2027 CLUB AFFILIATION GUIDE

V.1

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What Clubs are Saying?

Joining Ontario Cycling has helped us take our little club to the next level! It's given us peace of mind around insurance, access to great resources, and the confidence to keep growing. Most importantly, it helps us get more women out riding, trying new things, building friendships, and discovering just how much fun cycling can be. We're all about making cycling welcoming and accessible, and we're happy to have OC in our corner!

- Georgian Bay Women's Cycling Club -

"Affiliation with Ontario Cycling has provided Golden Horseshoe Cycling Hub with the structure, resources and support needed to build a safe, inclusive and sustainable cycling community. From coach development and Safe Sport standards to insurance coverage and rider development opportunities, our affiliation helps us deliver quality programming with confidence. It also connects our athletes, coaches and volunteers to a broader cycling community and creates meaningful pathways for riders to learn, grow, and pursue their goals."

"At Golden Horseshoe Cycling Hub, our philosophy is simple: Learn. Ride. Love. Ontario Cycling's support helps us bring that philosophy to life by creating positive cycling experiences and fostering a lifelong love of the sport."

- Golden Horseshoe Cycling Hub -

Welcome to Ontario Cycling

Affiliation is more than just insurance. It is a partnership that provides clubs with a provincial support system focused on stronger governance, safer operations, member development, and sustainable growth.

Our Goal	Help your club spend less time navigating risk and administration, providing you more time to create lasting cycling memories and friendships.

Affiliation in 4 Words

PROTECT • Commercial General Liability protection - For the club AND its members • Sport Accident medical benefit coverage for all OC members • Risk management tools to mitigate risk • Insurance support • Cycling advocacy advice through OC's partnership with the Share the Road Cycling Coalition	**DEVELOP** • Ride leader training info sessions • Coach, official and volunteer development opportunities • SafeR Spaces resources to help create a more inclusive environment
OPERATE • Governance, bylaw and policy templates • Enhanced Club Operations Manual • Access to professional sport-management staff	**GROW** • Club Try-It and Day Pass opportunities • Club visibility & promotion on OC channels • Access to various funding opportunities • Collaboration opportunities with other affiliated clubs

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

1. Quick Affiliation Checklist

All OC-affiliated clubs must meet the following standards:

- ☐ Legally **incorporated** under Ontario or Canadian law.
- ☐ Maintain an **active Board of Directors**
- ☐ Provide a copy of the current **Club Bylaws** (OC template available).
- ☐ Maintain a **minimum of 5 OC members**.
- ☐ Adopt and enforce OC's **Safe Sport Policy Suite**.
- ☐ Maintain an OC approved **Activity Risk Management Policy** and **Ride/Activity Guidelines**.
- ☐ Adopt the **OC Adopted Policies (See Appendix B)**
- ☐ Consider additional protection including **Directors & Officers (D&O) Insurance**.
- ☐ Ensure club members hold the **appropriate valid OC membership** for club activities.

Need Help?	OC can provide incorporation and bylaw resources, policy and governance tools, and staff support. Visit ontariocycling.org/club-resources/ for more information.

New Club? Check out **Appendix A** for our New Cycling Club Start-Up Checklist

Want a reminder of yearly items? Consult the OC Cycling Club – Annual Operations Checklist in **Appendix C**.

2. Types of Clubs

Ontario Cycling recognizes both incorporated non-profit and for-profit clubs, and the role both can play in the development of the sport in the province. Below is the breakdown of the 2027 affiliation fees per club type.

Club Type	Description	Annual Fee
Non-Profit	Incorporated as a non-profit under Ontario or Canadian law, governed by a board of directors. Hosts an Annual Meeting in accordance with the club's bylaws.	**$340**
For-Profit	Incorporated business entity (corporation or partnership) with proper policies and procedures. Hosts an Annual Meeting in accordance with its bylaws or constitution.	**$420**

***Rebate**:* $50 for NEW clubs, or those returning after 4+ years out of OC system

***Affiliation expires**:* December 31, 2027

3. Why Clubs Choose OC

As the government-recognized provincial sport organization for the sport of cycling in Ontario, Ontario Cycling affiliation connects your club to expertise, protection and opportunities that are simply difficult to build alone. Included with your club's annual affiliation with Ontario Cycling is:

