

2020 Team Affiliation Package



Affiliated Private Team

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1. 2020 Types of Teams

Team Type	Supporting Business Team	Provincial Private Team
Definition	A private group comprised of 3 or less members, all holding either an OCA issued UCI Licence or Citizen Permit that may have sponsorship from one or more businesses.	A private group comprised of 4 or more members, all holding either an OCA issued UCI Licence or Citizen Permit that may have sponsorship from one or more businesses.
Basic Membership Requirements	<ul style="list-style-type: none"> • All Ontario members must hold one of the below memberships for the current season: <ul style="list-style-type: none"> ○ OCA issued Citizen Permit ○ OCA issued UCI Licence 	<ul style="list-style-type: none"> • All Ontario members must hold one of the below memberships for the current season: <ul style="list-style-type: none"> ○ OCA issued Citizen Permit ○ OCA issued UCI Licence
Team Activities	<ul style="list-style-type: none"> • Team Activities are not covered under the umbrella of the Cycling Canada Insurance Program. 	<ul style="list-style-type: none"> • Can host organized team member only activities under the Cycling Canada Insurance Program • Activities must be registered with the OCA and approved, and are subject to the 2020 Club/Team Activity Guidelines.
Cost	<p><u>Early Bird (Prior to Jan 15, 2020)</u> \$295.00</p> <p><u>Jan 15 and later</u> \$335.00</p>	<p><u>Early Bird (Prior to Jan 15, 2020)</u> \$450.00</p> <p><u>Jan 15 and later</u> \$500.00</p>
Affiliation Expiration	December 31, 2020	

Questions or concerns? Please email support@ontariocycling.org

Don't meet the above definitions? Please contact the OCA office.

2. Team Affiliation Benefits

- **Exposure on OCA website**
 - All affiliated teams in a season will have their public information listed on the OCA website along with up to 5 sponsors of the team.
- **Team Acknowledgement on Memberships and Results**
 - Affiliated teams will be listed on OCA Memberships and in results for OCA events.
- **Jerseys**
 - Teams will be able to have their own custom jersey worn during team activities and OCA sanctioned events. *(Note the jersey must not mirror the Team Ontario or Provincial Champion cycling jersey.)*
- **Priority Access to Event Zones for Private Teams**
 - Teams may have priority access to various event areas, subject to organizer and OCA approval for the aforementioned event.
- **Private Ownership & Membership**
 - Affiliated teams may be owned by a single person, group or business and need not be owned by the team members. Private teams are also eligible to have private membership (by invite only) to race/participate with them. They are not required to have an open membership. This should be understood by all members of the team.

3. Club vs Team Affiliation

	Not-for-Profit Club (Member Owned)	Private Team	Supporting Business
Membership	Open to anyone and has an elected Board of Directors. Club is run as a not-for-profit, is owned by the members and has a set of bylaws and policies under which the club operates and is governed.	Restricted to only invited individuals	Restricted to only invited individuals (Maximum 3)
OCA Membership Options	<ul style="list-style-type: none"> • Affiliate Club Membership (ACM) • Citizen Permit (CP) • UCI Licence (UCI) 	<ul style="list-style-type: none"> • Citizen Permit (CP) • UCI Licence (UCI) 	<ul style="list-style-type: none"> • Citizen Permit (CP) • UCI Licence (UCI)
Activities Allowed (Must be registered with	<ul style="list-style-type: none"> • Club Member Rides • Club Member Time Trials • Club Member Pursuits & Competitive Activities 	<ul style="list-style-type: none"> • Team Member Rides • Team Member Skill Development Activities • Team Member Time Trials 	None

OCA for coverage)	<i>(Event Permit Paperwork required)</i> <ul style="list-style-type: none"> • Club Skill Development Activities • Club Member Track Riding/Training (NO RACING) • Club Meetings 	<ul style="list-style-type: none"> • Team Meetings 	
<p style="text-align: center;"><i>Groups that do not have open membership or do not run activities for its members are considered Private Teams. A reminder that club activities are meant to be a part of membership with the club.</i></p>			

4. Required Affiliation Items

1. Letter of Team Ownership and Purpose

- All Teams are required to submit a letter of team ownership describing:
 - Who the team owner is (whether its owned by a business, partnership, sole ownership, etc.)
 - What the purpose of the team is.
- This letter does not need to be formal in nature but provides the OCA background on where the team is coming from, its intent, and who the official owner is.

