

2019 Club and Team Activity Guidelines



Affiliated Cycling Club



Affiliated Private Team

Guidelines

- All OCA affiliated clubs and teams hosting activities must adhere to the guidelines laid out in this document.
- Failure to adhere to the activity guidelines may result in the club/team's access to the Cycling Canada Insurance Program being revoked. This program is paid for through a portion of each individual's membership AND the club/team's affiliation.
- For a club or team to have access to the Cycling Canada Insurance Program, you must meet the following conditions for the insurance policy to defend you in case of a loss:
 1. Every member of the club has completed an OCA/Cycling Canada membership waiver. If the club has been given special exemption to collect some physical waivers, these must be submitted as soon as possible after the individual has applied for their membership.
 2. All members must be registered OCA members in good standing and able to provide proof of this in the form of a current OCA membership card (ACM/CP/UCI for Clubs, CP/UCI for Teams).
 3. The club/team has a current (up to date for the year) Risk Management Plan approved by, and on file with, the OCA for its activities. Clubs/teams whose Risk Management Plan has not been approved will be notified, and affiliation will not be granted until one is submitted that meets approval.
 4. The club/team's activities comply with the guidelines laid out in this document and have been previously reported to, and approved by, the OCA office.
- With affiliation, clubs are required to submit a schedule of planned activities (whether weekly or on specific dates).
- Any updates to this schedule must be sent in advance via email to support@ontariocycling.org for potential coverage.
 - For non-competitive activities (i.e. group rides, training sessions, skill seminars), the OCA must receive notification of any added activity or change to an existing activity (time change/location change, etc.) **AT LEAST** 48 business hours in advance.
 - Competitive activities are required to be reported at least 2 weeks in advance.
- Note certain activity types are not permitted under the general club/team insurance program and may require supporting documentation (Event Permit Application) be submitted.
- To report any activity (whether newly added or when modifying an existing approved activity) the club/team should include the following information on an updated version of their activity spreadsheet:

Date of Activity	Approx. Start Time	Approx. Finish Time	Description of Activity	Length of Activity (Distance)	Starting Location
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- All activities are expected to follow the club/team’s OCA approved Risk Management Plan including following the Highway Traffic Act if taking place on land the Act would apply to.
- For clubs with activities outside Ontario, it is imperative that they are aware of the various provincial and state traffic laws to ensure compliance. It is also highly recommended that all participants have Emergency Travel Medical Coverage that includes cycling.

Safety

- Helmets must be worn at **ALL TIMES** during club/team activities. This is a requirement of the Cycling Canada Insurance Program and failure to adhere to this requirement will put access to the program in jeopardy.
- All rules/laws regarding a Provincial/State/Federal Highway Traffic Act, local area bylaws and any park/venue rules MUST be followed.
- Clubs/Teams are expected to operate events according to their established risk management and ride guideline procedures, which are designed to reduce the likelihood of incidents and injuries. All participants should be informed that the ultimate responsibility for safety rests with them.
- Club/Team Risk Management Plans, Ride Guides, etc. should be posted on the club/team website and available to members. All members should be aware of these measures to ensure safety.
- Clubs/teams agree that in the case of an incident during an OCA approved club/team activity, an OCA Sport Injury Report Form is completed by the club/team along with a witness and submitted immediately following the incident. The OCA recommends the club executive or designated Ride Leader complete the form for the member.

Risk Management Plan (RMP)

- Clubs/Teams are required to have a Risk Management Plan (RMP) in place that establishes rules to be followed prior, during, and after all of their activities.
- Club/Team affiliation will not be granted until the Risk Management Plan has been received by the OCA for that season and approved.
 - *(Teams without activities to be covered by the Cycling Canada Insurance Program need not submit a Risk Management Plan however activities outside of sanctioned racing for these*

groups will be considered unsanctioned and place the sole responsibility on the team management/ownership and the individuals.)

