

NEWMARKET EAGLES CYCLING CLUB

PRACTICES FOR GROUP RIDES, TIME TRIALS, HILL CLIMBS, AND PURSUITS

(REVISED 2023-01-13)



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NEWMARKET EAGLES CYCLING CLUB
Practices for Group Rides, Time Trials and Pursuits



INTRODUCTION

1. The **Newmarket Eagles Cycling Club** (“NECC”, the “Club”) holds a variety of awesome events suitable for most fitness levels and need. We do not expect members to be expert cyclists, but we encourage all members to develop their skills and endurance.
2. Participants in all **Club Rides, Time Trials and Australian Pursuits** MUST be a member in good standing with the Club in the current year (please see the Club’s Membership Policy for more details below). However, non-OCA members can ride as a guest in accordance with the OCA’s (Ontario Cycling Association’s) “try-out” policy and with approval from the Club Executive (see Membership Policy).
3. The Club requires all participants to wear an approved **cycling helmet!** The Club also encourages all members to wear Eagles club clothing to support the Club’s “presence” in the community. Above all, be safe and have fun!
4. The Club has several group rides per week during most of the year, each with a slightly different emphasis. **Part A** of this document describes the Group Riding Practices adopted by the Club for Group Rides. Please see the website for updated information on our rides.
5. Cycling is a potentially hazardous sport and all participants are responsible for their own safety and that of others with whom they ride. **Part B** describes the various ways in which Club members can mitigate their risk when participating Group Rides (Part A) or Club competitive events (Part C).
6. NECC offers a number of opportunities to test personal fitness in a number of organized Time Trials (TTs) and Australian Pursuits. **Part C** of this document describes the additional rules that the Club has adopted for conduct during these competitive events, which are to be read with reference to the safe riding practices described in Parts A and B.
7. Club policies in **Part D** provide guidance on the following topics:
 - a) Club Membership
 - b) Complaints & Discipline

- c) Information Privacy
- d) Volunteer Screening
- e) Concussions
- f) Accessibility
- g) Athlete Conduct and Ethics
- h) Severe Weather

PART A: PRACTICES FOR GROUP RIDES

Introduction

- 8. Our goal is to ride in a disciplined and well organized manner, responsibly sharing the road with motorized vehicles. To minimize potential conflicts, we select **less travelled roads** for our group rides.
- 9. Group riding, by definition, is a collective experience requiring **cooperation** and **communication** between the participating cyclists. The better everyone understands the principles for Group Rides and Races outlined in this document, the safer and more fun the whole ride experience will be for everyone.
- 10. **Basic requirements:** a **road bike** in good working order, an **approved cycling helmet**, self-sufficiency (e.g. tools for flat repairs, water, food etc.), a cell phone, ID, emergency contact information, proper cycling clothing, a basic understanding of group riding skills and a willingness to learn, and a **minimum level of fitness** (able to ride for 2.0 hours at an average speed of around 22 kph on flat roads).

Weekly & Holiday Rides

- 11. **Saturday Ride:** This ride is usually 2 to 3 hours long and is often followed by a visit to a Main St coffee shop. Speed will vary according to the season, race schedule and who shows up. The ride will be divided into three separate groups: **Group A** is the fastest, an intermediate **Group B**, and the slowest is **Group C**. Sub-groups may form at a reduced or enhanced pace. Most importantly, **slower riders** should NOT get **dropped** and left behind!
- 12. **Sunday Ride:** This is organized in a similar manner to the Saturday Ride and is usually 2-3 hours long. About once per month there may be a century ride (approx. 6 hours) which may meet at an earlier or later time and possibly at a different starting and end point too. See the Club's website for current information.
- 13. **Tuesday Evening Group Ride:** This ride is open to all levels. The plan is to do the same route each week but with some added challenges for those that want to push themselves. However,

we also want to make it a learning experience for those new to group riding with a pace suitable for all levels of fitness.