2. Team Roster

- As Supporting Businesses and Private Teams are by invite only, teams are asked to submit a roster of members that can have the team name put on their membership.
- The OCA references this list each time a Supporting Business or Private Team is chosen as part of the membership registration process, and if an applicant is not on the team’s list, the team will be notified for confirmation.
- This list can be updated throughout the season as new members join/leave the team. Teams are responsible for ensuring their list is kept up to date with the OCA.

3. Risk Management Plan (RMP) – FOR PRE-ORGANIZED TEAM MEMBER ACTIVITIES

- Teams that want to host team member activities under the Cycling Canada insurance program are required to have a Risk Management Plan in place.
- This RMP must be submitted for OCA review (and approved) at the beginning of every season with your affiliation application and is meant to show how the team will limit the amount of risk when running an activity.
- The Risk Management Plan may also address specific risks and how these are handled (Risk Registry) as well as include an Emergency Action Plan on how to deal with an incident.
- This document should be available to all team members so they are aware of the requirements as some items on the Risk Management Plan may require members take certain actions/precautions.

4. Activities List

- All teams wanting to host activities for its members under the Cycling Canada insurance program, must submit a formal calendar of activities to the OCA using the proper reporting paperwork and format.
- Activities may be submitted throughout the season as long as they are added to the team's existing activity spreadsheet with the OCA and follow the below deadlines:
 - Addition/Modification of non-competitive activities must be received at least 2 business days prior to the added activity.
 - For Competitive Activities like a Team Time Trial, a minimum of 2 weeks notice is required.
- These deadlines are put in place to ensure that an OCA staff person has had the chance to review the request and the team has had adequate time to prepare for the activity including arranging a ride leader, reviewing the planned route and ensuring the OCA approved Risk Management Plan can be followed.
- Any team not submitting its calendar at the beginning of the year is responsible for ensuring this is done prior to running activities. The OCA will not follow up if a team says it will provide the documentation later. It is up to the team to ensure its activities are submitted and approved.
- Teams running activities that have not been approved by the OCA will be running these activities without any coverage.
- For the OCA Team Activity Worksheet Template, please contact the OCA Office or visit the Club and Team Forms section of the OCA website.

5. Team Jersey

- All teams must submit a PDF or JPEG colour image of their 2020 season jersey (FRONT AND BACK) to the OCA for approval.
- The jersey must be distinct enough from the Provincial Team Jersey and Provincial Champion Jersey, as well as other previously submitted jersey designs for that year to be approved.
 - As many clubs and teams use similar colours, jerseys that are similar in colour, but have a different layout will be accepted.
- Teams may have no more than two race jerseys approved. (Note all riders within a category must have the same jersey type on)
- See below for an example of the Provincial Champion Jersey and Team Ontario Jersey.

[Provincial Team Ontario Jersey](#)






[Ontario Provincial Championship Jersey](#)



5. Membership

OCA MEMBERSHIP

- Member registrations (like team affiliations) expire December 31 of that membership season. (For 2020 this would mean December 31, 2020)
- OCA memberships may only be purchased online using the OCA’s Membership Registration provider CCN Bikes.
- The following memberships may be used to become a member of an OCA Affiliated Team:

ACCEPTED MEMBERSHIP TYPES (2019 EXAMPLES)

