

# 2020 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 to be eligible for the insurance policy to defend you in case of a loss:
  1. 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).
  2. Every member of the club/team 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 OCA membership.
  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 activity coverage 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.

## General Information

- With affiliation, clubs/teams are required to submit a schedule of planned activities they want covered under the Cycling Canada insurance program (whether weekly or on specific dates).
- Any updates to this schedule must be sent in advance via email to [support@ontariocycling.org](mailto:support@ontariocycling.org) for potential coverage:

<b>Type of Activity</b>	<b>Description</b>	<b>Minimum Notice Time Required For Review</b>
<p><b>NON-COMPETITIVE</b> <i>(I.E. Group Rides, Training Sessions, Skill Seminars)</i></p>	<p>Must receive notification of any added activity, change in starting location, type of activity or estimated start/finish time.</p>	<p>2 Business Days (Monday to Friday)</p> <p><i>Ex. A change for a weekend activity or Monday activity should be no later than Thursday Morning.</i></p>
<p><b>COMPETITIVE</b> <i>(Time Trials, Interclub Pursuits, Other Competitive Activities)</i></p> <p><i>These activities require an Event Sanctioning Permit be completed.</i></p>	<p>Must receive notification of any added activity, change in starting location, type of activity or estimated start/finish time.</p>	<p>2 Weeks</p>

- Note certain activity types (Interclub Events, Competitive Activities) are not permitted under the general club/team insurance program and will require supporting documentation (Event Sanctioning Application) be submitted to gain consideration.
- 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:

<b>Date of Activity</b>	<b>Approx. Start Time</b>	<b>Approx. Finish Time</b>	<b>Cycling Sport Type</b>	<b>Detailed Description of Activity</b>	<b>Length of Activity (Distance)</b>	<b>Starting Location</b>
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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 and any area bylaws (when applicable).
- 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 when outside the province.

## **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 OCA approved 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 races for these groups will be considered unsanctioned and place the responsibility on the team management, ownership and 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 clubs/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). A simple search of the web will also provide clubs many examples.

- 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 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 as soon as possible after 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).

## **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 had their activities approved will not have access to the Cycling Canada Insurance program coverage.
- Ongoing submission as activities are added/modified is permissible provided the Ontario Cycling Association is given reasonable notice
- Any updates to this schedule must be sent in advance via email to [support@ontariocycling.org](mailto:support@ontariocycling.org) for potential coverage:

<b>Type of Activity</b>	<b>Description</b>	<b>Minimum Notice Time Required For Review</b>
<p><b>NON-COMPETITIVE</b> <i>(I.E. Group Rides, Training Sessions, Skill Seminars)</i></p>	<p>Must receive notification of any added activity, change in starting location, type of activity or estimated start/finish time.</p>	<p>2 Business Days (Monday to Friday)</p> <p><i>Ex. A change for a weekend activity or Monday activity should be no later than Thursday Morning.</i></p>
<p><b>COMPETITIVE</b> <i>(Time Trials, Interclub Pursuits, Other Competitive Activities)</i></p> <p><i>These activities require an Event Sanctioning Permit be completed.</i></p>	<p>Must receive notification of any added activity, change in starting location, type of activity or estimated start/finish time.</p>	<p>2 Weeks</p>

- Advance reporting of an activity indicates that some planning took place and that it is taking place under club/team rules, and the club executive or team management are 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.

- All club/team activities 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:

<b>Date of Activity</b>	<b>Approx. Start Time</b>	<b>Approx. Finish Time</b>	<b>Cycling Sport Type</b>	<b>Detailed Description of Activity</b>	<b>Length of Activity (Distance)</b>	<b>Starting Location</b>
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- **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 Sanction Application (see below chart). These include, but are not limited to: Road Races, Criteriums, Cyclocross races, Mountain Bike races, Track racing, etc.

<b>NON - COMPETITIVE ACTIVITIES</b>			
<b>Activity Type</b>	<b>Club/Team Activity</b>	<b>Club/Team Activity Requiring Event Sanction Paperwork</b>	<b>Event Sanction (not considered a club/team activity)</b>
Club/Team Member Group Ride	<b>X</b>		
Club/Team Member Tour Riding	<b>X</b>		
Club Member Only Learn to Race Program	<b>X</b>		
Club Member Only Learn to Ride Program	<b>X</b>		
Club/Team Member Youth Development Program	<b>X</b>		
Club/Team Member Only Indoor Training	<b>X</b>		
Club/Team Member Only Track Riding	<b>X</b>		
Club/Team Member Only Cyclocross/MTB Riding	<b>X</b>		
Club/Team Member or Executive Meetings	<b>X</b>		
Activity with a registration fee over \$10 or a charge to both club members and other OCA members			<b>X</b>