INSURANCE AND RISK MANAGEMENT • Access to OC's core insurance program, providing up to $10 million in club liability protection. • Discounted rate on Directors & Officers coverage. • Access to special rates on trail maintenance coverage. • Organizational and activity risk management guidance and support.	**GOVERNANCE SUPPORT** • Templates for bylaws, policies, risk management, and ride guidelines. (*Valued at more than $4000*) • Resources and guidance on SafeR Spaces and Safe Sport. • Tools to help manage your important governance documents.
PROFESSIONAL SUPPORT • Access to OC staff for programming, marketing, insurance, legal, event organization, advocacy and Safe Sport questions. • Eligibility to have representation on OC's Club Operations Advisory Committee.	**PROMOTION AND VISIBILITY** • Recognition of club on OC memberships, event results/standings, and on OC Club Directory. • Profile piece done on OC website and shared on social media. • Ability to wear your club's name proudly through a custom jersey worn at club activities and events. • Other promotional opportunities through OC newsletter and communication tools.
GROWTH & DEVELOPMENT • Education resources and knowledge sharing opportunities through Ontario Cycling's Club Director Basecamp. • Development opportunities for coaches, officials, volunteers and ride leaders. • Opportunity to showcase your club to potential members through Club Try-It Days or OC Club Day Pass program.	**FUNDING & NETWORK** • Eligibility for non-profit clubs to Cycling Canada charitable donation program. • Access to other grants and funding opportunities requiring provincial sport organization support. • Connection to advocacy resources and toolkits through Share the Road Cycling Coalition partnership • Connect with other OC affiliated clubs that are part of the provincial cycling network.

What Your Members Receive with OC Membership

Benefit	Description
Liability Protection*	Sport Liability coverage, including defense legal fees, if involved in an incident during a sanctioned activity, subject to policy terms.
Sport Accident Medical Benefits*	Sport Accident medical benefit coverage (within Canada) for injuries during a sanctioned activities in Canada, subject to policy terms.
Access to additional 24/7 Accident Coverage and Bike Insurance	Optional access ($) to extended Sport Accident medical benefit coverage to cover members anytime when riding their bike in Canada (including commuting!) Discounted pricing on bike insurance, covering theft and damage.
Learning & Development Opportunities	Exclusive access to **FREE** OC Ride Leader Training Info Sessions, as well as exclusive access to coach and official development training opportunities. ($)
Member Benefits	Access to OC Member Benefit Partner discounts, Advocacy support through OC's partnership with Share the Road Cycling Coalition and other local advocacy groups.
Connection	By joining Ontario Cycling, members are connected with clubs, teams, events, bike shops, community groups and more who are passionate for the sport.

***Coverage level dependent on OC membership**

4. Insurance & Risk Management

Affiliated clubs and its members all participate in OC's **Core Insurance Program.** The program encompasses two main coverage items**: Sport Liability and Sport Accident.**

Core Program

SPORT LIABILITY	**SPORT ACCIDENT (MEDICAL BENEFITS)***

• Provides club Sports Liability coverage up to $10 million.
• Individual member liability coverage is dependent on membership category:
  ○ Community **- $5,000,000**
  ○ Challenge/Compete/UCI - **$10,000,000**
	• Medical benefits for eligible injuries, if they occur during sanctioned activities.
	• Covers several items, most commonly physiotherapy and dental costs.
	• Member coverage is dependent on membership category:
	  ○ Community – **Up to $10,000**
	  ○ Challenge/Compete/UCI – **Up to $50,000**

* Responds after provincial health care AND existing member medical benefit program coverage.

Optional Insurance Items

Below are optional (but strongly recommended) insurance coverage items for clubs and members:

Coverage	Description
Directors & Officers Coverage	Protects club directors, officers and committee members against claims alleging wrongful acts, errors, omissions, or decisions made while acting on behalf of the club. Provides a safeguard to protect both personal and organization assets.
Bike Insurance	Members can rest assured their biggest cycling investment is protected by purchasing bike insurance at an exclusive OC member rate. Includes both rec. and competitive use.
24/7 Accident Benefit Coverage	Extends existing Sport Accident benefit coverage members receive to cover them for any riding in Canada (subject to policy terms). Coverage options depend on OC membership.
Cyber Security	Provides clubs financial protection and expert support if a club experiences a cyber-attack, data breach, phishing scam or ransomware incident.
Trail Maintenance	Provides protection for clubs and volunteers maintaining trails. Coverage is limited to clubs who maintain trails for exclusive club use. Maintenance done for public use is NOT covered. Coverage does NOT cover use of machinery.