<p style="text-align: center;">OCA Issued Citizen Permit <i>(ACM equivalent for youth members)</i></p> <p>Cards are issued by the OCA office electronically after an application review process. Members should expect to receive their electronic card within 1-2 weeks unless there is an outstanding issue.</p>	<div style="text-align: right; border: 1px solid black; padding: 2px; background-color: black; color: white; display: inline-block;">Ontario Cycling Association</div> <div style="float: right; text-align: right;"> 2019 Citizen Permit 2019 Expires Dec 31 </div> <p>Name: Lil Jenny Cycle Affiliation: Nationality: Canadian Date of Birth: 2001-01-01 Gender: U Emergency #: 444-444-4444 City: Milton Issued on: 2018-12-19 License #: CP19-0616</p>  <div style="text-align: right;">  <div style="border: 1px solid black; border-radius: 15px; padding: 2px; display: inline-block;">Ontario Cycling Association</div> </div> <p style="text-align: right; font-weight: bold; margin-top: 20px;">FRONT</p>
<p style="text-align: center;">OCA Issued UCI Licence <i>(Any type including Race/Technical/Staff)</i></p> <p>Cards are issued by the OCA office electronically after an application review process. Members should expect to receive their electronic card within 1-2 weeks unless there is an outstanding issue.</p> <p>Printed membership cards can be ordered for a fee of \$10 per card.</p>	<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: right;"> 2019 UCI ID: 100 846 843 17 Last Name: Cycle First Name: Little Johnny Nationality: Canadian Date Of Birth: 1978-12-12 Age: 41 Gender: M Cat. Tech: UCI Category: Master UCI Team: </div>  </div> <div style="text-align: center; margin-top: 20px;">  <p>Valid until: December 31, 2019</p> </div> <p style="text-align: right; font-weight: bold; margin-top: 20px;">FRONT</p>

	<div style="display: flex; justify-content: space-between; align-items: center;">   </div> <p> Federation ID: ON75216 Cat. Nat: XMMB RMMB CMMA TMMA Cat. Prov: RMMB.2 TM.3 CMMA.2 XMMB.E Club/Team: Independent Cycling Canada +1 613 248 1353 general@cyclingcanada.ca Ontario Cycling Association +1 416 855 1717 </p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>The holder agrees to abide by the regulations of the UCI and of the national federations. He accepts antidoping and blood tests provided by the rules and the sole competence of the CAS. I acknowledge and agree that my personal information provided as part of my application shall be passed and held by the UCI. <i>Insurance is valid for residents of Canada who are covered under a federal/provincial health care plan.</i></p> </div> <p style="text-align: center; margin-top: 20px;">EMERGENCY CONTACT Jenny Cycle 555-555-5555</p> <p style="text-align: center; margin-top: 20px;">BACK</p>
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- Members require only one of the above membership types
- Membership cards will be issued to all OCA members.
 - **Citizen Permit** – Electronically Issued PDF
 - **UCI Licence** – Electronically Issued PDF (Print option available for additional fee)
- Members must be able to show proof of a membership card to be allowed to participate in a team activity. Membership receipts are not proof of OCA Membership. OCA Membership Cards for the current year are the only valid proof of membership.

YOUTH MEMBERSHIPS

- All members will be required to have either an OCA issued Citizen Permit or UCI Licence.
- Parents or legal guardians of youth applicants may complete the required membership forms online. They will be asked to confirm their email, name and relationship to the applicant and the member forms will be reviewed before the membership can be processed.
 - Note if the parent/legal guardian has incorrectly completed the online waiver, they will be asked to provide a hard copy signed form which will delay the processing of the membership at the OCA office.

6. Team Activities

- Teams must report all of their activities to be eligible for the Cycling Canada Insurance Program coverage.
- Activities (including added or modified activities) should be submitted to the OCA office on the activities worksheet with the date of modification included in the file name.
- Teams that are hosting activities must ensure they meet the requirements of the **OCA Club and Team Activity Guidelines**.

