2027 TEAM AFFILIATION GUIDE

V.1

NOV 05, 2026

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Welcome to Ontario Cycling

Thank you for considering affiliation with Ontario Cycling for the 2027 season. Ontario Cycling supports a vibrant community of affiliated clubs across the province, but also recognizes the important role affiliated teams play in the development of events and athletes. Ontario Cycling truly believes affiliation is a partnership that provides teams the opportunity to showcase their passion and dedication for the sport, while Ontario Cycling provides a calendar of sanctioned events for team athletes to participate in. We look forward to experiencing this upcoming season with you.

Our Goal	Facilitate groups who want to race together by providing an affiliation option that allows them to be represented under one banner.

Affiliation in 4 Words

PROTECT • Commercial General Liability protection - For the team (if incorporated) AND its members • Sport Accident medical benefit coverage for all OC members • Risk management tools to mitigate risk • Insurance support	**DEVELOP** • Ride leader training info sessions • Coach, official and volunteer development opportunities • SafeR Spaces resources to help create a more inclusive environment
OPERATE • Governance and policy templates • Access to professional sport-management staff	**GROW** • Team visibility & promotion on OC channels • Ability to have customized jersey worn in events, and team name in event results/standings.

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 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** for team training activities.
- ☐ Adopt the **OC Adopted Policies (See Appendix A)**
- ☐ Consider additional protection measures including **incorporation** under Ontario or **Canadian Law, and Directors & Officers (D&O) Insurance**.
- ☐ Ensure **all participants** in an organized team activity are OC members of the team.

Need Help?	OC can provide incorporation and policy tools, and staff support. Contact our office for more information

2. Types of Teams

Ontario Cycling recognizes teams can consist of any number of people for any cycling discipline. Below is the breakdown of the 2027 affiliation fees per team type.

Team Type	Description	Annual Fee
Private Team (Under 4 Members)	A private group of less than 4 individuals who generally focus on racing (and may train together) that are generally sponsored by the same business/supporter.	**$340**
Private Team (4+ Members)	A private 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.	**$505**
University Team	A private group that has restricted membership to only those who are part of the University's Cycling Team or one approved by the University to use its name and likeness at events. Must provide written confirmation from the school it has approval to use its name and likeness.	**$340**

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

Affiliation expires: December 31, 2027

3. Why Teams Choose OC

As the government-recognized provincial sport organization for the sport of cycling in Ontario, Ontario Cycling affiliation connects your team to resources and benefits that are not available to just anyone. Included with your team's annual affiliation with Ontario Cycling is:

INSURANCE AND RISK MANAGEMENT • Access to OC's core insurance program, providing up to $10 million in liability protection.(Must be incorporated) • Discounted rate on Directors & Officers coverage. (Must be incorporated) • Access to special rates on trail maintenance coverage. (must be incorporated) • 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.
PROFESSIONAL SUPPORT • Access to OC staff for programming, marketing, insurance, legal, event organization, advocacy and Safe Sport questions.	**PROMOTION AND VISIBILITY** • Recognition of team on OC memberships, event results/standings, and on OC Team Directory. • Profile piece done on OC website and shared on social media. • Ability to wear your team's name proudly through a custom jersey worn at team activities and events. • Other promotional opportunities through OC newsletter and communication tools.
GROWTH & DEVELOPMENT • Education resources and knowledge sharing opportunities. • Development opportunities for coaches, officials, volunteers and ride leaders.	**FUNDING & NETWORK** • Eligibility for incorporated non-profit teams to participate in Cycling Canada charitable donation program. • Access to grants and funding opportunities requiring provincial sport organization support. • Connection to advocacy resources and toolkits through Share the Road Cycling Coalition partnership

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 teams and its OC 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 team Sports Liability coverage up to $10 million.
• Individual member liability coverage is dependent on membership category:
  ○ 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:
	  ○ 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 teams and members:

Coverage	Description
Directors & Officers Coverage	Protects directors, officers and committee members against claims alleging wrongful acts, errors, omissions, or decisions made while acting on behalf of the organization. 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 level.
Cyber Security	Provides teams financial protection and expert support if a team experiences a cyber-attack, data breach, phishing scam or ransomware incident.
Trial Maintenance	Provides protection for teams and volunteers maintaining trails. Coverage is limited to affiliated groups who maintain trails for exclusive use only. 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 or team activities, see **APPENDIX D.**

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 sanctioned training 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/team 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
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. Team Activities

While teams are not required to host sanctioned training activities, those teams who have opted to host training activities for team members under the Ontario Cycling insurance program do need to meet some requirements prior to hosting activities.

What is a Team Sanctioned Activity?

Team activities must follow an **OC approved Activity Risk Management Policy (RMP) and Ride/Activity Guidelines** document. Activities must be for team members only.

Teams may choose to collaborate with other OC affiliated teams on a training activity, but this should be part of a partnership between the two groups. Collaborating with an unaffiliated team/group is not allowed.

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 team programming (outside of events) is of a recreational or training nature. Group rides, skill development sessions and more all contribute to the overall development of athletes and development of teams. Recreational activities for host teams members that follow the team's OC approved RMP and Ride/Activity Guidelines do not need to be specifically reported.
Activities Outside Ontario	Teams may host activities outside the province of Ontario; however it is IMPERATIVE that teams are aware of the laws and bylaws for the jurisdiction in which they are riding. Teams should report any sanctioned activities taking place outside the province. REMINDER: Sport Accident medical benefit coverage is limited to Canada only. Teams with activities outside the country should recommend participants obtain Emergency Travel Medical Coverage that includes cycling, and if racing, competition coverage.
Activities at the Mattamy National Cycling Centre	Teams 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 https://ontariocycling.org/team-resources/.

