

Brant Cycling Club Policies

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Membership Policy

The purpose of this Policy is to describe the registration process, rights, conditions and obligations for all members of the club.

Membership in the Brant Cycling Club means you agree with the policies, practices and bylaws laid out by the Board of Directors for the club. This includes, but is not limited to, such things as:

- be respectful and inclusive of each other,
- respectful of the other users of our communities' paths, trails and roads,
- follow the rules of the road and demonstrate safe cycling practices at all times,
- promote positive cycling culture

Membership with the club requires annual payment of both the Club Membership Fee and OCA Membership fee.

Participation in our group rides requires members provide their own bicycle, helmet and bike lights, and that they be in good working order.

Members in good standing are:

- welcome to participate in all group rides and club sponsored events,
- entitled to receive all club communications,
- to have access to all minutes from all club meetings and club financial documentation upon request,
- attend and vote at our annual general meeting and any special meeting that might be held,
- stand for or nominate a member to the Board of Directors,
- call for a special meeting of the Board upon written request of the no less than 25% of total membership.

Membership in good standing is considered forfeited and membership will be revoked for any person who has failed to pay for their membership and insurance. As per the Disciplinary Policy, any decision that revokes membership in the club will be considered immediate and includes the member forfeiting their memberships fees.

Code of Conduct

The Brant Cycling Club seeks to ensure a safe and positive environment by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the Club's core values. The Club supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness

The club will not tolerate disrespectful, discriminatory and or unwelcomed behaviour directed at ride leaders, fellow members, and the general public with whom we share trails, paths and roads.

This includes behaviour both on the bike and off; verbal and nonverbal actions, and online behaviour.

All violations, suspected and observed, are expected to be brought to the attention of a Ride Leader or a member of the Board.

Violations will be dealt with through our Disciplinary and Complaints policy.

Discipline and Complaints Policy

All members of the Club are expected to obey and conform to the rules, bylaws and policies of the Brant Cycling Club during all club activities.

All complaints regarding the actions of members are to be brought to the attention of a Ride Leader or a member of the Board.

Upon receipt of any complaint against a member of the club, the member may be temporarily suspended from all group activities at the discretion of the Disciplinary Tribunal until such time as the matter has been resolved.

Unsafe actions or other activity that contravenes the Club rules, observed by a ride leader or Board member, during a ride or activity, can result in the immediate expulsion of the offending member from the event. A written complaint will be filed with the Disciplinary Tribunal.

The Disciplinary Tribunal will be struck upon receipt of a complaint.

The Tribunal will consist of three members of the Board coordinate consisting of at least two of the three Board seats held by the President, Vice President and Ride Coordinator.

The Tribunal will investigate the complaint, make required inquiries of all involved parties and render a decision based on the facts as presented.

Discipline of members found to be in conflict with our rules, bylaws and policies will result in either suspension or expulsion from the club. Any decision that revokes membership in the club will be considered immediate and includes the member forfeiting their memberships fees.

Final decisions regarding complaints or violations of club rules and policies will be communicated to the member in writing.

Members can appeal any disciplinary action at the next scheduled Board meeting. The Member in question will be required to submit their written response to the complaint and decision no later than one week in advance of the meeting.

Violations of club policies include but are not limited to:

- Disrespectful, discriminatory and or unwelcomed behaviour directed at ride leaders, fellow members, and the general public with whom we share trails, paths and roads
- Disregard of and breaking of any club policies or bylaws,
- Failure to follow direction of our Ride leaders,

- Failure to follow the riding etiquette of the club as outlined in our Ride Guide, or,
- Placing themselves, other riders or the general public in a dangerous or unsafe situation.

Members are reminded that their actions both on the bike and not, including any online activity is a reflection on the club as a whole. Activity online that reflects poorly on the club will be considered a violation of club policy.

Matters of discipline will be held in confidence between the Board and the member/parties in question.

Privacy Policy

The Club recognizes individuals' right to privacy with respect to Personal Information. This Policy describes the way that the Club collects, uses, safeguards, and discloses of this Personal Information.