- All team activities are required to follow the team's OCA approved Risk Management Plan.
- Any incident during a registered team activity should be reported to the OCA immediately using the OCA Sport Injury Report Form.
- Teams should read and understand the **2020 Club and Team Activity Guidelines** before submitting their application for affiliation.
- NOTE: Teams are not required to run their own activities. Members of the team may train on their own time however those activities will not be covered under the Core Insurance Program.
- Team Managers and team members must understand that running activities under the Core Program will place a certain level of duty of care on the team and its activity participants.
- For the **2020 Club and Team Activity Guidelines**, visit <http://www.ontariocycling.org/forms/2020-club-team-activity-guidelines/>

7. Club & Team Releases

Release from a Club

- A member of a club cannot be held to a membership agreement that prevents their release from a club.
- Within 48 hours of written notice to the club, a club member shall be considered released from the club (for the purposes of racing for another club/team)
- Notice by fax, email or letter shall be sufficient and a copy of the notice is to be provided to the Ontario Cycling Association.
- Members requiring a printed card change will be subject to an administration fee for the reprinting of the updated card.

Release from an OCA Private Team

- A member of an OCA private team cannot be held to an agreement that prevents their release from the team.
- Within 48 hours of written notice to the team, a team member shall be released from the originating team.
- Notice by fax, email or letter shall be sufficient and a copy of the notice is to be provided to the Ontario Cycling Association
- Riders changing teams are immediately eligible to race and represent their new team so long as there is not a formal complaint filed by the original team (Must be sent to the athlete AND the OCA).
- If the originating team files a formal complaint and the complaint is deemed to be valid, the member must wait 30 days before being eligible to race for another team. During this period, the rider in question may race as an Independent with no affiliation.
- Members requiring a printed card change will be subject to an administration fee for the reprinting of the updated card.

Team Ontario

- OCA affiliated teams (including Supporting Businesses) and clubs are not permitted to have agreements that prevent athletes from participating for Team Ontario.
- If selected, riders may race for Team Ontario whether they have been formally released or not from their OCA Private Team.

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 for potential coverage:

Type of Activity	Description	Minimum Notice Time Required For Review
<p>NON-COMPETITIVE <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>COMPETITIVE <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:

Date of Activity	Approx. Start Time	Approx. Finish Time	Cycling Sport Type	Detailed 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 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 for potential coverage:

Type of Activity	Description	Minimum Notice Time Required For Review
<p>NON-COMPETITIVE <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>COMPETITIVE <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:

Date of Activity	Approx. Start Time	Approx. Finish Time	Cycling Sport Type	Detailed Description of Activity	Length of Activity (Distance)	Starting Location
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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.

NON - COMPETITIVE ACTIVITIES			
Activity Type	Club/Team Activity	Club/Team Activity Requiring Event Sanction 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)
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COMPETITIVE ACTIVITIES			
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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	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	
Competitive 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 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"> ○ 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. • 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 Sanction 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 (and no more than three (3) may be permitted. • 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. • The clubs participating in an interclub activity must be specified during reporting of the activity (submitted with affiliation, and in the Event Sanctioning Application). • 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>	OCA Event Sanction Application required for each Interclub Activity
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 for long periods. • Organizing clubs are responsible for the event management procedures, including ensuring that the size of the field and the number of riders within each 	OCA Event Sanction Application required for any Group/Aussie Pursuit Activity

	<p>group is not excessive as to jeopardize the safety of the participants.</p> <ul style="list-style-type: none"> 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. 	
CRITERIUM	<ul style="list-style-type: none"> Criterion style events generally are not accepted under the club activities program. Any club granted permission to host a criterium activity for club members will be subject to the Event Sanctioning 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 Sanction 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 Sanctioning 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 Sanctioning 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 Sanction Application required
CYCLOCROSS RACE	<ul style="list-style-type: none"> All cyclocross races require an Event Sanctioning 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 Sanction 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. Clubs looking to host a track race require the submission of an Event Sanctioning Application. A sanctioning fee (along with other potential requirements) may be required. 	Event must be sanctioned through OCA Events Department
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 Sanction 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 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.



SPORT INJURY REPORT FORM

SUBMIT COMPLETED FORM TO:
ONTARIO CYCLING ASSOCIATION
2-2015 Pan Am Blvd. Milton, ON L9E 0K7

This form should be completed at the time of an accident, injury or other incident.