- RMP's are common sense safety steps clubs/teams take at EVERY activity. These plans are meant to show how the club/team will reduce the potential risk to its members prior, during and after any and all activities.
- A Risk Registry is also recommended for clubs/teams however it is not a replacement for a Risk Management Plan. A Risk Registry generally identifies potential specific risks, the likelihood of them occurring, and how the club/team will not only try to limit them but also their course of action should they occur.
- The OCA will not distribute other affiliated club/teams' Risk Management Plans. It is the duty of each club/team to complete their own RMP based on their capacity and activities. For an idea on types or risk, please take a look at the Risk Management PDF Slideshow on the OCA website (Clubs & Teams/Forms and Literature).
- Cycling Canada's insurance broker has come up with an example template for clubs/teams to browse when creating/modifying their RMP. This template should be used strictly as a guideline as clubs/teams should tailor their own risk management plan to their specific activities.
 - Example template can be found at <http://cyclinginsurance.ca/Risk-Management.html>.
- Club/Team Risk Management Plans should focus on the preventative measures that the club/team is taking to reduce risk to its members. This should include items such as:
 - The wearing of approved helmets (MANDATORY)
 - Confirming all participants are OCA members by seeing proof in the form of a membership card
 - Having access to a cell phone during all activities for emergencies
 - Designating a minimum of one trained ride leader to be in charge of the activity
 - Determining a manageable group size for the activity
 - Inclusion of maps/activity routes
 - Ensuring all participants have a working bicycle, are physically fit enough to participate in the activity and have sufficient fluid/food for the activity.
 - AND MUCH MORE

Crashes, Accidents/Incidents and Process for Reporting

- If an incident occurs during an OCA approved club/team activity, it MUST be documented and recorded on the OCA Sport Injury Report Form and submitted to the OCA office.

- If there is personal injury or property damage, the OCA must be notified immediately so we are able to notify the broker. Any OCA Sport Injury Report Forms should be submitted IN FULL within 72 hours of the incident.
- The OCA Sport Injury Report Form is the minimum level of documentation expected. Additional witness statements, list of names involved, photos of the scene, etc. would make for an exceptional report.
- Reporting should be objective and detailed as most litigation is brought forward years after the incident when members with a memory of the incident might not be around anymore. The more information provided the better. The OCA recommends a club executive member or designated Ride Leader complete the form.
- It is up to the Cycling Canada insurance provider, to determine the level of additional reporting required and whether coverage can be granted, on a case-by-case basis.
- If a member is injured during an OCA club/team activity that may require medical expenses, the member may submit a Sport Accident Claim for potential coverage. This policy is secondary to Provincial Health Care Plan Coverage and any subsequent personal/spousal healthcare plans.
 - Members submitting a claim must first ensure that an OCA Sport Injury Report Form has been fully completed and submitted to the OCA within 30 days of the incident to open a case file.
 - Members have up to 90 days to file a Sport Accident Claim (should be submitted to OCA for approval who will forward to the broker upon acceptance).
 - For more information visit <http://cyclinginsurance.ca/Sports-Accident.html>

Registered Activities

- All types of club/team activities must be registered with the OCA by submitting the Club/Team Activities Worksheet.
- Any club/team who has not submitted their activities list and had it approved will not have access to coverage.
- Ongoing submission as activities change or are added/modified is permissible provided the Ontario Cycling Association is given reasonable notice (minimum 48 business hours for non-competitive group or training rides, two weeks for competitive activities) via email (support@ontariocycling.org). An email to the OCA on a Friday regarding a club/team activity on the weekend is not reasonable notice.
 - Advance reporting of an activity indicates that some planning took place and that it is taking place under club/team rules, and the club/team executive/management is aware of the activity.