14. **Wednesday and Thursday G.O.O.F.S. Rides:** These 2 hour rides are geared for **Geriatrics** and **Others Of Flexible Schedule** (which means anyone who is not working on Wednesday and/or Thursday mornings/afternoons). The route is the same each week so there is an opportunity to join en route. Ideally, there will be 2 groups, and the pace will be brisk at a Group B or higher speed. See the Club's website for current information.
15. **Wednesday Night Women's Only Ride (eGALS):** This ride is dedicated to providing equal opportunities for women to gain riding confidence on the roads in and around York Region. Clinics will include: bike maintenance, cycling tips, bike handling, and group riding skills.
16. **Thursday Hammer Ride:** This is intended to be a **hard training ride** for all groups (A, B & C). If you cannot keep up, you will be left behind. However, the course is usually a circuit, so there's an opportunity to catch up on the loop. If you get dropped often, then you should consider riding with a slower group for the next ride. See the Club's website for current information. Approx. 2 hours.
17. **Statutory Holiday Rides:** These 2 to 3 hour rides are usually on the Holiday Monday. The ride is at an easy pace unless others want to form faster groups.

Organization of Our Group Rides

18. On **Saturdays** and **Sundays** our groups meet at the **Riverwalk Commons** parking lot in Newmarket, Ontario. Departure times vary seasonally, so check the website.
19. Rides on **Tuesday, Wednesday** and **Thursday** have other departure points and times (see the website for details).
20. Groups are organized by speed and distance. **Group A** is the fastest and longest (approximately 90-100+ kilometres at an average speed in the low 30's kph), **Group B** is the intermediate group (60-80 kilometres at an average speed in the high 20's kph), followed by **Group C**, the slowest (about 60 kilometres at an average speed in the low 20's kph). Within each Group category of A, B and C, we may break the groups down into subgroups (e.g. B, B+). Our goal is to have groups of 6 to 8 compatible riders (with a maximum of 12).
21. Groups will allow a **two minute** gap between each other at the start. Riders should not try to catch up to the Groups ahead as this causes confusion. Experience has shown that having groups of cyclists who have similar fitness and goals for that day's ride results in a

more enjoyable and safer ride, so think about whether you want to go hard or easy that day and be realistic about your abilities and pick the appropriate group.

Ride Leaders

22. All groups are led by a designated **Ride Leader** whenever possible. These volunteers are asked to know the route, carry a cell phone and be familiar with the ride practices described in this document and be prepared to review this information to the group before they depart. Repetition of our ride practices week after week is often necessary in order to absorb the information and get it permanently into our heads. **New riders** must identify themselves to the Ride Leader so they can be informed of our ride practices. In the **absence** of a **designated Ride Leader** the group is responsible to organize itself appropriately, stick to the designated route and adhere to the safe riding practices described in this document.
23. The presence of a Ride Leader does not diminish in any way the individual and collective responsibility of all participants for the safety of the Group Ride. In the event that no Leaders are present at a particular ride, the ride may still proceed but, as always, **all participants** are responsible for the group's safe riding practices.

When present, Ride Leaders are asked to

24. Be situated in the proper location of the parking lot for their group 15 min before ride time and **introduce themselves** to the riders as they arrive.
25. Help expedite the gathering of members into their **appropriate** Groups (A, B, C etc.)
26. Try to identify **new riders** and explain how we ride, i.e., rotations, stops, regroup, sprints, etc. New riders have the responsibility to identify themselves to the Ride Leader.
27. Attempt to organize **appropriate group size** (6 to 8 is ideal, maximum 12).
28. Discuss the **route of the day**.
29. Try to get the group to **agree** on a **pace**, review ride policies as required, and at all times encourage safe ride practices and proper ride etiquette during the ride with attention to such issues as:
 - a) Obeying stop signs, traffic lights, not crossing yellow centre lines, and abiding by the **Ontario Highway Traffic Act**