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

**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 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
<p><b>TIME TRIALS</b></p>	<ul style="list-style-type: none"> <li>• A course map must be submitted.</li> <li>• If there are stop signs on the course, riders must abide by the Highway Traffic Act and come to a complete stop.</li> <li>• The use of marshals at corners to direct traffic is prohibited.               <ul style="list-style-type: none"> <li>○ Marshals may direct riders and warn them of oncoming vehicles however it is still the responsibility of the rider and marshal to follow the HTA.</li> </ul> </li> <li>• If the club/team is able to secure police to close the road, this should be indicated in its submission to the OCA.</li> <li>• The OCA may ask for an Event Sanction application to be provided to show the full aspect of the activity.</li> </ul>	
<p><b>INTERCLUB ACTIVITY</b></p>	<ul style="list-style-type: none"> <li>• Activities that involve more than one club (and no more than three (3) may be permitted.</li> <li>• Private Teams may not partake in an interclub activity but any member of the team who is a member of one of the participating clubs is eligible.</li> <li>• The clubs participating in an interclub activity must be specified during reporting of the activity (submitted with affiliation, and in the Event Sanctioning Application).</li> <li>• Only group rides, Time Trials and Group Pursuits are eligible for Interclub Activity status.</li> <li>• 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.</li> </ul> <p style="text-align: center;"><b>Interclub activities cannot have a fee associated with them for participation.</b></p>	<p>OCA Event Sanction Application required for each Interclub Activity</p>
<p><b>GROUP / AUSTRALIAN PURSUIT</b></p>	<ul style="list-style-type: none"> <li>• 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 for long periods.</li> <li>• Organizing clubs are responsible for the event management procedures, including ensuring that the size of the field and the number of riders within each</li> </ul>	<p>OCA Event Sanction Application required for any Group/Aussie Pursuit Activity</p>

	<p>group is not excessive as to jeopardize the safety of the participants.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>	
<b>CRITERIUM</b>	<ul style="list-style-type: none"> <li>Criterion style events generally are not accepted under the club activities program.</li> <li>Any club granted permission to host a criterium activity for club members will be subject to the Event Sanctioning Application process.</li> <li>Depending on the scope of the activity, a sanctioning fee may be required at the discretion of the OCA Events Department.</li> </ul>	OCA Event Sanction Application required
<b>ROAD RACE</b>	<ul style="list-style-type: none"> <li>Mass start road races are not permitted under the club activities program.</li> <li>Clubs looking to host a road race style event require the submission of an Event Sanctioning Application.</li> <li>A sanctioning fee (along with other potential requirements) may be required.</li> </ul>	Event must be sanctioned through OCA Events Department
<b>MOUNTAIN BIKE XC RACE</b>	<ul style="list-style-type: none"> <li>All mountain bike mass start races require an Event Sanctioning Application be submitted.</li> <li>A sanctioning fee (along with other potential requirements) may be required</li> <li>If approved as a club activity, the activity is restricted to the host club's own members only.</li> </ul>	OCA Event Sanction Application required
<b>CYCLOCROSS RACE</b>	<ul style="list-style-type: none"> <li>All cyclocross races require an Event Sanctioning Application be submitted.</li> <li>A sanctioning fee (along with other potential requirements) may be required.</li> <li>If approved as a club activity, the activity is restricted to the host club's own members only.</li> </ul>	OCA Event Sanction Application required
<b>TRACK RACING</b>	<ul style="list-style-type: none"> <li>All events of a competitive nature taking place at a track/velodrome are not permitted under the club activities policy.</li> <li>Clubs looking to host a track race require the submission of an Event Sanctioning Application.</li> <li>A sanctioning fee (along with other potential requirements) may be required.</li> </ul>	Event must be sanctioned through OCA Events Department
<b>OTHER</b>	<ul style="list-style-type: none"> <li>Any other competitive event that is not captured by the above definitions requires prior OCA approval through the submission of an Event Sanction Application. A sanction fee may be required.</li> </ul>	

## **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 non-OCA members must be sanctioned as an EVENT and will be covered by a separate sanctioning and insurance fee (commercial event insurance 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 at risk. No proof of OCA membership, no participation.
- Any non-OCA member visiting from another province/country who wants to ride with an OCA affiliated club must either take out an OCA Affiliate Club Membership for that club OR be participating in a club's approved Club Try-Out Activity. The rider will be subject to the rules of the Club Try-out Program.
- Clubs may charge a fee for certain club member only activities, however this fee CANNOT surpass \$10.00.
- Any activity with a registration fee or donation requirement open to non-club members is subject to Event Sanctioning at the discretion of the OCA office.

## **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.
  - 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 issued 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.

- 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 either take out an OCA Affiliate Club Membership for that club OR be participating in a club's approved Club Try-Out Activity. The rider will be subject to the rules of the Club Try-out Program.
- 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. 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.
- Clubs may host a maximum of three (3) Try-Out opportunities per month.
- Non-OCA members may only participate in two (2) Try-Out activities before they must choose if they are going to join the club or not.
- 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. (Market yourself to the public!)
- For more information about the Try-Out Program, please read the Try-Out Program Package at <http://www.ontariocycling.org/forms/form-club-try-out-program-2020>.

### **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 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.