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1.877.646.BIKE (2453)

MEMO

TO: Club Presidents
FROM: Heather Lothian, Executive Director
RE: 2017 Club Affiliation

Enclosed you will find everything that you will need in order to register for 2016 affiliation.

Included are the following documents:

- ✓ Club Affiliation Instructions
- ✓ 2017 Club Application Form
- ✓ 2017 Membership Application Form.

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.

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 Cycling Canada (CC) must apply in writing by filling out the enclosed application and adhering to the club affiliation guidelines and requirements presented in the package. Completed club affiliation forms must be submitted, and the Club affiliation fee paid, before memberships/licenses will be issued to any club member.

For clarification on club guidelines and/or requirements please visit our Risk Management section on the website at <http://www.albertabicycle.ab.ca/risk-management>

Club online registration will be open starting November 30, 2016 and can be completed at www.zone4.ca.

Membership online registration will be open starting Dec 9, 2016. **Due to changes at the UCI licenses will take longer to process this year, because of these changes online registration could be delayed (UCI is going to a unique lifetime UCI number).**

Affiliation Instructions

1. Any returning club must first pay any outstanding invoices.
2. Fill out the Club Affiliation form either online or by manually filling in the form and returning it to info@albertabicycle.ab.ca
3. Forward any club events that are not included on the form to info@albertabicycle.ab.ca
4. As your membership registers, forward the General Members registrations to heather@albertabicycle.ab.ca by filling in the member template. (See below for dates)
5. General Members who register directly with the club **MUST** sign the waiver and should receive a GM card for proof of membership (this means they can join other clubs without paying the insurance fee twice)
6. **ABA will invoice the club \$40 for General Members and \$30 for U17 for all General Members who have not registered online. \$35/rider will be invoiced for all UCI and Citizen License members**
7. Ride lots and have fun!



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Affiliation Requirements

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

- ✓ **Club President is required to be a member of the ABA**
- ✓ Clubs must have a minimum of 5 members (may be General Members or holders of Citizen or UCI licenses – see below for descriptions)
- ✓ Clubs must follow all policies and procedures defined by the ABA.
- ✓ Clubs are responsible for all annual club fees paid including:
 - Affiliation fee paid at the beginning of each year
 - Member insurance- **either paid ongoing or invoiced at the end of the year**
- ✓ Clubs must provide information to the ABA regarding General Members by either having them register online or by filling in the membership template.
- ✓ **Member information must include; First Name, Last Name, City, Postal Code, Date of Birth and Gender.**
- ✓ All club members not registering directly through ABA **MUST** sign the attached waivers. Waivers need to be forwarded to the ABA.

Definition of a Club

Member clubs are those clubs and/or organizations that support the objectives of the Association and have paid their affiliation fees.

Types of Clubs

Recreational Club

A club that is purely recreational, with no racing focus. Members may not participate in any midweek racing, district racing or spring series events. Clubs may not hold races or any timed events. Affiliation fee is \$150.00

Racing Club

A club that takes part in racing and training activities and must have a minimum of 5 members. Affiliation fee is \$150.00





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Trade Team

A club that takes part in racing activities and may have less than 5 members. Affiliation fee is \$300.00

Jersey Colour & Design

In consideration of protected jersey designs in each province and the national team, all clubs are required to register official colours 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.

Registration of Main Sponsors

Riders may only be sponsored through their clubs; individual riders may not be directly sponsored. There is no limit on the number of sponsors.

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

International rules restrict sponsors to three and logos to certain sizes and places on jerseys for international events. Consult the [CC 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.

Insurance Guidelines

All affiliated clubs and teams must participate in the CC/ABA Marsh insurance program. This program is paid for by each individual as a portion of their ABA affiliate club membership. You must meet the following conditions for the insurance policy to defend you in case of a loss:

- ✓ every member of the club has completed a waiver,
- ✓ your activities complied with the guidelines in this document,
- ✓ your members are all either registered online with ABA or you provide all the required info of each member to the ABA through the membership template (First and Last Name, Postal Code, Date of Birth and Gender).

This coverage is in effect during any reported and approved club activities or events. With affiliation, it is asked that you submit a schedule of your weekly activities and any other special activities that you are aware of. Any updates to this schedule must be sent via email info@albertabicycle.ab.ca for insurance coverage.

Registered Club Activities





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- a. A detailed list of club activities must be submitted with the affiliation paperwork. Ongoing submission as activities change is permissible provided notice of a least one business day is received.
- b. Advance reporting of an activity indicates that some planning took place and that it is taking place under club rules, and the club executive is aware of the activity.

Club Participation

- a. All riders participating in a club activity must be a member of the club hosting the activity, except:
 - one-time tryouts
 - certain events open to the public may be eligible may for sanctioning and insurance under a commercial event certificate
- b. Activities that are open to the public must be sanctioned and covered by a separate insurance fee (commercial event certificate). Please contact the office for more information on commercial event insurance.
- c. The fact that one is a member of club does not give them an automatic right to participate in another other club's activities without first joining that club or requesting approval from the ABA office.
- d. Any club found allowing non-members to participate (excluding onetime tryouts) will find their insurance coverage void and affiliation status may be revoked.

