



## **General Information for clubs wishing to affiliate with the OCA**

### **1) Definition of a Club**

A club is a not for profit organization governed by its members, which has by-laws and policies that are consistent with those of the OCA (the "Corporation"). It also meets the club guidelines under OCA bylaw 2.4 and 2.18(c).

2.4 *A Member Club is a Club which has paid membership dues, which has as its own members at least five Individual Members (of the OCA), which has by-laws and policies that are consistent with those of the Corporation, and which has one vote in the affairs of the Corporation to be exercised by the Club's delegate. Subject to the preceding sentence and Subsection 2.18(c), not all members of a Member Club need to be Individual Members of the Corporation, and membership in a Member Club does not confer membership in the Corporation.*

2.18 Discretionary – A member of the Corporation shall, in the discretion of the Board, be deemed to not be in good standing in the event that:

2.18(c) *where the Member is a Club, the Member does not include at least five (5) Individual Members (of the OCA).*

### **2) Incorporation**

- a. Clubs with 50 or more members must be incorporated and provide proof thereof.
- b. Clubs with less than 50 must provide letter stating not for profit status, signed by the President and Secretary. (e.g. "Club name" is an unincorporated, not for profit club which exists solely for the promotion and organization of bicycling activities for the benefit of its members.) Incorporation is strongly recommended.

### **3) Board of Directors**

A club is made up of and controlled by its voting members. Its members must elect a board of directors. A club cannot be controlled by an individual(s).

### **4) Club Colours**

A club must inform the OCA of their colours. A photo or rendering is to be submitted with the application. Road racing clubs/teams must submit an electronic version of their jersey design in order to affiliate.

### **5) Types of Clubs**

- a. Non-Competitive Clubs – a club whose primary focus is on touring and or recreational cycling activities and has absolutely no racing activities. Non-competitive clubs will not be named on UCI race licences and Citizen Permits and will not be included in the Club Challenge.
- b. Un-sponsored Clubs - a club that does not have a sponsor and whose focus is on both competitive and non-competitive activities. The club name would not be a "trade" or company name.
- c. Sponsored Club – a club that has a sponsor. The club name may be a "trade", company or bike shop name.

All Ontario teams and clubs are affiliated to the CCA through their affiliation fees.

## **Private Teams**

### **General Description**

A Private team is a racing team primarily comprised of athletes from Ontario that may compete in Regional, Provincial and National level events. The focus is on competition with a restricted/selected membership. The team may be owned or controlled by an individual or a corporation. The name of the team is restricted to a maximum of 2 names (i.e. major sponsors or team owner). The team has no standing as a CCA or UCI trade team. The Team will be treated as a club anywhere outside of OCA permitted events.

In the event that the club/team and the rider cannot agree upon a release there will be a cooling down period where the rider will be classified as Independent.

For U19 riders this cool down period will be 30 days. For 19+ riders, this cool down period will be 60 days. The OCA will decide the starting date of the cool down period.

Private road teams will not be subject to the OCA road downgrading policy in Senior 1/2. This is to acknowledge team tactics in road racing.

**Supporting Business** – A single rider can register a Supporting Business. This will allow the rider to race with a sponsor's jersey and have the sponsor named in the result. All other OCA club/team rules and restrictions apply.

## **6) Waivers**

- a. All club members must complete the OCA approved insurance waiver. The insurance company and the OCA require 100% compliance to this rule. Failure to obtain waivers from all members of the club will place your affiliation coverage at risk. **Do not alter the waiver in any way, specifically the language or spacing.**
- b. Club members under the age of 18 when joining the club must have an adult (18 years or older) complete the waivers. It can be signed by someone other than the parent or legal guardian but they may find themselves in an awkward position in the event of litigation, since they are accepting responsibility for the youth's participation.
- c. All waivers must be submitted to the OCA office in a timely manner throughout the season (i.e. when submitting installment payments).
- d. Waivers will be stored at the OCA for a minimum of 7 years
- e. Waivers are crucial in defending the club and the OCA during litigation

## **7) Club Contact Information**

- a. The name and contact information will be used in all of our publications and on our web site. Please be certain that you have permission of the individual named as contact for this information to be made public.

## **2008 Insurance Guidelines**

All affiliated clubs/teams must participate in our insurance program. The club pays the OCA a membership fee for each member. Insurance is included with membership. It is in effect when the member is participating in club activities or events. Clubs that are formed to circumvent the insurance program will not be permitted.

