

# 2021 Club and Team Activity Guidelines



**Affiliated Cycling Club**



**Affiliated Private Team**

Updated Nov 15, 2020

# Guidelines

- All OCA Affiliated Clubs and Private 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/Private Team's access to the 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 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
    - a. For Clubs
      - i. Affiliate Club Membership
      - ii. Citizen Permit
      - iii. UCI Licence
    - b. For Teams
      - i. Citizen Permit
      - ii. UCI Licence
  2. Every member of the Club/Team has completed all membership form requirements including 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.
    - a. For the 2021 season, a COVID-19 Acknowledgement Waiver will also be required of all members and participants.
    - b. All members under 26, as well as licensed coaches, managers, team trainers, and officials, will also be required to review the Ontario Government's Concussion Resources and agree to the OCA's Concussion Policy and Concussion Code of Conduct prior to membership being granted.
  3. The Club/Team has a current (up to date) 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.
    - a. For the 2021 season, all Risk Management Plans and Ride Guidelines must incorporate **COVID-19 protocols**, including the steps being taken to mitigate the risk of transmission and

how the Club/Team will be handling government restrictions and health guidelines in their area. This may require updates throughout the season as the situation evolves.

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 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:

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

- Note certain activity types are not permitted under the general Club/Team insurance program allowance and will require supporting documentation (Event Sanctioning Application) be submitted to gain consideration.
- **NEW 2021!!! For the 2021 season, all activities must follow strict guidelines as it pertains to the COVID-19 situation in the province. “Normal” Club/Team activities that result in close proximity will need to be modified or postponed while the COVID-19 situation is ongoing.**
- 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
  - Approximate Start and Finish Time
  - Cycling Sport Type

- Type of Activity
  - Detailed Description of Activity
  - Length of Activity (Distance)
  - Starting Location
- All activities are expected to follow the Club/Team's OCA approved Risk Management Plan and Ride/Activity Guidelines, including following the Highway Traffic Act and any area bylaws (when applicable).
  - For activities outside Ontario, it is imperative that Clubs and Teams 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 & Risk Management Plans (RMP)**

- **HELMETS MUST BE WORN AT ALL TIMES DURING ACTIVITIES.**
  - This is a requirement of the insurance program provider and failure to adhere to this requirement will put the program in jeopardy.
- All laws regarding a Provincial/State/Federal Highway Traffic Act and local area bylaws, as well as any park/venue rules MUST ALWAYS be followed.
- Clubs/Teams are expected to operate events according to their OCA approved Risk Management Plan (RMP) and Ride Guideline procedures, which are designed to reduce the likelihood of incidents and injuries.
- RMP's are common sense safety steps to implement 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.
- Risk Management Plans and Ride Guidelines should be posted on the Club/Team website and available to members. All members should be aware of these measures to ensure safety.
- 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 Provincial 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 solely on the team management, ownership and individuals.*
- 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 the course of action should they occur.
- The OCA will not distribute other affiliated Clubs/Teams' Risk Management Plans (although these are easy to find online). 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 many examples.

- Club/Team Risk Management Plans should focus on the preventative measures being taken to reduce risk to 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
  - Ensuring for all activities on the road that the Highway Traffic Act and all area bylaws are followed.
  - 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
- All participants in a Club or Team activity should be informed that the ultimate responsibility for safety rests with them, and should they feel unsafe, to let the Ride Leader know.

### **Ride Guidelines**

- Ride Guidelines, also known as Ride Etiquette or Activity Guidelines, differ from Risk Management Plans as they deal more with the format, expectations, and rules/protocols for the activity taking place.
- They often lay out the specific details the Club/Team wants every member to know about the ride/activity including:
  - What to Expect
  - What is Expected of the Participant
  - The Rules of the Ride/Activity (including following the Highway Traffic Act or Trail Rules, top/average speed for the group, size of the group, drop or no drop policy, etc.)
  - Ride Formations & Etiquette (ie. How we ride)
  - Weather Policy
  - Common Communication Terms or Hand Signals
  - How to Deal with Incidents
  - AND MORE
- Each Club/Team is responsible for creating their own Ride Guidelines document and ensuring this is posted on their website and distributed to members. It is imperative members are aware of these guidelines prior to participating in an activity for the safety of the group.

## COVID-19

- For the 2021 season, all Risk Management Plans and Ride Guidelines documents should reflect the current COVID-19 situation in the province (and outside the province for those with activities outside Ontario).
- This includes incorporating items like activity format changes, online sign-up processes, staggered group starts, and any steps taken by the Club/Team to mitigate the possible transmission of the virus. All Club/Team Risk Management Plans and Ride Guidelines must reflect this for approval to be granted.
- The OCA will be continuing to release Return to Sport Updates as the situation develops and as government restrictions/allowances change.