Membership

- a. Membership cards must be issued to all general (non- licensed) members of your club. The ABA will supply these according to the number of members you indicate. 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 ABA.
- b. A list of general/club members must be submitted to the ABA in at least 4 installments by the following dates*. Club lists may be sent through zone 4 or via email by filling out the membership template.
 1. April 30th
 2. June 30th
 3. July 30th
 3. August 31st
 4. September 30th (if a club has no new fall members a club does not have to submit a list)

*** for any club that did not submit general member information for 2015 it will be assumed they will have none for 2016 and so any member not in our system before a club event will be considered a non-member and therefore uninsured.**



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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, and to keep ABA general members updated on the happenings of the ABA. All paperwork submitted is confidential. Data will be collected and utilized in compliance with the ABA privacy policy.

Types of Membership

ABA has different level of membership for individuals.

1. CC/UCI License – this license is for members who want to race outside of Alberta, gain AB Cup points, BMX District points and/or compete in any other category other than the lowest category offered (sport, novice, cat 5) Non- BMX clubs will be invoiced for insurance at a rate of \$35 for each member that has a CC/UCI license
2. Citizen License- this license is for road, XC and Cyclo-cross racers and is valid for racing only within Alberta. Licensees may only race in entry-level categories. Some higher-level races may not allow registration by holders of citizen licenses. The ABA will approve eligibility for citizen licenses on a case by case basis. Non-BMX clubs will be invoiced for insurance at a rate of \$35 for each member that has a Citizen license.
3. General Membership- this is a membership for individuals who belong to an ABA- affiliated club. Members can take part in their own* club's events. Members can either register through the ABA directly or register with their club, who will be responsible for forwarding their information to the ABA and invoiced at a later date.

*** Members can register with more than one club but only their primary club will be invoiced for insurance.**

Payment of Membership Fees

- a. Prompt payment, as per the terms of the invoice, 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. Clubs and members must re-affiliate every year.
- b. **All clubs will be invoiced an insurance fee of \$35 per license for Citizen and UCI licenses.**
- c. Club members will be invoiced at \$40 per person or \$30 per person under the age of 17 for any General Member who has not registered directly with the ABA online. Clubs can choose to pay ongoing through the year when submitting membership lists or will be invoiced at the end of the year. **(Excludes BMX clubs)**
- d. Clubs will not be allowed to affiliate for current year until all outstanding fees from the previous year are paid in full.

Waivers





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a. All club members must complete the ABA approved membership waiver. This can be done online if one's club is utilizing the ABA approved online registration system. If the club does not utilize online registration, a paper waiver must be printed, signed, and collected by the club. Minors (under 18 years of age) must have a guardian complete their waiver.

b. Do not alter the waiver in any way, specifically the language or spacing.

c. All waivers must be submitted to the ABA office in a timely manner throughout the season when submitting installment payments, and prior to the following year.

d. Waivers will be stored at the ABA for a minimum of 7 years, to ensure that they can be accessed if legal action is taken against the club. Waivers are crucial in defending the club and the ABA during litigation.

e. Failure to obtain waivers from all members of the club will place the clubs insurance coverage at risk.

Crashes, Accidents and Incidents

a. If an accident occurs, it must be documented and recorded. If there is personal injury or property damage the ABA must be notified immediately so we are able to notify the broker.

b. The [ABA Incident Report](#) should be the minimum level of documentation. The provision of additional documentation including witness statements, list of names involved, and photos of the scene is strongly encouraged.

c. Marsh, the CC/ABA insurance provider, will determine the level of reporting required on a case-by-case basis.

Guidelines for Club Activities

Participation

A club event is designed for the benefit of members of that club. Therefore, all participants in club events must be members of the club.

One Time Tryout

A non member may participate in a club event on a onetime tryout sanction. Individuals are only allowed to try the sport once and they must sign the waiver before participating. All waivers must be kept on file and then forwarded to the ABA at the end of the season.

Safety

Helmets must be worn at all times on club cycling activities. Clubs are expected to operate both competitive and non-competitive events with participant's safety in mind. All participants need to be informed that the ultimate responsibility for safety rests with the individuals.



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Sanctioned/Insured Event types

Club events can be either competitive or non-competitive. A non competitive club is not permitted to hold a competitive activity. Both types of events must be registered with the ABA by submission on the Club Affiliation Application or by reasonable notice prior to the event. The act of submitting event information to the ABA does not automatically qualify an event for approval. All events are subject to approval by the ABA and permission may be revoked upon review of the documents at any time or as a result of a spot check. Certain types of competitive events may require an Event Permit.

Types of Events

Below is a description of the different club events that club can request sanctions for.

Club Rides

Group rides for club members may be in any cycling discipline. Organizing clubs are responsible for the event management procedures. Clubs may allow a non-member to participate as long as they follow the club try-out one time try out procedures. (Marsh, our insurers, may ask for records of attendees of club rides at any time).

Coaching Clinics

Any coaching clinics hosted by an ABA affiliated club. All coaches should be NCCP certified and must have an ABA license or UCI license. Other clubs members may attend a coaching clinic provided the ABA is informed in advance and clubs take full responsibility of verifying ABA insurance of all participants (including coaches).

Mid-Week Racing

A club level event open only to the organizing clubs members or CC/UCI or Citizen License holders. Organizers are responsible for ensuring all participants have ABA insurance. 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. **Organizers must have a minimum of a first aid responder onsite and one Commissaire. The Commissaire will NOT be assigned by the ABA.**

District Racing (BMX)

A club level event open only to the organizing clubs members or CC/UCI or Citizen License holders. Organizers are responsible for ensuring all participants have ABA insurance. General/Club members are not eligible for upgrade points or district points. **Organizers must have a minimum of a first aid responder onsite and one commissaire.**