait 30 days before racing for a new team. During this time, they may race independently. OC may designate a member as “Not in Good Standing” if warranted.

Team Ontario Participation

Clubs cannot restrict athletes from racing for Team Ontario. Selected riders may participate without club approval; however the decision is ultimately up to the rider/rider’s family.

Appendix H: Club Activities and Liquor Liability

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

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

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

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

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

Any certificate of insurance issued by the OC insurance provider will not include third-party vendors.

Appendix I: Trail Building/Maintenance

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

Currently, trail builds/maintenance may only be approved if the build is for exclusive club/team use (like that of a racecourse build).

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

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