<https://www.ontariocycling.org/covid-19-information/>

## Crashes, Accidents/Incidents and Process for Reporting

- In the case of an incident occurring during an OCA approved/sanctioned Club or Team activity, an OCA Sport Injury Report Form **MUST** be completed by the Club/Team along with a witness, and submitted to the OCA office immediately following the incident. The OCA recommends a Club executive member, Team Manager, or designated Ride Leader complete the form for the member.
- 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.
- It is up to the 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 looking to submit 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.
    - Sport Injury Forms received more than **30 days** after the incident may not be accepted as per program policy.
  - 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 Club/Team member 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 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 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>
<b>NON-COMPETITIVE</b> <i>(I.E. Group Rides, Indoor or Outdoor Training Sessions, Skill Seminars, Meetings)</i>	Must receive notification of any added activity, change in starting location, type of activity or estimated start/finish time.	2 Business Days (Monday to Friday)  <i>Ex. A change for a weekend activity or Monday activity should be no later than Thursday Morning.</i>
<b>COMPETITIVE</b> <i>(Time Trials, Pursuits, Other Competitive Activities)</i>  <i>These activities require an Event Sanctioning Permit be completed.</i>	Must receive notification of any added activity, change in starting location, type of activity or estimated start/finish time.	2 Weeks

- Advance reporting of an activity indicates that some planning has occurred, that it is taking place under Club/Team rules, and that 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 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 activities are expected to follow the Club/Team's OCA approved 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
  - Approximate Start and Finish Time

- Cycling Sport Type
  - Type of Activity
  - Detailed Description of Activity
  - Length of Activity (Distance)
  - Starting Location
- **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 to have the permission of the land owner and follow any posted rules before running the activity.

<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/Team Member Only Learn to Ride or Learn to Race 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			<b>X</b>
Activity with a registration fee open to other OCA members			<b>X</b>
Activity for Non-OCA Member			<b>X</b> (Ok with approved Club Try-Out Program Application. Not Available for Teams)

**NOTE:** Due to the current COVID-19 situation in the province. Some of these activity formats may not be possible when following health and government guidelines and restrictions. Please refer to the OCA's latest Return to Sport Update for information on acceptable activities and practices.



## Competitive Activities

- All competitive activities, like with non-competitive activities, are required to follow the applicable Highway Traffic Act and any local area bylaws.
  - Road courses should avoid stop lights and stop signs.
    - If your Time Trial has a stop sign on the course, you are required by law to stop.
  - MTB activities should be held with approval of the land owner.
  - Any Club/Team found to be purposely abusing the HTA or land owner rules will have their activity allowance revoked and put their status as an OCA Affiliated Club/Team in jeopardy.
- 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, Interclub Events, etc.

<b>COMPETITIVE ACTIVITIES</b>			
<b>Activity Type</b>	<b>Club/Team Activity</b>	<b>Club/Team Activity Requiring Event Sanction Paperwork</b> (may be subject to additional fee)	<b>Event Sanction</b> (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/Team Member Only Road Race			<b>X</b>
Club/Team 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 non hosting Club/Team members (Other than approved interclub)			<b>X</b>
Activity open to Non-OCA Members ( <i>Approved Try-Out Activities Excluded</i> )			<b>X</b> (Club ITT's may be considered for Club Try-Out Program)

**NOTE:** *Due to the current COVID-19 situation in the province. Some of these activity formats may not be possible when following health and government guidelines and restrictions. Please refer to the OCA's latest Return to Sport Update for information on acceptable activities and practices.*

- Any Club/Team looking to host a competitive activity for members outside the Club/Team can contact the OCA office for more information on the Event Sanctioning process and requirements.

**\*\*2021\*\***

The OCA will work closely with any Clubs/Teams looking to organize competitive activities for members outside their Club/Team. These events will have to go through the normal Event Sanctioning process, however the OCA will work with organizers to ensure these events have the ability to take place and will help promote them through the OCA communication channels.

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

Activity	Description	Additional Paperwork Requirement
<b>TIME TRIALS</b>	<ul style="list-style-type: none"> <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>	Course Map Must Be Submitted
<b>INTERCLUB ACTIVITY</b>	<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 that of a normal Club ride.  <b>Interclub activities cannot have a fee associated with them for participation.</b></li> </ul>	OCA Event Sanction Application Required for Each Interclub Activity
<b>GROUP / AUSTRALIAN PURSUIT</b>	<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>• The organizing group is 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.</li> </ul>	OCA Event Sanction Application Required for any Group/Aussie Pursuit Activity

	<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/Team 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/Team activities program.</li> <li>Clubs or Teams 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/Team activity, the activity is restricted to the host Club/Team'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/Team activity, the activity is restricted to the host Club/Team'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/Team activities policy.</li> <li>Clubs or Teams 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 for that season. (*Exception being those who are participating in an OCA Approved Club “Try Out” activity*)
  - To confirm one is a member, Clubs and Teams should be asking for every member to show either their OCA issued UCI Licence, Citizen Permit or Affiliate Club Membership (*Clubs Only*) at each activity.
  - The OCA also recommends having 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 OCA Club try-out activities) will find their insurance coverage and affiliation status at risk.
  - No proof of OCA membership, No participation.
- Any non-OCA member 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 or Team 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.
- An OCA member from another Club 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 your own 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 (including those in another province or country) who wants to ride with an OCA Affiliated Club must either purchase an OCA Affiliate Club Membership or Citizen Permit 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.
- For Private Teams, non-OCA members are not permitted for OCA approved Team Activities.
- Any Club/Team found allowing non-OCA members to participate (excluding those clubs approved to host a Club Try-Out Program activity) 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 at the present time.
- Clubs may host a maximum of three (3) Try-Out opportunities per month.
- Non-OCA members may participate in up two (2) Try-Out activities in a season 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, and benefits to the public and not as a way to accommodate a last minute request from an individual.
  - This is a great tool to market your club to the general public.
  - Some of the more successful uses of the program to date have been in pre-arranged activities weeks and sometimes months in advance.
- **Private Teams are not eligible for the Club Try-Out Program.**
- For more information about the Try-Out Program, please read the Try-Out Program Package at <https://www.ontariocycling.org/ontario-cycling-clubs-teams/forms-literature/>

## **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 core 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 organizing group to ensure that anyone served alcohol is not impaired.
- If the club/team is not willing to take on the added risk of having a social event with alcohol, they should not allow it.