### **1. Registered Club Activities**

- a. A detailed list of club activities must be submitted with the affiliation paperwork. Ongoing submission as activities change is permissible providing we receive reasonable notice. Submissions cannot be verbal. Please submit submissions via mail, fax or email. An email to the OCA on a Friday evening regarding a club activity on Sunday is not a reasonable notice.
- b. We want to know what activities a club has planned for the season in advance.
- c. This eliminates after the fact reporting if an accident happens during an unplanned, unlisted activity.
- d. Advance reporting of an activity indicates that some planning took place and that it is taking place under club rules, and
- e. The club executive is aware of the activity.

### **2. Risk Management Plan**

- a. Clubs are required to have a risk management plan in place that covers their activities and establishes rules for their activities. Club affiliation will not be granted until the club's risk management plan is in the OCA office.
- b. This is a written policy document for a club on how activities are managed. It is established by the club.
- c. Generally, risk management policies are common sense safety steps clubs take at EVERY club activity.
- d. Only include policies which the club will adhere to at every club activity. If a club does not enforce a policy from its risk management plan, and something happens, the club could find their insurance coverage in jeopardy.
- e. The OCA does not have a sample risk management plan for clubs. The OCA will not distribute other affiliated clubs' risk management plans to clubs in need of assistance. We have posted handouts on risk management on our website. It is the duty of each club to complete their own risk management plan.

### **3. Club Participation**

- a. Clubs must adhere to the participation rules for club activities – see attached document – Guidelines for Club Activities
- b. All riders participating in a club activity must be a member of the club
- c. Activities that are open to the public may be covered by a separate insurance fee (commercial event certificate). This fee must be paid in advance of the activity.
- d. You join a club for various reasons – it could be that another club has activities that are different than the one you belong to. The fact that you are a member of another club does not give you an automatic right to participate in other clubs activities without first joining that club.
- e. A club is given latitude to determine who can participate in their activities. By all means a visiting OCA member from out of town should be permitted to participate in the clubs events – 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. The club may at its discretion charge a fee for this, after all they are receiving a benefit that other club members pay for. The same should apply to an OCA member or a CCA/UCI licence holder. They must have proof that they are indeed a member through one of these channels in order to participate.
- f. Any club found abusing section 3(e) will find their insurance coverage and affiliation status in jeopardy

#### **4. Membership**

- a. Membership cards must be issued to all club members. The OCA will supply these according to the number of members you indicate on the affiliation form. With prior approval of a sample card you may use your own club card as long as the card clearly indicates the year it is valid and that the club is affiliated to the OCA.
- b. Using the membership spreadsheet provided by the OCA is mandatory. This must be submitted to the OCA on a monthly basis.
- c. This information will not be used for any purpose other than to document who was a member of a club in any given year. All paperwork submitted is confidential.
- d. Club member's privacy will be respected, and the information will only be used to verify membership and club membership numbers.

#### **5. Payment of Membership Fees**

- a. Prompt payment of the membership fees is mandatory. Failure to pay promptly will result in cancellation of your coverage and your club will be ineligible for affiliation the following year. Insurance coverage is for the calendar year. Coverage ends on Dec 31. Clubs and members must re-affiliate every year.
- b. The OCA does not require a membership fee for the following:
  1. UCI Licence Holders
  2. Citizen Permit Holders
  3. Club Membership Card from OCA affiliated club

**All members must be reported in your membership list.**

- c. The OCA must prepay for much of the insurance based on reported numbers from last year, therefore it is mandatory that clubs pay on time.
- d. Clubs can pay in installments or pre-pay for the entire membership at time of affiliation using the previous year's numbers.
- e. Clubs that are historically slow to pay will be required to pay up front.
- f. Clubs will not be allowed to affiliate for current year until all outstanding fees from the previous year are paid in full.

#### **6. Crashes, Accidents and Incidents**

- a. If an accident occurs, it is imperative that they be documented and recorded. If there is personal injury or property damage the OCA must be notified immediately and we will in turn notify the broker. The OCA Accident Report should be the minimum level of documentation. The additional documentation of witness statements, list of names involved, photos of the scene would make an exceptional report.
- b. It is up to the insurance company to determine the level of reporting required on a case-by-case basis.
- c. Most litigation that we have seen brought forward has come to our attention years after the fact so it is extremely important that we have adequate reporting.