For more information on the above items, please contact the OC Membership Services Manager.

For more information on reporting injuries during club activities, see **APPENDIX F.**

Activity Risk Management Policy (RMP) & Activity/Ride Guidelines

The Activity Risk Management Policy and Ride/Activity Guidelines work together to help mitigate risk when hosting club activities. One manages the activity's risk while the other explains how activities will operate. For both to be successful, they must be shared with the members.

A detailed breakdown is below:

	Risk Management Policy (RMP)	Ride/Activity Guidelines
Description	An RMP is one of the most important tools a club has to help keep participants safe and reduce risk.	Ride/Activity Guidelines help ensure all participants understand how an activity will be conducted and what is expected of them. It focuses on format, etiquette, rules, and rider expectations.
Common Items Outlined	• Safety requirements (including mandatory helmet use). • Membership verification process. • Compliance with local laws, bylaws and land-use rules. • Safe group sizes and activity leadership responsibilities. • Emergency preparedness measures (Ex. Access to cell phone, First Aid Kit, etc.) • Participant responsibilities including fitness level, hydration, and equipment preparedness.	• What participants should expect. • Activity rules, pace, group size, drop/no-drop expectations, ride formations & etiquette. • Communication methods and protocols. • Information on ride situations including descents, separation, echelons, single vs double-track, etc. • Ride Leader/Captain role. • Weather decisions (link to OC policy). • Participant responsibilities.
Shared With	All activity participants	All activity participants
Reviewal Frequency	Annually, at minimum	Annually, at minimum
When to notify OC	As the RMP is updated	As the guidelines are updated
Club Examples	Collingwood Cycling Club Peterborough Cycling Club	Collingwood Cycling Club Peterborough Cycling Club

Road Safety	Activities on the road must comply with the Highway Traffic Act and local laws/bylaws, unless a road closure is secured. If the proposed activity makes compliance difficult, it will need to be modified to ensure compliance.

5. Club Activities

Part of being a successful cycling club is hosting activities that meet a broad range of interests and abilities. The activities your club delivers can have a significant impact on the growth of your club and the overall interest of your club members. Below is information clubs should know when hosting activities.

What is a Club Sanctioned Activity?

Club activities must follow an **OC approved Activity Risk Management Policy (RMP) and Ride/Activity Guidelines** document. Activities must be for host club members only, with certain exceptions allowed (Club Try-Its, OC Club Day Pass holders, visiting OC members from another club).

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

IMPORTANT	Coverage is subject to the insurance policy, activity approval, and eligibility requirements. For coverage details, certificates or injury reporting, visit ontariocycling.org/insurance/.

Types of Activities

Activity Types	Description
Recreational Activities	The majority of club programming in the province is of a recreational nature. Group rides, tours, skill development sessions, Learn to Ride programs and more all contribute to the overall passion for the sport at the club level. Recreational activities for host club members that follow the club's OC approved RMP and Ride/Activity Guidelines do not need to be specifically reported.
INTRA-Club Competitive Activities	Club activities that have a competitive aspect (timing, prizing, podiums and/or standings) require members to have the appropriate OC membership level (Challenge or higher). These activities must be reported directly to Ontario Cycling using the **INTRAclub Competitive Activities Form.** Clubs will need to provide other activity related items including course maps, activity descriptions, and Emergency Action Plans. All INTRA-Club activities that take place on public roads must still follow all Highway Traffic Act (HTA) and local area bylaws.
Interclub Recreational Activities	Some OC affiliated clubs may decide they want to partner with another OC affiliated club for a group ride. This is ok so long as both clubs agree and all participants are a member of one or the other club. Interclub activities must be recreational in nature without an additional fee to fall under the club activity program. Any activity of a competitive nature or with

	an additional fee to participate with multiple clubs (or those who aren't a member of the club) requires formal event sanctioning.
Activities Outside Ontario	Clubs may host activities outside the province of Ontario; however it is IMPERATIVE that clubs are aware of the laws and bylaws for the jurisdiction in which they are riding. Clubs should report any activities taking place outside the province. REMINDER: Sport Accident medical benefit coverage is limited to Canada only. Clubs with activities outside the country should recommend participants obtain Emergency Travel Medical Coverage that includes cycling.
Activities at the Mattamy National Cycling Centre	Clubs looking to rent track time at the Mattamy National Cycling Centre may need to provide a Certificate of Insurance (COI). You can find the COI certificate request form at ontariocycling.org/club-resources/

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 are encouraged to use third party vendors to serve alcohol at any social function and to obtain a Certificate of Insurance from the vendor naming the club, Ontario Cycling Association, and Cycling Canada.

