



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,
- Be 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. There are two supporting documents that may be used to record complaints received.

- **Ride Report** (Appendix A) – this can be used by Ride Leaders or Board members to document minor grievances or issues that are witnessed or reported.
- **Request for Review** (Appendix B) – this can be used by Board members to document major grievances (or repeat issues noted in the aforementioned Ride Report) or issues that are witnessed or reported.

An investigation of the incident or complaint will be conducted by any three members of the Board (Disciplinary Tribunal). Their reports complete with a recommendation for disciplinary action will be forwarded in writing to the Board.

Discipline of members found to be in conflict with our rules, bylaws and policies can take the form of a written warning, suspension or expulsion from the club. Any decision that revokes membership in the club will be considered immediate and includes the member forfeiting their membership fees.

Final disciplinary actions will be made by the Board of Directors at the next regular scheduled meeting following the receipt of a complaint or report from the Disciplinary Tribunal.

Suspension or expulsion from the Club requires a 2/3rds majority vote by the Board members.

Unsafe actions or other activity that contravenes the Club rules, and or places riders in unsafe circumstances and is observed by a ride leader or Board member, during a ride or activity, can result in member being asked to leave the ride immediately. An investigation and written report complete with a recommendation will be filed by the Disciplinary Tribunal and forwarded to the Board for final resolution

In the event that a Board Meeting has not been scheduled the month following the Tribunal Report, the matter will be taken up either through an emergency meeting or virtual meeting and voted on accordingly.

The Disciplinary Tribunal is an ad hoc team that will be struck upon receipt of a complaint and consist of any three Board members available at the time of the incident or infraction

The final decision of the Board 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.

Should the Board vote to revoke or expel a member under this policy, and an appeal by the member is unsuccessful, said expulsion shall be in place for no less than one calendar year. After this time, the expelled member can apply for membership through a written appeal to the Board.

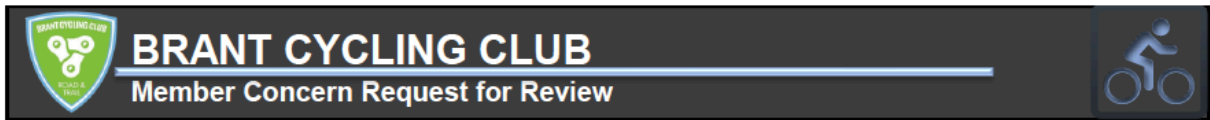
Violations of club policies include but are not limited to:

- 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.

Appendix B: Request for Review



INSTRUCTIONS FOR SUBMISSION:

It is expected that Members report any concern directly to the Ride Leader for immediate resolution. A Request for Review should only be submitted if this is not possible or the concerns have been conveyed but not addressed. All details must be provided, including the Member name and contact information, witness names and details of the concern and / or incident resulting in the concern.

Please forward to Club President with all attachments.

A. Personal Member Information MUST be completed for concern to be reviewed. Further information may be requested from the Member by the Review Committee.

Last Name	First Name
Telephone Number	E-mail Address

B. Incident Date(s) and Details

1. Describe the incident / concern:					
2. Date(s) and hour(s) incident(s) (If Applicable)	3. Who was the incident reported to:				
<table border="1"> <tr> <td>dd</td> <td>mm</td> <td>yy</td> <td>Time:</td> </tr> </table>	dd	mm	yy	Time:	
dd	mm	yy	Time:		
4. Was the incident reported to the Ride Leader? <input type="checkbox"/> Yes <input type="checkbox"/> No Ride Leader Name: _____					
5. If No. please explain why the Ride Leader was not informed:					
6. Was the incident reported to any other Board members <input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____					
7. Witnesses or others involved in this incident (witnesses may be approached for further information to assist with the investigation.) <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide: Name: _____ Contact Information: _____				
8. Any further details? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please ensure concerns are documented. Please use a separate page, if required and attached to this form.					
Form Completed by:					
Name (PRINT)	Date				

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 D) 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 Questionnaire (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:

- Ensuring that Appendix C: Overview of Collection of Personal Information (see below) is updated annually and filed appropriately.
- Annually presenting to the new Board important information about the privacy policies, practices, and procedures

Appendix C: Overview of Collection of Personal Information

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 D: Consent Clause

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.



Brant Cycling Club

Screening Policy and Screening Tool Questionnaire

This Screening Policy and Tool is designed to ensure our volunteers and members will act in the best interests of the Club by respecting our club policies, practicing the ethical and respectful treatment of all our members, properly handling any fiduciary responsibilities assigned, and ensuring the safety and enjoyment of our group rides.