- b) Keeping a tight formation and no half-wheeling
 - c) Failure to signal turns and obstacles
 - d) Not calling out “**SINGLE UP**” when road and traffic conditions require
 - e) Lack of communication – not calling out “**CLEAR**”, “**CAR BACK**” and “**CAR UP**”
 - f) Not allowing **adequate time** for the whole group to clear intersections
 - g) Erratic **changes of pace**
 - h) Failure to watch out for riders left behind at intersections, or because of mechanicals or crashes; or simply **struggling** with the pace and needing just a brief breather to get back with the group
30. **Report any accidents** or incidents to a Club Executive member for filing a report to the OCA, including details of the injuries and contact information of witnesses. If the accident is serious, call 911.
31. Attempt to dissuade members from engaging in any aggressive conversations with **drivers**. Step in and defuse the situation. Record license numbers, take photos or videos, but **DO NOT** engage in any confrontations.
32. If stopped by the **police**, only the **Ride Leader** should talk. Politely determine what the problem is, ask for a business card and politely abide by the officer’s instructions and then terminate the conversation. Report the incident to the Club Executive.
33. The **Ride Leader** has the **final decision** on all matters pertaining to the Club Ride and his/her decisions must be respected by all participants. The Ride Leader may appoint a **designate** should the Ride Leader be unable to attend a Club Ride or cannot continue the ride due to a mechanical failure or otherwise.

Ride Participants

34. **All participants** MUST become familiar with all our group riding practices as outlined in this document.
35. It is expected that all members will heed the comments of the **Ride Leaders** and other **experienced riders** and accept them in the spirit in which they are offered. Cycling can be a high pressure/speed sport. Sometimes there is no time to be overly polite when trying to correct individual or group riding problems.
36. All participants in Club activities must adhere to the requirements of the relevant cycling governing bodies (UCI, CCA and OCA) and the Rules of the Road (**Ontario Highway Traffic Act**).

37. All members of the Club are responsible for bringing forward to the Club Executive and Ride Leaders any **safety issues** related to Club Rides. Any Club member on a Club Ride should immediately advise the Ride Leaders and other members of the ride should the member feel the group or individuals in the group are riding in an unsafe manner. The member should withdraw from the ride if they feel unsafe and report any issues to the Club Executive.
38. All participants in Club Rides must provide **proof of membership** prior to each ride when requested by the **Ride Leader**. If an ineligible rider insists on participating even after being asked not to, then the ride may proceed. However, the Ride Leader shall advise the ineligible rider, with a witness present, that he or she is ineligible and is not covered by any Club insurance and is responsible for all his/her own actions and should ride at a safe and respectful distance from the Group.
39. Participants in club activities **must wear** an **approved cycling helmet** and brightly coloured clothing is recommended to increase visibility to motorists.
40. In the event of imminent or actual **lightning** the ride will be cancelled or abandoned and appropriate actions taken (see OCA Lightning Policy below).
41. It is up to **each rider**, not just the Ride Leader, to carry enough food and liquids, clothing, medical supplies, repair kit, cell phone and anything else needed to meet potential risks. In the event of an accident on the open road, first aid may not be available and serious injuries must be addressed by calling 911.
42. Club members must not be under the influence of any **drugs** or **alcohol** that could impair their riding judgment or any UCI listed **performance enhancing drug** that provides an unfair advantage to that rider while participating in a Club Ride, Race or TT (See Athlete Code of Conduct below).
43. **Front** and **rear lights** are required during any Club ride which takes place one half hour before sunrise and one half hour after sunset.

How We Ride - Group Etiquette

44. **Group rides are NOT races**, so you should be prepared to ride as a group, using these practices as your guide. If you prefer to ride at your own pace in your own way, then please choose to ride on your own at another time and place.
45. You must ride according to the Rules of The Road (**Ontario Highway Traffic Act**), including: staying to the right-hand side of the lane (single or double file); observing

stop signs, traffic lights and yellow lines; signaling turns; waiting in line at the back of a traffic queue (no filtering to the front); and using good observation at all times.