- The act of submitting activity information to the OCA does not automatically qualify the activity for approval. All club/team activities are subject to approval by the OCA office and permission may be revoked upon review of the documents at any time or as a result of a spot check.
- Activities not approved in advance will not be covered under the Cycling Canada arranged insurance policy.
- Any club/team activity must follow these guidelines, as well as the club's Risk Management Plan and Ride/Activity Guidelines.
- To report any activity (whether newly added or when modifying an existing approved activity) the club/team should include the following information on an updated version of their activity spreadsheet:

Date of Activity	Approx. Start Time	Approx. Finish Time	Description of Activity	Length of Activity (Distance)	Starting Location
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- A reminder that **ALL** activities **MUST** follow the Highway Traffic Act and any applicable city bylaws if taking place at any point on the road. For off-road events, be sure you have the permission of the land owner and follow any posted rules before running the activity.
- Certain types of competitive activities (an activity in which a record of time or placing occurs) may require an Event Permit Application (see below chart). These include, but are not limited to: Road Races, Criteriums, Cyclocross races, Mountain Bike races, Track racing, etc.

NON - COMPETITIVE ACTIVITIES			
Activity Type	Club/Team Activity	Club/Team Activity Requiring Event Permit Paperwork	Event Sanction (not considered a club/team activity)
Club/Team Member Group Ride	X		
Club/Team Member Tour Riding	X		
Club Member Only Learn to Race Program	X		
Club Member Only Learn to Ride Program	X		
Club/Team Member Youth Development Program	X		
Club/Team Member Only Indoor Training	X		
Club/Team Member Only Track Riding	X		
Club/Team Member Only Cyclocross/MTB Riding	X		

Club/Team Member or Executive Meetings	X		
Activity with a registration fee over \$10 or a charge to both club members and other OCA members			X
Club Activity for Non-OCA Member			X (Ok with approved OCA Try-out Application)

COMPETITIVE ACTIVITIES			
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Activity Type	Club/Team Activity	Club/Team Activity Requiring Event Permit Paperwork (may be subject to additional fee)	Event Sanction (not considered a club/team activity)
Club/Team Member Only Time Trial	X		
Club/Team Member Only Australian Pursuit		X	
Interclub TT or Aussie Pursuit (MAX 3 CLUBS)		X	
Club Member Only Criterium		X	
Club Member Only Road Race			X
Club Member Only MTB or Cyclocross Race		X	
Activity with a registration fee over \$10			X
Club/Team competitive activity with registration open to other clubs/teams (Other than approved interclub)			X
Activity open to Non-OCA Members (<i>Approved Try-Out Activities Excluded</i>)			X

Competitive Activities

- All competitive activities, like with regular club rides, are required to follow the applicable Highway Traffic Act and any local area bylaws.
 - If your TT has a stop sign on the course, you are required by law to stop.
 - Any club found to be abusing this rule and the HTA will be putting their status as an OCA club in jeopardy.

Below is a list of competitive events/activities that generally run during the year:

Activity	Description	Additional Paperwork Requirement
TIME TRIALS	<ul style="list-style-type: none"> • A course map must be submitted. • If there are stop signs on the course, riders must abide by the Highway Traffic Act and come to a complete stop. • The use of marshals at corners to direct traffic is prohibited. <ul style="list-style-type: none"> ○ Marshalls may direct riders and warn them of oncoming vehicles however it is still the responsibility of the rider and marshal to follow the HTA. • If the club/team is able to secure police to close the road, this should be indicated in its submission to the OCA. • The OCA may ask for an Event Permit application to be provided to show the full aspect of the activity. 	
INTERCLUB ACTIVITY	<ul style="list-style-type: none"> • Activities that involve more than one club may be permitted. • For all interclub activities, the number of clubs participating is limited to three (3) only. • Private Teams may not partake in an interclub activity however members of a private team who are members of one of the participating clubs may participate. • The clubs participating in an interclub activity must be specified during reporting of the activity (submitted with affiliation, and/or via email with reasonable notice to the OCA). • Only group rides, Time Trials and Group Pursuits are eligible for Interclub Activity status. • Each club's Risk Management Plan should also include a section on how to deal with the risks that are potentially more likely during an interclub activity vs a normal club ride. <p style="text-align: center;">Interclub activities cannot have a fee associated with them for participation.</p>	<p style="text-align: center;">OCA Event Permit Application required for each Interclub Activity.</p>
GROUP / AUSTRALIAN PURSUIT	<ul style="list-style-type: none"> • This format, in which participants are grouped according to a handicapping system, has the advantage that it reduces the likelihood of large groups occupying the road. 	<p style="text-align: center;">OCA Event Permit Application required for any Group/Aussie Pursuit Activity.</p>