OC also encourages clubs to include disclaimers for activities that end at an alcohol serving establishment letting members know that the activity OFFICIALLY ENDS prior to anyone entering the establishment, and that any consumption at the establishment has nothing to do with the club and is not part of the club's activity. It is also STRONGLY recommended that clubs inform members to remove any club clothing prior to drinking at any establishment. A reminder that when someone wear's the club jersey, they are believed to be representing the club. If something was to happen at the facility or after (or really anytime when wearing the club kit), others may believe it had something to do with the club.

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

Events Open to Other OC Members

Activities open to non-club/team members with a cost (separate from that included with club membership) requires extra sanctioning. Hosting sanctioned events open to outside club members has its own benefits including boosting club visibility, attracting new participants, and creating new activity opportunities for members. For sanctioning details, contact **OC's Events Team**.

Membership Recruitment Activities

Ontario Cycling offers two ways for prospective members to experience your club before committing to an annual membership. Both programs help clubs welcome new participants, showcase their community, and convert interested riders into members.

Club Try-It Program (Free)

The Club Try-It Program is ideal for marketed recruitment and membership growth initiatives. Clubs can host **up to 8 pre-scheduled recreational or skills-based activities** each season, with non-members able to attend **up to 2 sessions** before requiring membership.

Clubs must apply at least 72 hours in advance and ensure activities follow their OC approved risk management policy and ride/activity guidelines. Try-It sessions cannot be used for races or other competitive events.

Club Day Pass ($)

The Club Day Pass is designed for the rider who discovers your club at the last minute and wants to join an upcoming activity. It allows non-members to participate in eligible non-competitive club activities without the club needing to pre-register the event.

Day Passes cost **$10 for adults and $5 for youth**, and participants can purchase **2 passes** per season. If they decide to become a member afterward, the cost of their first Day Pass can be credited toward OC membership.

For complete program details, forms, and eligibility requirements, visit the Ontario Cycling website.

E-Bikes

E-bikes are permitted in club activities provided they meet Ontario regulations, including:

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

Clubs should establish clear guidelines for how e-bike riders will be integrated into group activities to support safety and positive rider experience.

EXCEPTIONS?	Any e-bike or adaptive cycle that falls outside Ontario regulations requires approval from Ontario Cycling and its insurance provider before it can be used in sanctioned activities.

Club Jerseys

Clubs can often best be identified by their club jersey/kit. This kit should be a sense of pride for club members, and when members put it on, they ARE representing the club.

Clubs are required to submit a PDF, PNG, or JPEG colour image of their jersey (front & back) for approval, and to have on file with Ontario Cycling.

Clubs may have more than one jersey; however, for any clubs with athletes that may be entering racing events, all jerseys within a category must be the same. It is suggested if you will have more than one jersey, you contact the OC office to gain approval for both jerseys.

OC aims to ensure that clubs 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



6. OC Membership & Fees - 2027 Season

As an affiliated OC club, all members must hold a valid Ontario Cycling membership. Membership helps ensure sanctioned club activities, and the members who participate in them all have insurance coverage. It also supports the continued growth of cycling across the province. One OC membership covers members at other OC affiliated clubs (club-specific fees still apply).

The OC membership structure places an emphasis on participation (club level, local area rec. events and personal training), while providing greater flexibility for cyclists.

Upgrading during the season? Simply purchase the new membership through your Uplifter Cycling (formerly CCN Bikes) account. In most cases, you will only pay the difference in cost.

Table: 2027 Membership Categories & Pricing

Membership Type	Ideal Uses	Price Range Based on age
Community	Club riding, community participation, recreational activities.	$22 - $59
Challenge	Club activities with increased coverage, entry level, regional and weekly series racing.	$48 - $95
Compete	Higher-level Ontario racing categories and Championship category participation	$78 - $129
UCI Race (Road, MTB, CX, Track)	Nationally sanctioned events within Ontario and sanctioned events outside Ontario & Canada.	$149 - $224
UCI BMX	Nationally sanctioned events within Ontario and sanctioned events outside Ontario & Canada.	$98 - $140
UCI Para	Nationally sanctioned events within Ontario and sanctioned events outside Ontario & Canada.	$90 - $135
UCI Technical	Acting in a Technical role including coach, commissaire, organizer or team staff.	$94

*Add BMX UCI to a UCI Race License = $30.00

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

Memberships expire on December 31, 2027.