- All Board Members will complete file the Screening Questionnaire below each year.
- In addition, Club Members and or Coaches supervising our Youth Program will also be asked to complete a Vulnerable Sector Check.
- Volunteers assisting the Youth Program leaders and coaches are asked to complete the Questionnaire below.
- Ride Leaders and other Volunteers are deemed to be under the supervision of the Board and therefore not required to complete a CRC, CRVSC or this Screening Questionnaire.

All records checks and questionnaires will be reviewed by the Board. Should the Board, for any reason feel the information provided would prevent the applicant from properly representing the Club in a positive manner; the applicant will be contacted privately and asked to withdraw their name for consideration.

Print Name	Signature
Role	
Date	

Questionnaire	YES	NO
Are you familiar with and prepared to support the by-laws and the policies of the Brant Cycling Club?		
Do you have an undischarged bankruptcy?		
Have you been disciplined or otherwise challenged regarding your behaviour in and with a volunteer organization, non-profit group or sporting organization?		
Have you ever been asked to resign or been dismissed from a volunteer organization or non-profit organization?		
Is there any reason your peers or the membership might object to you being in a volunteer or leadership position with the Club?		



Brant Cycling Club Concussion Policy

The Brant Cycling Club (BCC) recognizes the increased awareness of concussions and their long-term effects. This Policy provides guidance in:

- Education and training for members, ride leaders, coaches, and parents/guardians
- Procedure to be followed in the event of a possible concussion
- Guidelines for concussed rider to return to group riding events

Education and Training

The BCC recommends that all members, ride leaders, coaches, and parent/guardians familiarize themselves with the Concussion Resources provided online by the Government of Ontario. To help develop further awareness of concussions and the Club's policy surrounding concussions, the following information should be presented through a variety of avenues (identified below).

1. *Be aware* of incidents that may cause a concussion, such as:

- Fall, accidents, and collisions
- Head trauma – blow to the head, face or neck, or a blow to the body that transmits a force to the head

2. *Recognize and understand the symptoms* that may result from a concussion. These may appear immediately after the injury or within hours or days of the injury and may be different for each person. Some common signs and symptoms include, but are not limited to:

- Altered-state of consciousness
- Irritability
- Sensitivity to light or noise
- Confused, disoriented, dizzy
- Nausea
- Memory issues
- Decreased balance or reaction time
- Fatigue
- Poor appetite

3. *Follow Procedures* as outlined below if there is an incident, and personally commit to upholding the rider's responsibility as it relates to managing diagnosed concussions and gradual return to riding.

The following avenues can be used to communicate the above information:

- Concussion Policy and Concussion Code of Conduct (see Appendix A) to be read, understood, and agreed to at the time of registration. This includes all members, ride leaders, coaches, and parents/guardians for participants under 18 years old.
- Group Ride Guide
- Ride Leader Guide and Ride Leader Training
- For coaches who are overseeing members under 26 years old, please refer to the Ontario Cycling Association Concussion Code of Conduct & Concussion Awareness Form

Procedure

Despite best efforts the Club and our Ride Leaders and coaches, we understand that accidents, collisions and falls can sometimes be unavoidable. Should any of these occur and result in a blow to the head, neck, face or body, the following procedure specific to concussions is recommended.

Where a rider is unconscious or loses consciousness

- Group stops and gets off road
- Assess the situation and provide immediate care
- Call 911 and remain with injured rider until emergency medical services arrive
- Notify a contact person for the injured rider (if known)
- Notify a Board Member. The Board Member will take steps to contact the injured rider's emergency contact as provided on their CCN registration
- Board Members will also complete OCA accident report and submit it in a timely manner

Where a rider is conscious

- Group stops and gets off road
- Assess the situation and provide immediate care
- If determined necessary, call 911 or someone to pick them up to seek further medical attention
- If determined to proceed with the ride, the injured rider and anyone accompanying the ride that is willing to assist, should be observant to delayed signs of concussion. Should any of these symptoms be observed, it is advised that the ride is stopped and 911 or someone is called to pick them up and take them to seek further medical attention
- Notify a Board Member. The Board Member will take steps to contact the injured rider's emergency contact as provided on their CCN registration
- Board Members will also complete OCA accident report and submit it in a timely manner

Return to Riding

It should be noted that a concussion is a clinical diagnosis that can only be made by a physician. We expect our Members to inform the Club of any formal diagnosis of a concussion, and accordingly inform the Club if and when that rider has been given clearance from their physician to return to riding. **Management of concussion and return to activity is the responsibility of the injured Member or the parent/guardian, if applicable.**

Any rider who withholds information regarding the diagnosis of a concussion or misrepresents to the Club their fitness to return to group riding will result in disciplinary action in accordance with our Discipline and Complaints Policy.