	<ul style="list-style-type: none"> • It is often used as a high level training ride in preparation for sanctioned mass start competitive events. • Organizing clubs are responsible for the event management procedures, including ensuring that the size of the field and the number of riders within each group is not excessive as to jeopardize the safety of the participants. • Group pursuit events must still follow all Highway Traffic Act Laws as well as local area bylaws and may require a road use permit from the local jurisdiction for the use of the road. • All clubs organizing Australian Style Pursuit activities must submit an Event Permit Application for this type of activity. 	
CRITERIUM	<ul style="list-style-type: none"> • Criterium style events generally are not accepted under the club activities program. • Any club granted permission to host a criterium series for club members will be subject to the Event Permit Application process. • Depending on the scope of the activity, a sanctioning fee may be required at the discretion of the OCA Events Department. 	OCA Event Permit Application required
ROAD RACE	<ul style="list-style-type: none"> • Mass start road races are not permitted under the club activities program. • Clubs looking to host a road race style event require the submission of an Event Permit Application. • A sanctioning fee (along with other potential requirements) may be required. 	Event must be sanctioned through OCA Events Department
MOUNTAIN BIKE XC RACE	<ul style="list-style-type: none"> • All mountain bike mass start races require an Event Permit Application be submitted. • A sanctioning fee (along with other potential requirements) may be required • If approved as a club activity, the activity is restricted to the host club's own members only. 	OCA Event Permit Application required
CYCLOCROSS RACE	<ul style="list-style-type: none"> • All cyclocross races require an Event Permit Application be submitted. • A sanctioning fee (along with other potential requirements) may be required. • If approved as a club activity, the activity is restricted to the host club's own members only. 	OCA Event Permit Application required
TRACK RACING	<ul style="list-style-type: none"> • All events of a competitive nature taking place at a track/velodrome are not permitted under the club activities policy. 	Event must be sanctioned through OCA Events Department

	<ul style="list-style-type: none"> • Clubs looking to host a track race require the submission of an Event Permit Application. • A sanctioning fee (along with other potential requirements) may be required. 	
OTHER	<ul style="list-style-type: none"> • Any other competitive event that is not captured by the above definitions requires prior OCA approval through the submission of an Event Permit Application. • A sanction fee may be required. 	

Club or Team Activity Participation

- All riders participating in a club/team activity **MUST** be a paid member of the Ontario Cycling Association. (*Exception being those who are participating in an OCA registered Club “Try Out” activity*)
 - To confirm one is a member, clubs should be asking for every member to show either their OCA issued UCI Licence, Citizen Permit or Affiliate Club Membership card at each activity.
 - The OCA also recommends that clubs/teams have a member list at the start of each activity with proof of OCA membership as a backup.
- Activities that are open to the public must be sanctioned as EVENTS and will be covered by a separate sanctioning and insurance fee (commercial event certificate). *PLEASE CONTACT THE OCA OFFICE FOR MORE INFORMATION.*
- Any club/team found allowing non-OCA members to participate (excluding club try-out activities for clubs) will find their insurance coverage and affiliation status revoked. It is no longer acceptable to just have extra waivers at the start of a club/team activity. No proof of membership, no participation.
- Any non-OCA member visiting from another province/country who wants to ride with an OCA affiliated club **MUST** be approved by the OCA office. They will need to show proof of their UCI Licence with either another province or country and submit a signed waiver form.
 - This is only allowable if the rider is visiting for one week or less.
- Clubs may charge a fee for certain club member only activities, however this fee **CANNOT** surpass \$10.00.