How to Register

Members can register through Uplifter Cycling (formerly CCN Bikes) for their OC membership. Clubs may set up their own sign-up page on Uplifter Cycling, connected to the OC database for a smooth registration process for your members, and easier membership tracking.

For more information visit: ontariocycling.org/membership/

Table: 2027 Membership Discount Programs

Discount Type	Discount Amount	Notes
Triathlon Ontario Members	$10 off OC membership	Contact OC Office with your 2027 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 (or upgrade cost) with Cyclo-cross category	Starts Sept 2027

Proof of Membership

Members must provide proof of a valid OC membership prior to participating in club activities. Purchase receipts are not accepted as proof of membership.

Memberships are issued in PDF format and delivered via email from Uplifter Cycling. Members are encouraged to download their membership card to a phone or take a screenshot. Print cards are available for purchase ($13+tax/card).

Membership Reporting

Clubs may be asked to provide a member list to Ontario Cycling for participation reporting purposes. For clubs on Uplifter, a copy of your member list may be downloaded for this reason only. Information collected remains confidential.

Pre-Paying for OC Memberships?

Clubs may arrange to pre-pay for OC memberships for selected individuals (e.g. volunteers, board members, ride leaders, athletes, etc.) Clubs interested in doing this should contact the OC Membership Services Manager.

7. Safe Spaces – Creating a Safe Space for All to Enjoy

Ontario Cycling (OC) believes everyone involved in cycling should be able to participate 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.

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.

What Clubs Are Expected to Do

Clubs affiliated with OC **MUST** adopt and enforce OC's Safe Sport Policy Suite, which includes:

- Safe Sport Policy
- Athlete Protection Guidelines
- Person in Authority Guidelines
- Screening Policy
- Discipline & Complaints
- Code of Conduct & Ethics

These policies establish clear standards of behaviour, reporting processes, and help ensure consistent handling of concerns across the province. To support a fair and independent process, all affiliated clubs agree to utilize OC's Independent Third-Party (ITP) complaint process for major Safe Sport infractions.

Screening and Training Requirements

Protecting participants starts with prevention. Any individual **serving in a position of authority within the club** must complete the required screening steps, including a Criminal Record Check. **(See APPENDIX D – Different Police Checks and Screening)**

These items are especially important for those individuals working with youth or vulnerable participants. Anyone in this scenario MUST complete the KEY Safe Sport education requirements including:

- NCCP Safe Sport Training
- NCCP Understanding the Rule of Two – **See APPENDIX E**
- NCCP Making Headway in Sport (Concussion Awareness)

Additional training in Emergency Action Planning, Making Ethical Decisions, and Mental Health in Sport is strongly encouraged.

Creating SafeR Spaces in Cycling

Ontario Cycling also encourages clubs to actively foster environments that are welcoming, inclusive, and respectful. Our **SafeR Spaces in Cycling** resources help 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 the OC website.

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 Sport Integrity Canada.**

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 the Safe Sport section of our website.

8. Rowan's Law – Concussion Safety

Concussions are traumatic brain injuries that can occur during any activity, and Ontario Cycling takes head injuries very seriously. Under Rowan's Law, sports organizations in Ontario have specific responsibilities to help PREVENT, RECOGNIZE and RESPOND to potential head injuries that may result in a concussion.

As part of OC's annual membership registration, ALL MEMBERS (as it applies to them) will need to confirm they've reviewed the concussion awareness resources and agreed to **OC's Concussion Policy and Concussion Code of Conduct**.

What Clubs Need to Do

As of **2019**, to comply with Rowan's Law (Concussion Safety) legislation, clubs should ensure three key elements are in place:

1. **Educate Participants and leaders:** Ensure all members, especially those under the age of 26, parents of athletes under 18, coaches, trainers, and officials are aware of and confirm each year that they have reviewed the **Ontario Concussion Awareness Resources**.
2. **Establish a Concussion Code of Conduct:** Clubs should have clear expectations around safe behaviours, injury reporting, and concussion prevention. Ontario Cycling's **UPDATED Concussion Policy and Code of Conduct** will be incorporated into the annual membership registration for members. Clubs should also link to this policy on its website.
3. **Establish a Designated Person & Removal-From and Return-to-Sport Protocols:** Every club is responsible for having a designated person and alternate identified as having specific responsibilities under the Removal-From and Return-To-Sport protocols.