Team 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)**

Teams 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 team, Ontario Cycling Association, and Cycling Canada.

OC also encourages teams 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 team and is not part of the team's activity. It is also STRONGLY recommended that teams inform members to remove any team clothing prior to drinking at any establishment. A reminder that when someone wear's the team jersey, they are believed to be representing the team. If something was to happen at the facility or after (or really anytime when wearing the team kit), others may believe it had something to do with the team.

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 requires extra sanctioning. Hosting sanctioned events open to outside team members has its own benefits including boosting team visibility, attracting new participants, and creating new activity opportunities for members. For sanctioning details, contact **OC's Events Team**.

E-Bikes

E-bikes are permitted in club and team 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 and teams 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.

Team Jerseys

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

Teams 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.

Teams may have more than one jersey; however, for 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 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 and team 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 team, all members must hold a valid Ontario Cycling membership (Challenge Membership at minimum). Membership helps ensure sanctioned 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 numerous affiliated clubs (club-specific fees still apply).

The OC membership structure places an emphasis on participation (club/team 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. (NOT Eligible for Teams)	$22 - $59
Challenge	Club/Team 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.

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

How to Register

Members can register through Uplifter Cycling (formerly CCN Bikes) for their OC membership. Clubs/Teams 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/

Proof of Membership

Members must provide proof of a valid OC membership prior to participating in club or team activities. Purchase receipts are not acceptable 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 and Teams may be asked to provide a member list to Ontario Cycling for participation reporting purposes. For clubs or teams 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 and/or teams may arrange to pre-pay for OC memberships for selected individuals (e.g. volunteers, board members, ride leaders, athletes, etc.) If interested in doing this, 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 Teams Are Expected to Do

Teams 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 and teams 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 or team must complete the required screening steps, including a Criminal Record Check. (SEE APPENDIX B FOR MORE INFORMATION)**

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 – **Also see APPENDIX C**
- NCCP Making Headway in Sport (Concussion Awareness)

Additional NCCP 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 and teams to actively foster environments that are welcoming, inclusive, and respectful. Our **SafeR Spaces in Cycling** resources help 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 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 and Team 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 and Teams Need to Do

As of **2019**, to comply with Rowan's Law (Concussion Safety) legislation, clubs and teams 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 and teams 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 and teams should also link to this policy on its website.
3. **Establish a Designated Person & Removal-From and Return-to-Sport Protocols:** Every club and team 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: Policy Charts

OC Adopted Policies

The team 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	Team 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 and teams can adopt wholesale and use OC's Independent Third Party for Major Infractions.	Applies to ALL team 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 and teams to adopt these policies and implement them locally. Sterling BackCheck allows for clubs and teams 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 and teams 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 and team only need to adjust for contact persons.	Applies to ALL OC members. Teams 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 and teams can use OC's and add 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 team activities. Guides teams in modifying, postponing, or cancelling activities due to

		hazardous weather-related circumstances.
Appeals Policy	As appeals are often routed through PTSO-level structures, clubs and teams should adopt or refer to OC's appeals process.	Applies when a team or OC decision is formally challenged. Provides members and teams with 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, teams, 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

Team Specific Policies

OC affiliated teams agree to have the following policies in place (if applicable) which are more specific to each team. OC can provide templates which can be customized.

Policy	Rationale	Application Use
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).	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 team 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 or team provides services to the public or has paid staff in Ontario, you are legally required under AODA to have an accessibility policy.	Applies to team programs, services and communications. Helps ensure the team is accessible and inclusive.
Equity, Diversity & Inclusion Policy	All clubs and teams should be intentional in their work to align with local demographic realities, community goals, and inclusion priorities. Please refer to OC's SafeR Spaces resource for more information.	Applies across all 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 team activities, establishing clear location-specific procedures and responsibilities for responding to accidents, injuries, and emergencies.
Ride/Activity Guidelines	This document is essentially the club/team's "What you need to know to participate with our group" 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 or team organized activities. Establishes expectations for participant conduct, communication, leadership, equipment, and safe riding practices.
Social Media Policy	Clubs/teams should have their own Social Media policy as social media usage may vary significantly from club-to-club, team-to-team. Needs to be tailored for rules around who can post, what can be posted, and how complaints are handled.	Applies to team-managed social media and authorized users. Establishes expectations for appropriate content, privacy, account management and conduct.
Financial Policy	Governs budgets, spending authority, reimbursements, and fundraising—must be club/team-specific.	Applies to team financial activities, establish clear controls for budgeting, spending, reporting, and management of funds.
Fundraising Policy *(if applicable)*	Fundraising practices must reflect the club/team's specific structure, financial policies and community goals.	Applies for fundraising conducted by/on behalf of the team. 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 group organizes trips, supervision, transportation, and expenses. This would include waivers, parental consent, and Rule of Two guidelines directly related to travel.	Applies to team organized travel for events or activities. Establishes expectations for transportation, accommodation, supervision, consent, expenses and participant safety.

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/team 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)**

Note: The insurance program does not provide all types of coverage. Clubs and teams are encouraged to obtain further insurance protection regarding:

- Directors & Officers coverage
- Cyber Security Coverage
- Property Insurance (For clubs or teams with a physical facility location)

Sport Accident Claims

If a member is injured during a sanctioned activity, they may submit a Sport Accident Claim to retrieve some medical costs not covered by OHIP or another medical benefit program the member is already a part of.

Members must first ensure that an **OC Sport Injury Form** has been submitted to Ontario Cycling to open a case file (must be 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 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/team. 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 and 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.