

2026 OC Affiliated Private Team

Info Package

Version 1.2

November 18, 2025

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Welcome & Overview

Thank you for considering 2026 affiliation with Ontario Cycling (OC). OC supports a vibrant community of affiliated clubs across the province, and extends this support for private teams as well. As private teams play an important role in the development of events across the province, we are happy to have you on board for 2026 and look forward to experiencing this upcoming season with you.

This guide outlines how your team 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
Events
General Inquiries

info@ontariocycling.org
events.team@ontariocycling.org
info@ontariocycling.org

Affiliation Requirements Quick Checklist:

All OC-affiliated teams must meet the following standards:

- ☐ Adopt and enforce OC's **Safe Sport Policy Suite**.
- ☐ Maintain an **active Manager or Management group**.
- ☐ Provide and maintain an OC approved **Activity Risk Management Policy** and **Ride/Activity Guidelines** (if hosting training activities).
- ☐ Ensure **all participants** in an organized team activity **are OC members** of the team.
- ☐ Consider additional protection measures including **incorporation** under Ontario or Canadian Law and **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 Team](#)

Types of Private Teams & Why Affiliate

Club Type	Description	Annual Fee
Private Team Less than 4 members	A private cycling group of less than 4 individuals who generally focus on racing (and may train together) that are generally sponsored by the same business/supporter.	\$320
Private Team 4+ Members	A private cycling group of 4 or more individuals, run by a manager or management team, who generally focus on racing (and may train together) that are generally sponsored by the same business/supporter.	\$495

Activity Coverage: \$75 if sanctioning activities through OC for insurance coverage

Affiliation expires: December 31, 2026.

Why Teams Choose OC

Insurance Protection Coverage	
Team 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 Team Directory	Get a custom listing on OC's directory.
Team Recognition on Membership and Event Results	Get noticed by having your team listed on memberships and event results.
Customized Team Jersey Use	Create a sense of pride by having your own custom jersey worn during activities/events.
Team Promotion by OC	FREE promotion on OC social media/website.

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.
Access to Professional Sport Management Staff	OC staff are available to assist with items including programming, marketing, insurance, membership, legal, event organization, advocacy, Safe Sport, and more.
Coach, Official and Volunteer Development	Ensure programs thrive with access to development programs for certified coaches, officials, and volunteers.
Feedback Opportunities	Share your thoughts and opinions regarding membership, events, and more with OC affiliation.
Strong Support Network	
Grant & Funding Opportunities	Incorporated entities may be 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 team activity or event.
Sport Accident Protection	Sport Accident medical benefit coverage (within Canada) for injuries during a sanctioned team 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 teams (that are incorporated) 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

Teams hosting team member activities must maintain an OC 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
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.*

OC also offers a community membership, however this level of membership is not eligible for participation on OC affiliated Private Teams.

Membership & Fees – 2026 Season***

Every team member must hold a valid OC membership (minimum Challenge or higher) - the type of which depends on the activities they do or categories they participate in.

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 within Ontario.

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 (N/A for Private Teams)	\$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 Bikes).
- Teams can integrate their own Uplifter 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 (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 4-5 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 may require teams provide a copy of their member list when asked. We no longer ask teams to submit a formal “roster” at the start of the season (though teams can do this should they choose.)

Pre-Paying for OC Memberships?

Teams may arrange to pre-pay for OC membership for a select group of its members. Often this may be for team members, volunteers, team staff, or ride leaders.




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


- the type of membership (Challenge, Compete, UCI)
- quantity
- age range of the 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 the person.

