



11759 Groat Road  
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Tel 780.427.6352  
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1.877.646.BIKE (2453)

MEMO

TO: Club Presidents  
FROM: Heather Lothian, Executive Director  
RE: 2022 Club Affiliation

Enclosed you will find everything that you will need to register for 2022 affiliation.

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>

### Affiliation Instructions

1. Any returning club must first pay any outstanding invoices.
2. Fill out the Club Affiliation form online.
3. Forward any club events that are not included on the form to [info@albertabicycle.ab.ca](mailto:info@albertabicycle.ab.ca)
4. If you are not using the ABA registration, forward the General Members registrations to [heather@albertabicycle.ab.ca](mailto:heather@albertabicycle.ab.ca) *This must be done throughout the year.*

**Members and club activities will not be insured until club members are on file with the ABA.**

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). All General Members who register through ABA will receive a digital license.

***6. ABA will invoice the club \$41 +GST for General Members and \$31 +GST for U17 for all General Members who have not registered online.***

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 must follow ABA risk management policy
- ✓ Clubs must adhere to all Safe Sport regulations, including volunteer & coach screening
- ✓ Clubs are responsible for all annual club fees paid including:
  - Affiliation fee paid at the beginning of each year
  - General Members who have not registered directly with the ABA
- ✓ Clubs must provide information to the ABA regarding General Members by either having them register online or by filling in the membership template.

## 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.





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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 ABA 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 registered with the ABA

This coverage is in effect during any reported and approved club activities or events.

## Risk Management

Risk management requirements can be found at <http://www.albertabicycle.ab.ca/risk-management>

## Safe Sport

All clubs must follow Safe Sport procedures, more information and all policies can be found at <http://www.albertabicycle.ab.ca/safe-sport>

## Registered Club Activities

- 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



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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. Any club found allowing non-members to participate (excluding onetime tryouts) will find their insurance coverage void and affiliation status may be revoked.

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

### Waivers

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 assumption of risk. **These waivers must be then forwarded to the ABA.**

### 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.

### Guidelines for Club Activities

#### 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.

#### Sanctioned/Insured Event types

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.





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### **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 which is 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 which is 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.