Email: support@ontariocycling.org

SECTION A: PERSON INJURED

CYCLIST SPECTATOR COACH VOLUNTEER

First Name: _____ Last Name: _____ Contact#: _____

Address: _____ City/Prov. _____ Postal Code: _____ YEAR OF BIRTH: _____

Date of Injury: _____

Club or Event Name: _____

Time of Injury: _____

Location of Incident: _____

Activity: Cyclo Cross Cross Country Downhill Racing Road Track BMX Other _____

ENVIRONMENT: LIGHT CONDITIONS: Dawn Dusk Lit Dark Road Daylight Unlit Dark Road

SURFACE: Paved Unpaved Dirt Wood If other, please specify _____

WEATHER CONDITIONS: Dry Snow/Slush Icy Wet Muddy If other, please specify _____

FORM COMPLETED BY: _____ CONTACT #: _____

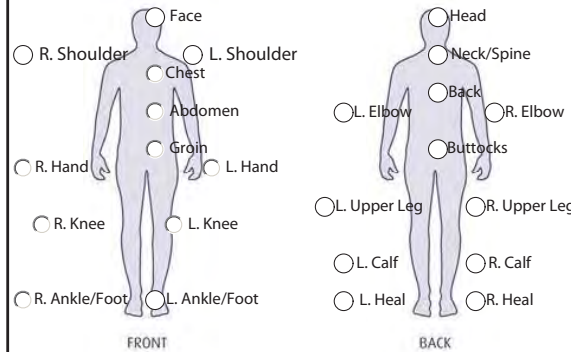
WITNESS NAME: _____ WITNESS PHONE NUMBER: _____

PLEASE COMPLETE SECTION "A" ABOVE IN FULL AND AS MUCH OF SECTION "B" BELOW AS POSSIBLE

SECTION B: DETAILS OF INJURY

YEARS OF EXPERIENCE: 1 2-3 4-9 10+ TYPE OF ACTIVITY: Training Practice Competition Recreation

BODY PART(S) INJURED: Please fill in circles located over the injury site(s).



If other, pls. specify _____

INJURY CLASSIFICATION: New Injury Acute Injury Overuse
 Recurrence of previous injury Complication of Prior Injury
 Recurrent Injury Non-Sport Previous injury this year Other

NATURE OF INJURY: Sprain/Strain Fracture Dislocation
 Contusion Skin Injury Laceration Head Injury

All loss of consciousness or fainting requires IMMEDIATE medical follow-up

SUBJECT INVOLVED: Male Female

Height (cm): _____ Weight (kg): _____

CAUSE OF INJURY (Collision): Fixed Object (i.e. tree) Other Cyclist
 Moving Vehicle Parked Vehicle Pedestrian/Spectator Other

CAUSE OF INJURY (Non-collision): Bike Malfunction Washout
 Loss of Control Terrain (Roots/Rocks) Ran off Road/Trail Fell Over

INJURED PERSON'S ACTION PRE-INJURY: Entering Traffic
 Making Right Turn Making Left Turn Going Straight
 Starting in Traffic Changing Lanes Avoiding Object
 Merging/ Overtaking/ Passing Jumping Other

INITIAL TREATMENT: RICE (Rest, Immobilize, Cold, Elevate) Dressing
 Wrapping/ Taping Manual Therapy Sling/Splint CPR
 Stretch/ Exercises None Given - Referred Elsewhere Other

CARE: EMS Care On-site Hospital Care Family Physician
 On-site Only Refused Care Self Transport to Hospital

FOLLOW UP: _____

Signature: _____ Current Date: _____

All information collected on this form of a personal nature is strictly confidential and will only be shared as per the guidelines in the OCA Privacy Policy.

Please complete all sections of the form. Incomplete forms may not be accepted.