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
<p style="text-align: center;">OC CHALLENGE</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"> <p>2026 ONTARIO CYCLING CHALLENGE MEMBERSHIP</p> <p>26CHAL -</p> <p>MEMBER NAME: IDENTIFIED GENDER: DATE OF BIRTH: EMERGENCY: NCCP CYCLING COACH: TEAM/CLUB:</p> </div> <div style="width: 45%; text-align: center;">  </div> </div> <p style="text-align: center;">FRONT</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%; text-align: center;">  <p>ONTARIO CYCLING</p> <p>EXPIRES: DECEMBER 31, 2026</p> <p>PRESENT THIS CARD AS PROOF OF MEMBERSHIP WITH ONTARIO CYCLING AT ALL OC SANCTIONED EVENTS AND CLUB ACTIVITIES.</p> <p>ONTARIOCYCLING.ORG</p> <p><small>THE CARD HOLDER AGREES TO ABIDE BY ALL POLICIES AND PROCEDURES OF ONTARIO CYCLING.</small></p> </div> <div style="width: 45%; text-align: center;">  </div> </div> <p style="text-align: center;">BACK</p>	<p>Ideal for those participating in activities open to COMMUNITY members but with increased insurance protection.</p> <p>Ideal for those getting into racing or racing in weekly series, regional races, or lower level OCup categories.</p> <p>Insurance Coverage: During Sanctioned Events</p> <ul style="list-style-type: none"> • Up to \$10,000,000 in Sport Liability coverage • Up to \$50,000 in Sport Accident Medical Benefit Coverage <p>Optional Coverage Anytime Add-ons</p> <ul style="list-style-type: none"> • Bike Insurance (Theft & Damage) • 24/7 Anytime-on-Bike Accident Coverage <p>Other Membership Benefits:</p> <ul style="list-style-type: none"> • 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

<p style="text-align: center;">OC COMPETE</p> <p>2026 ONTARIO CYCLING COMPETE MEMBERSHIP</p> <p>26COMP -</p> <p>MEMBER NAME: IDENTIFIED GENDER: DATE OF BIRTH: EMERGENCY: NCCP CYCLING COACH: TEAM/CLUB:</p> <p style="text-align: center;">FRONT</p> <p style="text-align: center;"> ONTARIO CYCLING EXPIRES: DECEMBER 31, 2026</p> <p>PRESENT THIS CARD AS PROOF OF MEMBERSHIP WITH ONTARIO CYCLING AT ALL OC SANCTIONED EVENTS AND CLUB ACTIVITIES.</p> <p>ONTARIOCYCLING.ORG</p> <p style="text-align: center;"><small>THE CARD HOLDER AGREES TO ABIDE BY ALL POLICIES AND PROCEDURES OF ONTARIO CYCLING.</small></p>	<p>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.</p> <p>Insurance Coverage: During Sanctioned Events</p> <ul style="list-style-type: none"> • Up to \$10,000,000 in Sport Liability coverage • Up to \$50,000 in Sport Accident Medical Benefit Coverage <p>Optional Coverage Anytime Add-ons</p> <ul style="list-style-type: none"> • Bike Insurance (Theft & Damage) • 24/7 Anytime-on-Bike Accident Coverage <p>Other Membership Benefits:</p> <ul style="list-style-type: none"> • 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	
  <p> 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: </p> <p> Issued on: 2024-11-13 Valid to: 2025-12-31 </p> <p style="text-align: center;">FRONT</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p> 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) </p> <p> Cycling Canada +1 613 248 1353 Ontario Cycling +1 416 855 1717 </p> </div> <div style="width: 45%; border: 1px solid black; padding: 5px;"> <p style="font-size: small;"> 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> </div> <p style="text-align: center;">BACK</p>	<p> 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. </p> <p> Insurance Coverage: During Sanctioned Events <ul style="list-style-type: none"> • Up to \$10,000,000 in Sport Liability coverage • Up to \$50,000 in Sport Accident Medical Benefit Coverage </p> <p> Optional Coverage Anytime Add-ons <ul style="list-style-type: none"> • Bike Insurance (Theft & Damage) • 24/7 Anytime-on-Bike Accident Coverage </p> <p> Other Membership Benefits: <ul style="list-style-type: none"> • 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 </p>

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) – *If Organizing Sanctioned Training Activities*

Submitted with original application, updated as required

An Activity Risk Management Policy (RMP) outlines safety measures the team is taking to reduce risks during activities. All clubs and teams 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/team 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 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 team and team activity designate.

