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MEMO

TO: Club President
FROM: Heather Lothian, Executive Director
RE: 2012 Club Affiliation

Enclosed you will find everything that you will need in order to register for 2012 affiliation. **Please look over all the information carefully as there have been some changes to categories and requirements your club need to follow.**

Included are the following documents:

- ✓ Club Affiliation Instructions
- ✓ 2012 Club Application Form
- ✓ 2012 Membership Application Form. **Please note it is strongly encouraged that all members register online as this year all UCI License holders will be required to upload a picture and paper registration will only cause delays in having each licensed processed.**
- ✓ Any outstanding 2011 invoices

Check to see that you have received all the above materials. Please discuss all the details with your club at your first meeting.

If there is a new President or Representative from your club or new address you wish to be contacted at, please forward this information to the ABA office immediately so that future correspondence will reach your club.

Remember that your members will not be able to apply for an ABA license/membership until your club has affiliated with the ABA.

CLUB APPLICATIONS WIL NOT BE PROCESSED UNTIL ALL OUTSTANDING FEES HAVE BEEN PAID.



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ABA takes part in the national insurance program. The Canadian Cycling Association has changed brokers this year and at this time we are still waiting on some information, including new waivers. All information will be sent to club presidents and posted on the ABA website as soon as we receive them.

ABA Sport Accident insurance coverage is not 24/7 coverage. Our coverage applies only to Club Sanctioned events or Clubs approved and documented training activities. For further information please contact the ABA office.

I wish you all the best in the year to come!

Sincerely,

Heather Lothian
Executive Director



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Club Affiliation Information

The Alberta Bicycle Association (ABA) acts as the organizing body of cycling in Alberta. All clubs interested in affiliation with the ABA and the Canadian Cycling Association (CCA) must apply in writing by filing out the enclosed application and adhere to the club affiliation guidelines and requirements presented in the package. Completed club affiliation forms must be submitted before memberships/licenses will be issued to any club member.

Online registration will be open starting December 12, 2011 and can be completed at <https://www.zone4.ca/reg.asp?id=2591&lan=1&cartlevel=1>

Affiliation Requirements

In order for a club to affiliate to the ABA and CCA, the following criteria must be met:

- ✓ Club must be a non-profit organization, controlled by its own members that should/could be under the society act.
- ✓ Club President is required to be a member of the ABA
- ✓ Clubs must have a minimum of 5 members
- ✓ Clubs must follow all policies and procedures as defined by the ABA.
- ✓ Clubs are responsible for all annual club fees paid including:
 - Affiliation fee paid at the beginning of each year
 - Additional member insurance
- ✓ Clubs must provide information to ABA regarding General Members. Information must include*:
 - First and last name
 - Email
 - Birth Date
 - Gender
 - City

*Much of this information is now being required by Sports Canada and has a direct result on funding.



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Clubs will be invoiced monthly for insurance.

Provincial Trade Teams

For clubs consisting of 4 members or less you must register as a provincial trade team. The affiliation fee for these teams is \$300.00.

Teams of 1 member will no longer be accepted as a club, clubs will be invoiced for the difference if the minimum of 5 members is not met.

Jersey Color & Design

In consideration of protected jersey designs in each province and the national team, all clubs are required to register official colors and a jersey/skinsuit design.

Clubs must contact the ABA office with any changes to colours and design prior to officially changing their jersey/skinsuit.

Club members must wear club clothing at all sanctioned events otherwise a fine of \$10.00 will be issued.

Registration of Main Sponsors

Riders may only be sponsored through their clubs. No riders are sponsored directly. There is no limit on the number or nature of sponsors.

Different riders in the same club may wear different sponsors, provided the jersey colours and design are the same.

International rules restrict sponsors to three and logo to certain sizes and places on jerseys for international events. Consult the CCA Technical Regulations for details.

The club affiliation form only requires that clubs name the three biggest and most prominent sponsors. No further information is required.

Membership List

Each club must provide a list for all current club members (including first and last name, birth date, gender and city) on the first day of each month.





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Clubs are responsible to register and pay insurance fees for all club members both licensed and unlicensed.

Please make sure you indicate if a member is a racing or general member in order to ensure you are invoiced correctly.

Affiliation Fees:

Club Fee \$120.00

Provincial Trade Team \$300.00

Insurance \$35.00

General Member \$40.00

U17 General Member (non-BMX) \$25.00