46. We ride as a group at the same speed, which means that it is the responsibility of every rider in the group, not just the leader, to ensure **no one gets dropped**. Everyone needs to make sure the person behind them is still in contact with the group and announce when a gap is building. Likewise, it is the responsibility of the person at the back to announce they are getting dropped and to ask the group to ease up. **We are all responsible for each other!**

47. If part of the group gets stuck at traffic lights or at a busy intersection or if someone has a flat or mechanical, the **whole group stops** to determine what assistance is required. It does not take long to repair a flat if two people help out and it can be instructive to watch flats or mechanicals being repaired. Waiting may mean stopping and waiting well off to the side of the road away from traffic, or it may mean riding on SLOWLY, in proper formation, so that the back riders can easily catch up. If, for any reason, you do not want the group to wait for you, please be sure to let someone know.

48. If someone has difficulty on a **long hill** the group will **wait at the top**. However, if there are on-going drop-backs due to hills or the general pace of the group is too slow, it should be suggested to the rider that he/she is in the wrong group. At this point, the rider in consultation with the Ride Leader will determine a course of action. Another rider may volunteer to ride with the rider having difficulty, or the rider can make their way back on their own if they are able to. **At no time** should a rider be **left alone** if they are in obvious **distress**, but the rider needs to be advised that they should choose a slower group for the next group ride.

Ride Formation (“Tight and to the Right”)

49. We ride in tight **single file** or **double file** formation, according to traffic conditions or upon the advice of a Ride Leader. The default formation is double file, but if conditions are unsafe then single file is used. Very often, the first few kilometres of the ride will be single file until we get onto quiet, low traffic roads.

50. The two-abreast cycling formation (**Double Paceline**) is an internationally recognized cycling formation used by professionals and amateurs around the world. The main objective of the double paceline is to reduce the length of the line of cyclists in order to allow vehicles to pass with greater ease and increased safety. It encourages drivers to make full lane changes when passing which provides a safer gap between the passing vehicle and the cyclists.

51. **Aggressive drivers** will attempt the dangerous pass between the center line and the group (“threading the needle”). Our goal is to accommodate the approaching driver with a clear view forward so that they make a clean and safe pass as soon as possible. To achieve this, we position the two-abreast formation as far right as is safely possible – **Tight and to The Right**. ‘Tight’ means that the cyclists are to be approximately 30 to 40 centimetres apart laterally at the handlebars when riding a double paceline, and 40 centimetres apart from rear wheel to front wheel when riding a double or single paceline. Each rider needs the discipline to hold their position in a smooth and predictable manner and not create gaps or overlaps so that the cohesion of this group formation is maintained.

Riding a Double Paceline – The “Social Paceline” and the “Rotating Paceline”

52. The **double file paceline** is our usual formation. Ride side by side with your front wheel in line with your partner’s as described above and try not to pull ahead (known as ‘**half-wheeling**’). Ideally, your front wheel should be 40 centimetres behind the back wheel of the person in front of you. Increase that distance according to your skill-level and comfort, the skill-level of the person you are following and the skill-level of the group as a whole. You will also want to increase that distance a little to account for rough road conditions and anytime you need more visibility or extra space to maneuver.

Remember these important points when riding in a Double-Paceline

53. Other riders are very close behind you, and they depend on your consistency to lead them safely up the road, around potholes, dead animals, corners, and up and down hills. **Always have your hands close to your brakes** so that you can react quickly in an emergency; that is, on the drops or hoods only, not on the top of the bars.
54. Do **NOT** make sudden changes in **speed** or **direction**. Swerving to the left or right is very dangerous in a group and can easily lead to serious injury for fellow riders.
55. Do not remove things from pockets, eat, drink, take off clothing, startle another rider, suddenly break ranks, or do anything else that may result in an **erratic movement** when riding in a group. Watch and learn from experienced riders as they reach into their pockets while holding a straight line.
56. **Your hands must be on the bars at all times**. Ideally, you must wait until it is your turn at the back of the group to eat and drink when no one is following.
57. **Keep pedaling**, especially if you are at the front, and avoid sudden braking. Be aware that the front brake has a very abrupt stopping action whereas the back brake is less abrupt. To reduce speed slightly, use the back brake lightly and pedal against it at the same time.