# **Guidelines for Club Activities**

## **Club Events**

The purpose of this guideline is to clarify what types of events clubs are approved to organize and what types of events require an Event Permit from the OCA. It is important to review the guidelines to ensure that your planned events for 2008 fit our guidelines. An event that is outside of these guidelines puts your club at risk.

### **1. Participation**

The basic premise for a club event is that it is designed for the benefit of members of that club. Therefore, all participants in club events must be members of the club. Out of town visitors who can demonstrate that they have a comparable level of insurance coverage through membership in another OCA, CCA or UCI affiliated club may participate on a limited basis. There can be no provision for prospective members to “try out” an event prior to joining the club.

### **2. Event types**

Club events can be of two types: competitive or non-competitive. Both types of events must be registered with the OCA by submission on the Club Affiliation Form or by reasonable notice prior to the event. The act of submitting event information to the OCA does not automatically qualify an event for approval. All events are subject to approval by the OCA and permission may be revoked upon review of the documents at any time or as a result of a spot check. Non-competitive events do not require separate submission and approval of an Event Permit Application; whereas certain types of competitive events may require an Event Permit (see below).

### **3. Safety**

Risk management is a major consideration in club affiliation. Clubs are expected to operate both competitive and non-competitive events according to established procedures designed to reduce the possibility of accidents. All participants need to be informed that the ultimate responsibility for safety rests with the individuals.

### **4. Competitive Events**

Any club activity, in which participants are ranked either by recording time or order of placement, is a competitive event, whether or not prizes or trophies are awarded.

The format of all such events that clubs intend to hold during the year must be accurately described on the Club Affiliation Form. The events can be run according to several formats:

#### **4.1 Time Trials**

Provided they are registered prior to the event, these events are permitted without submission of an Event Permit Application. OCA will normally also permit use of this format for Interclub Events (see below) without an Event Permit.

#### **4.2 Group Pursuits**

This format, in which participants are grouped according to a handicapping system, (e.g. ability-based Australian Pursuit), has the advantage that it reduces the likelihood of large groups occupying the road and 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 in each group is not excessive with regard to the safety of the event. Events that meet these requirements do not need submission of an Event Permit Application. In certain circumstances, OCA will permit use of this format for Interclub Events (see below) without an Event Permit.

#### **4.3 Mass Start Road Races and Criteriums**

Criteriums - Provided that adequate steps are taken by the club with responsibility for organizing the event, to ensure that the size of the field does not compromise safety (including restricting participation to members of that club), these events are permissible without submission of an Event Permit Application provided they meet the clubs risk management policies. Because of the potential for increased numbers of participants and larger group sizes, this format will not normally be acceptable to the OCA for an Interclub Event (see below) without an Event Permit.

Road Races –Typically a club road race will not be automatically approved. Additional information will be required. The general criterium guidelines (above) would apply. However mass start road races must meet an appropriate level of safety with respect to pack size and the highway traffic act. Interclub mass start road races are not allowed without an event permit application.

#### **4.4. Other Competitive Events**

All events organized by clubs that do not meet the above definitions require prior approval by the OCA through submission of an Event Permit Application. This includes any event open to non-members of the club (other than acceptable Interclub Events – see below) and events whose size or format, indicate a need for additional control procedures, including provision for control of other road users.

### **5. Interclub Events**

Events that involve more than one club are permitted, without an Event Permit, provided that the number of clubs responsible for the event, or series, is limited – normally not more than three clubs – and the event is planned and advertised only within the clubs involved and participants are restricted to members of those clubs. The number and identity of clubs participating in an Interclub Event or Series must be pre-specified at the time the Club Affiliation Form is submitted.

### **6. Non-Competitive Events**

Events in this category are variously described as training rides or tours and are expected to be associated with the normal hazards of group riding. They cannot involve any element of competition (i.e. timing or placing). Non-competitive club events must be restricted to members of the club, unless they have been appropriately structured as Interclub Events, as defined above. Events meeting these conditions that are accurately defined as non-competitive events in the Club Affiliation Form do not require an Event Permit.

### **7. Entry Fees**

Clubs may charge event entry fees, in addition to membership fees, provided that they do not exceed \$10.