This Privacy Policy is based on the standards of the Personal Information Protection and Electronic Documents Act (PIPEDA) as interpreted by the Brant Cycling Club. The Club may ask individuals to consent (Appendix B) to the collection and specified use of Personal Information by:

- Completing an application or registration form
- Checking a check box, or selecting an option (such as 'Yes' or 'I agree')
- Providing written consent either physically or electronically
- Consenting orally in person or over the phone

In order to register as a *Member* a person must provide the following personal information:

- Name
- Age
- Home Address
- Phone Number
- Email Address
- Health History or Health Conditions
- Emergency Contact Information

This information is collected through a third party registration platform. It is stored on their software platform for the Club to access. It may be accessed by designated Board members for the purpose of collecting contact information to provide general Club information to members. The Ride Coordinator may also access the information in order to gather health history/conditions of members. All access is through a password-protected log-in that is updated annually, or as often as needed. Information pertaining to health history/conditions may also be shared through email or in-person with Ride Leaders to promote safety on group rides.

In order to register as a *Volunteer* with the Club, a person may be asked to provide the personal information listed above, plus additional information as per the Screening Policy. This may include:

- Criminal Reference Check (may include Sexual Pardon Database and/or Vulnerable Sector Check)
- Screening Application Form (see Screening Policy)

This information is collected directly by the club through email communication from brantcyclingclub@gmail.com. Collected files are stored to the Club's Dropbox folder. Only a small group of designated Board members may have access to these files via file sharing through Dropbox. Their Dropbox accounts are held separately from the Club account and through a password protected log-in.

Access to personal data collected through third parties (i.e. Ontario Cycling Association, Cycling Components Network, Survey Monkey, Race Roster, sites for BCC gear purchases) will be governed by the Privacy Policies of that organization. The Club will disclose what Personal Information is being collected from individuals and for what purpose. By providing Personal Information, individuals are implying their consent to the use of that Personal Information for purposes including, but not limited to:

- Registration of programs, events and activities
- Sending communications in the form of email, messages, or a newsletter about Club activities
- Informing government funders the number and demographic profile of registered Individuals
- Distribute my information to the Ontario Cycling Association
- Implementation of the Club's screening program
- Medical emergency, emergency contacts or reports relating to medical or emergency issues
- Determination of membership demographics and program wants and needs
- Managing insurance claims and insurance investigations
- Video recording and photography for personal use, by spectators, parents and friends
- Video recording and photography for promotional use, marketing and advertising by the Club

The Club may collect Personal Information for *other* purposes, provided that documented consent specifying the use of the Personal Information is obtained. Consent for individuals who are minors, seriously ill, or mentally incapacitated will be obtained from a parent, legal guardian, or a person having power of attorney. The Club may disclose Personal Information without the Individual's knowledge or consent only:

- To a lawyer representing the Club
- To collect a debt that the Individual owes to the Club
- To comply legal proceedings or government regulations of any sort
- In an emergency threatening an Individual's life, health, or security
- If it is publicly available as specified in PIPEDA

The Club will not:

- a) Publish or disclose to any unauthorized person or third party any Personal Information without the express written consent of the Individual
- b) Derive personal benefit from Personal Information that they have acquired during the course of fulfilling their duties with the Club

The Club will make all reasonable efforts to protect against loss or theft, unauthorized access, disclosure, or use, of the Personal Information collected by means of...

- Annually appointing a Board member to act as the Privacy Officer. The Officer will implement this Policy, in a timely manner, by:
 - Following procedure (See Appendix A) to protect personal information that is collected
 - Annually presenting to the new Board important information about the privacy policies, practices, and procedures

Appendix A

Platform Personal Information is Collected or Accessed	For What Purpose	Password Updated On (day/month/year)	Board Members with Access to this Platform (List names and positions)
Cycling Components Network			
brantcyclingclub@gmail.com			
BCC Facebook			
BCC Instagram			
Survey Monkey			
BCC Dropbox Files			

Appendix B – Consent

The Club will include the following paragraph (or a variation) whenever Personal Information is being collected from Individuals:

1. I authorize the Club to collect and use personal information about me for the purposes described in the Club's *Privacy Policy*.
2. I authorize the Club to take video recording and/or photographs of me for promotional use, marketing and advertising by the Club. I understand that I waive any claim to remuneration for use of audio/visual materials used for these purposes.
3. I understand that I may withdraw such consent at any time by contacting the Club's Privacy Officer. The Privacy Officer will advise the implications of such withdrawal.