Clubs and Teams 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 teams looking to host competitive activities or events open to non-team members, additional items may be required including:

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

Example Risk Management Policies:

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

Ride/Activity Guidelines

Submitted with original application, updated as required

Clubs and teams 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

Ride/Activity Guideline Examples

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

Jerseys

All teams must submit a PDF, PNG, or JPEG colour image of their 2026 jersey (front & back) for approval.

Teams may have more than one jersey; however, for racing, all jerseys within a category must be the same. Note: As not all events have the same category structure, having different jerseys can sometimes be an issue.

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/Team jerseys **cannot** resemble OC Team Ontario or Provincial Champion jerseys (See image). Jerseys mirroring OC's will **not** be approved.

Team Ontario Jersey



Provincial Champion Jersey



Team Activities

Recreational Activities

Teams 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 team's OC approved Activity Risk Management Policy and Ride/Activity Guidelines as on file with Ontario Cycling.

Activities outside the province

Teams may host activities outside the province of Ontario, however it is IMPERATIVE that teams 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 teams traveling outside the country should highly recommend participants have Emergency Travel Medical Coverage that includes cycling when outside the province.

INTRA-Team COMPETITIVE Events (Host team members only)

Competitive events for team members only (e.g., MTB races, time trials, road races) require submission of an Intraclub Competitive Events Form. There's no fee, but teams 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. Teams should also include competitive risk procedures in their Activity Risk Management Policy.

2026 INTRACLUB COMPETITIVE FORM

Riding at the Mattamy National Cycling Centre

Teams 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 in the [Club Resources](#) section of the OC website. Note: the application MUST be submitted at least 2 weeks prior to the activity.

Events Open to Other OC Members

Activities open to non-team members 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 team 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

Teams must also plan how e-bike riders will be integrated into 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 teams 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 and teams 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 and teams to actively foster environments that are welcoming, inclusive, and respectful. Our [SafeR Spaces in Cycling](#) guide helps clubs and teams 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/Team & Volunteer Requirements

To comply with OC's Safe Sport standards, clubs and teams 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*
 - 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.

Appendices

Appendix A: Policy Charts

OC Adopted Policies

Policy	Rationale
Safe Sport Policy Suite: <ul style="list-style-type: none"> • Safe Sport Policy • Athlete Protection Guidelines • Person in Authority Guidelines 	OC has a comprehensive, legally vetted Safe Sport frameworks that clubs/teams 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/teams can use OC's and add club/team-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/teams should adopt or refer to OC's appeals process.
Screening Policy	OC has defined screening standards and risk levels, and we are asking clubs/teams to adopt these policies and implement them locally. Sterling BackCheck allows for clubs/teams 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/team 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/teams and/or members must also adhere to this policy.
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Club/Team Specific Policies

Policy	Rationale
Privacy & Confidentiality Policy	These policies may be combined into one and must reflect how your club/team collects, stores, and uses data (e.g., website, membership forms, payment systems).
Conflict of Interest Policy	This policy needs to reflect your specific 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/team 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/teams should be intentional in their work to align with your 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/teams should have their own Social Media policy as social media usage may vary significantly from group to group. Needs to be tailored for rules around who can post, what can be posted, and how complaints are handled.
Financial Policy	Governs budgets, spending authority, reimbursements, and fundraising—must be club-specific.
Fundraising Policy <i>(if applicable)</i>	Fundraising practices must reflect the club/team's specific structure, financial policies and community goals.

Travel Policy (<i>if applicable</i>)	<p>If you have club or team travel for events and activities, you should be specific to how your club/team organizes trips, supervision, transportation, and expenses. This would include waivers, parental consent, and Rule of Two guidelines directly related to travel.</p>
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Appendix B: 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 C: 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 D: 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 E: Member Releases for Racing

Release from an OC Registered Club or Team

OC members are free to leave an OC affiliated 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/teams 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/teams cannot restrict athletes from racing for Team Ontario. Selected riders may participate without club/team approval; however, the decision is ultimately up to the rider/rider's family.

Appendix F: 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 G: 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.