Allowing Other OCA Members to Join Your Club’s Non-Competitive Activity

- The fact that one is a member of another OCA club or team does not give them an automatic right to participate in a different club’s activities without first joining that club or requesting approval as a guest rider.

- A visiting OCA member from out of town may be permitted to participate in the club’s non-competitive activity (at the host club’s discretion) – provided it is on an occasional basis and they agree to participate under the rules that the club has established for that type of activity.
 - Clubs are encouraged to extend this “olive branch” to visiting OCA members, however a reminder that a club’s main responsibility is to its own members and that allowing non-club members to participate frequently may make club members question the value of their club membership.
- Visiting OCA members must prove their membership by showing an OCA Affiliate Club Membership card, UCI Licence or Citizen Permit. Anyone not able to show this should not be participating until they can provide this proof.
- A club may, at its discretion, charge a fee for non club members to participate in its non-competitive activity since they are receiving a benefit that other club members have paid for.
 - The **MAXIMUM** fee per activity is \$10.00 and this fee cannot also be charged to club members for the same activity.
 - Clubs looking to charge all participants for an activity must sanction this as an event with the OCA Events Department.
- Any guest riders must comply with the rules, ride guidelines and Risk Management Plan of the hosting club.

Allowing Non-OCA Members to Join Your Club Activity

- Any non-OCA member visiting from another province/country who wants to ride with an OCA affiliated club **MUST** be approved by the OCA office. They will need to show proof of their UCI Licence with either another province or country and provide a signed waiver form. This is only allowable if the rider is visiting for one week or less.
- If a non-OCA member wants to join an OCA Affiliated Club for the season, they **MUST** purchase an OCA membership (an Affiliate Club Membership would suffice). This is to ensure they have agreed to all rules, regulations and have the same obligations to the club and provincial cycling association that other members have.
- Any club/team found allowing non-OCA members to participate (excluding approved Club Try-Out Program activities) will find their insurance coverage and affiliation status revoked.
 - It is no longer acceptable to just have extra waivers at the start of a club/team activity. No proof of membership, no participation.

Club Try-Out Program

- A reminder that the Club Try-Out Program is for rides, skill clinics, and the occasional Time Trial only. Any other form of activity is not considered for Club Try-Out Program status.
- Non-OCA members may only participate in one (1) Try-Out activity before they must choose if they are going to join the club or not.
- Clubs may host a maximum of three (3) Try-Out opportunities per month.
- Clubs should use the Try-Out Program as a way to market its programming/activities to the public and not as a way to accommodate a last minute request from an individual.
- For more information about the Try-Out Program, please read the Try-Out Program documentation at <http://www.ontariocycling.org/forms/form-club-try-out-program/>.

Trail Building/Maintenance

- Trail building/maintenance can be complex in nature due to the potential long-term and short-term liability it presents.
- Generally, trail builds/maintenance may only be approved if the completion of the build is for immediate club/team use (similar to that of a race course build) and will be torn down immediately after use.
- Unfortunately, under the current Cycling Canada insurance program trail building or maintenance that will be for public use (whether solely or in addition to the club/team's activity) cannot be covered due to the increased risk of liability.
- Clubs/teams who want to partake in such an activity will be required to source out their own insurance and these activities will not be recognized as OCA approved activities.

Alcohol and Club Activities

- Activities that have an alcohol component (Pub Night, Movie Night, Awards Banquet, etc.) are not covered under the core insurance policy.
- A separate insurance certificate can be obtained for these events from the insurance broker at an additional cost if desired.
- It will be up to the club to ensure that anyone served alcohol is not impaired.
- If the club is not willing to take on the added risk of having a social event with alcohol, they should not allow it.