Appendix E: Concussion Code of Conduct

Brant Cycling Club's Concussion Code of Conduct

I will help prevent concussions by:

- Wearing a helmet that fits properly.
- Riding within my abilities and upholding safe group ride etiquette.
- Being aware of vehicles, road conditions, and other riders.

I will care for my health and safety by taking concussions seriously, and I understand that:

- A concussion is a brain injury that can have both short- and long-term effects.
- A blow to my head, face or neck, or a blow to the body that causes the brain to move around inside the skull may cause a concussion.
- I don't need to lose consciousness to have had a concussion.
- I have a commitment to concussion recognition and reporting. If I think I might have a concussion I should stop participating immediately and report it to a Ride Leader, Coach, Board Member, or other rider.
- Continuing to participate with a possible concussion increases my risk of more severe, longer lasting symptoms, and increases my risk of other injuries.

I will not hide concussion symptoms. I will speak up for myself and others.

- I will not hide my symptoms.
- If someone else tells me about concussion symptoms, or I see signs they might have a concussion, I will tell a Ride Leader, Coach, Board Member, or other rider.
- I understand that if I have a suspected concussion, I will be removed from sport.
- I have a commitment to sharing any pertinent information regarding incidents or removal *from any sport* due to a concussion with the Brant Cycling Club.

I will take the time I need to recover, because it is important for my health.

- I will follow the "return-to-sport" process as directed by my physician
- I understand I will have to be medically cleared by a medical doctor or nurse practitioner before returning to riding activities.

Adapted February 2020 from



Accessibility Policy

The purpose of this policy to establish practices and standards for persons with disabilities to participate in the Brant Cycling Club (BCC) activities, in alignment with the *Accessibility for Ontarians with Disabilities Act, 2005*.

The BCC will use reasonable efforts to ensure that its policies and practices are inclusive and provide opportunities for persons with disabilities to participate in Club activities with dignity, independence, and equal opportunity.

Within the scope of Brant Cycling Club, there are three specific areas that have been identified as they relate to the Accessibility Policy. They are Riding Activities; Meetings and Club Events; and Communication.

Riding Activities

Persons with disabilities may participate as a member in group rides organized by the Club.

The following is expected of all members who participate in group rides (as outlined the Membership Policy and Group Ride Guide):

- Read the [ride descriptions](#) to determine which group is most appropriate for their riding level (including speed, distance, and level of experience)
- Be familiar with the BCC [Ride Guide](#) which outlines general rules, etiquette and expectations
- Attend a novice ride first, prior to joining other rides, regardless of ability and experience
- Provide their own bicycle, helmet and bike lights, and that they be in good working order
- Follow the rules of the road and demonstrate safe cycling practices at all times
- Do not place themselves, other riders or the general public in a dangerous or unsafe situation
- Stay within the distances and speeds as determined by the Ride Leader
- Respect the experience of all riders

Meetings and Special Events

When the BCC organizes meetings or special events that are open to Members, the facility and format should be accessible to persons with disabilities.

Communication

The BCC will offer a variety of methods of communication and interact with people with disabilities in ways that take into account their disability.

In order for persons with disabilities to be integrated into the Club activities outlined above, they may require assistance in the form of assistive devices, services animals, and/or support persons (as defined below). The BCC will use reasonable efforts to ensure that such assistance can be safely accommodated within the given activity.

- a) **Assistive Devices** – An auxiliary aid such as communication aids, personal mobility aids and medical aids (i.e.: prosthetics, hearing aids, tandem bicycle).
- b) **Service Animals** – Any animal individually trained to do work or perform tasks for the benefit of a person with a disability. If a service animal is unruly or harmful, the person may be asked to remove the animal from the area. Other reasonable arrangements may be made.
- c) **Support Persons** – Any person whether a paid professional, volunteer, family member, or friend who accompanies a person with a disability in order to help with communications, personal care or medical needs. Club membership fees will be waived for any person (paid or volunteer) supporting a person with a disability. Depending on the activity, the support person may be required to purchase individual insurance, as required by the OCA or other governing bodies to participate in riding events.