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.:

Ages 10 & Under	Ages 11 – 14	Ages 15 & Up
Concussion Awareness E-Booklet	Concussion Awareness E-Booklet	Concussion Awareness E-Booklet
Concussion Awareness Resource Video	Concussion Awareness Resource Video	Concussion Awareness Resource Video
Ontario Government Interactive Learning E-Module	Ontario Government Interactive Learning E-Module	Ontario Government Interactive Learning E-Module

Other Available Resources

- **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

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]

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 B - 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**
        - Consider registering for an OC Ride Leader Training Info Session
    - ☐ 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** (Uplifter Cycling)
    - ☐ 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

The Club agrees to adopt and enforce the following OC Policies as part of their Affiliation Agreement. OC suggests that these policies are placed on your website as direct links to our policies.

Policy	Rationale	Club Application Use
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.	Applies to ALL club run activities and interactions. Provides framework to provide participants a safe, welcoming and respectful sport environment.
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.	Applies to all individuals in positions of trust or authority, including Directors/Officers, Employees, Coaches, Officials, Ride Leaders, Managers, etc. Clubs are responsible for ensuring screening is completed and maintained.
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.	Applies to ALL OC members. Clubs are responsible for recognizing and reporting possible head injuries and ensuring removal-from and return to sport protocols are followed
Code of Conduct & Ethics	Standardized codes promote consistency across the sport system. Clubs can use OC's and add club-specific expectations if needed.	Applies to all members, participants and volunteers, establishing clear expectations for appropriate, ethical and respectful behaviour.
Discipline and Complaints Policy	OC has an Independent Third-Party (ITP) complaints process using Sport Dispute Management.	Provides a clear process for addressing complaints and policy violations, including access to OC's independent third-party process.
Weather Policy	OC has a robust weather policy that is based on provincial and federal regulations related to outdoor activities during inclement weather.	Applies to all sanctioned club activities. Guides clubs in modifying, postponing, or cancelling activities due to hazardous weather-related circumstances.
Appeals Policy	As appeals are often routed through PTSO-level structures,	Applies when a club or OC decision is formally challenged. Provides members and clubs with

	clubs should adopt or refer to OC's appeals process.	an impartial process for reviewing decisions.
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.	Requires members to comply with applicable national anti-doping requirements, ensuring a clean and fair sport

Club Specific Policies

OC Affiliated Clubs agree to have the following policies in place (if applicable) which are more specific to each club. OC can provide templates for clubs which can be customized.

Policy	Rationale	Application Use
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).	Applies when collecting, storing, using, or sharing personal and confidential information.
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.	Applies to club leaders and decisionmakers. Ensures potential or actual conflicts are disclosed and appropriately managed.
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.	Applies to club programs, services and communications. Helps ensure the club is accessible and inclusive.
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.	Applies across all club governance, programming and activities to support equitable opportunities, and provide a welcoming, inclusive environment for all.
Emergency Action Plan (EAP)	Must reflect your training sites, event locations, and emergency contacts. This would also include your Ride Guidelines and rules.	Applies to club activities, establishing clear location-specific procedures and responsibilities for responding to accidents, injuries, and emergencies.

Ride/Activity Guidelines	This document is essentially the club's "What you need to know to participate with our club" document. It should be reflective of what your activities are, what you want people to know before they come out, and should be easily accessible for members and referenced often.	Applies to all members participating in club organized activities. Establishes expectations for participant conduct, communication, leadership, equipment, and safe riding practices.
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.	Applies to club-managed social media and authorized users. Establishes expectations for appropriate content, privacy, account management and conduct.
Financial Policy	Governs club budgets, spending authority, reimbursements, and fundraising—must be club-specific.	Applies to club financial activities, establish clear controls for budgeting, spending, reporting, and management of club funds.
Fundraising Policy *(if applicable)*	Fundraising practices must reflect the club's specific structure, financial policies and community goals.	Applies for fundraising conducted by/on behalf of the club. Ensures appropriate accountability and responsible use of funds.
Travel Policy *(if applicable)*	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.	Applies to club organized travel for events or activities. Establishes expectations for transportation, accommodation, supervision, consent, expenses and participant safety.

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 FilingInfo
     - ☐ For-Profit Annual FilingInfo
   - ☐ 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 ProgramPlanning**
   - ☐ 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 & RiskManagement**
   - ☐ 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)**

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.