Example Ride Guidelines

Brampton Cycling Club

<http://www.bramptoncyclingclub.com/docs/Group-Riding-Techniques.pdf>

Collingwood Cycling Club

<http://www.collingwoodcyclingclub.ca/new-page-1>

Etobicoke Cycling Club

<http://etobicokecycling.com/ride-guidelines>

Peterborough Cycling Club

<http://peterboroughcc.com/wp-content/uploads/Ride-Participant-Guide-2018.pdf>



Media Release: August 30, 2017 – Updated Canadian Anti-Doping Rules Coming Into Effect September 1, 2017 [CLICK HERE](#)

The Canadian Anti-Doping Program

The Canadian Centre for Ethics in Sport (CCES) is the custodian of the Canadian Anti-Doping Program (CADP), the set of rules that govern anti-doping in Canada. The CADP consists of several components such as in- and out-of-competition testing, education, medical exemptions, and the consequences of doping violations. The CADP is compliant with the World Anti-Doping Code and all international standards.

Cycling Canada has adopted the CADP. Ontario Cycling Association, as a member of CYCLING CANADA, adheres to the CADP, which means that you can be confident that you are part of a world-class anti-doping program that is designed to protect athletes' rights and ensure a level playing field. Ontario Cycling Association and Cycling Canada's anti-doping policies and code of conduct reflect and support the CADP. See more: [OCA Code of Conduct and Ethics](#)

While the CCES administers anti-doping for the Canadian sport community, you may also be subject to the rules of your international federation. Learn more about the [Union Cycliste Internationale \(UCI\)](#)'s anti-doping policies and procedures. [CLICK HERE](#)

As a member of the Ontario Cycling Association, the CADP applies to you! **It is important to know that by participating in activities sanctioned by the Ontario Cycling Association, you may be selected for doping control.**

Important Information

The CCES recommends that athletes take the following actions to ensure they don't commit an inadvertent anti-doping rule violation:

- Know your [rights and responsibilities as an athlete](#) with regard to anti-doping. [CLICK HERE](#)
- [Always comply with a testing request](#) if you are notified for doping control. [CLICK HERE](#)
- [Check all medications and products](#) before taking them to ensure they do not contain ingredients that are banned. [CLICK HERE](#)
- Verify your [medical exemption requirements](#). [CLICK HERE](#)
- Do not take supplements, but if you do, take steps to [minimize your risk](#). [CLICK HERE](#)
- Get the latest news. [Sign up](#) to receive CCES media releases and advisory notes. [CLICK HERE](#)

Additional Resources and Information

- The CCES [AthleteZone](#) is a hub of resources and information for athletes and their support personnel. [CLICK HERE](#)
- The [Global DRO](#) provides athletes and support personnel with information about the prohibited status of specific substances based on the current World Anti-Doping Agency Prohibited List. [CLICK HERE](#)
- Physicians and medical personnel are encouraged to use the CCES [DocZone](#) for targeted medical information. [CLICK HERE](#)
- Read more about the [Canadian Anti-Doping Program](#) [CLICK HERE](#)
- The [World Anti-Doping Agency](#) works towards a vision of a world where all athletes compete in a doping-free sporting environment. [CLICK HERE](#)
- The CCES is a proud and active member of the [True Sport Movement](#) – a movement that is based on the simple idea that good sport can make a great difference. [CLICK HERE](#).

Report Doping

Ontario Cycling Association and the CCES need your help to eliminate doping! To report doping activity, call the hotline at 1-800-710-CCES or [fill in the online form](#). [CLICK HERE](#)

Contact

For additional resources and more about anti-doping, please contact the CCES:

- Email: info@cces.ca
- Call toll-free: 1-800-672-7775
- Online: www.cces.ca/athletezone



2020 OCA Private/Business Team Official Roster

This form should be filled out by those teams that have registered as **OCA Private/Supporting Business Teams**. Please note that if a team member is not on this list, they will have to provide proof of membership with the team before receiving their licence so it is important that **ALL** names are listed. Any additions must be given in writing to the OCA before a rider can have their license issued.

Team Name:

Team Members (please list alphabetically):

First Name	Last Name	Licence Type (CP or UCI)
SUPPORTING BUSINESS ROSTER LIMITED TO 3 RIDERS ABOVE OR LESS		