58. **To increase speed**, first pedal faster in the gear you are in, then change up to your next gear. Your cadence should be between 80 and 120 rpm for regular flat riding. However, on hills this may be reduced down to 60 rpm or lower.

Rotating the Lead in a Double Paceline - The "Social Paceline"

59. In the **Social Paceline** the two leading cyclists are blocking the wind and setting the pace. The lead cyclists should check their computers to ensure that they are **keeping the group's speed constant**. The amount of time a pair will spend on the front depends on how fast the pace is, how strong the wind is and how strong that particular pair are. It could be just a few minutes or up to several minutes or more.
60. When the **lead cyclists** wants to move off the front of the group, the lead cyclist on the right asks the cyclist on their left to "Cover me" or "Let's change it up" (or some such polite language). That means the leading left cyclist will gently ride forward and fade right to shelter the right side of the group while ensuring that their rear wheel is clear of the rider behind. In turn, the next two riders on the left side of the group will gently advance forward to take the left and right hand lead places at the front of the group. These two new riders will now lead the group for as long as they feel comfortable.
61. **All passes** are to be done **smoothly** and **gently**. While you are at the front of the group, all riders behind are at your mercy. Anything you do, good or bad, will affect the entire group. If your pass is smooth and steady, then the group will remain smooth and steady. If you accelerate aggressively it will start to shatter the group and create gaps and confusion. If you half-wheel the lead rider beside you it will offset the whole group or create gaps. We all have a responsibility to the riders behind us to move in a smooth and predictable way and watch the road surface ahead.

Continually Rotating the Lead in a Double Paceline - The "Rotating Paceline"

62. The **Rotating Paceline** is used when the Group or the Group Leader decide that it would like to achieve a **faster pace** and spread the lead evenly among the individual riders in the group. The 2 riders at the front of the double paceline do the brunt of the work against the wind. The following riders put out about 30% less effort, yet ride at the same speed. However, in a rotating paceline, it benefits the group as a whole to rotate the leaders **continuously** by making the act of rotating constant when:
- a) The **left lead rider** moves smoothly and gradually forward and clears the right line of riders, he/she then gently fades to the right. The transitioning lead rider must be careful not to touch wheels with the passed rider by checking under their arm for the

rider's wheel. The right rider can assist by calling out '**CLEAR**' when the passing cyclist is safely ahead.

- b) As soon as that first rotation is complete the next one begins as if all the cyclists in the group are part of the same **moving chain**. In the Rotating Paceline all cyclists should be moving through the rotation at the same speed.

63. Try to remember these important points when riding in a **Rotating Paceline**:

- a) **Do not attack** or surge off the front when it is your turn to pull. You are supposed to go slightly faster than the receding line. Surging or attacking will cause gaps and force the speed of the line to be erratic. The faster side should maintain a steady speed and ease off slightly (still pedaling) when moving over. Pull smoothly and gently to the front and be there to shelter the riders behind you, not gap them.
- b) **Do not leave gaps** within the line when you are in the back of the rotation. All riders need to focus on maintaining the same gaps all the way around the rotation.
- c) Riders wishing to **miss a rotation** can do so by sitting a bike length back of the group and allowing the group to rotate through. It is best to call out to the riders ahead that you are not pulling through so that they do not hesitate.
- d) It is also helpful for the **last rider** on the advancing side to call out "**last one**" to the last receding rider to remind them that they need to transition next. Gaps often happen when the last rider misses the transition.
- e) The **rotation** can go from **left to right** or **vice versa**. Experienced cyclists will tailor the rotation so that the advancing line is sheltered from a **crosswind**. We generally opt for the left to the right rotation.

Other Considerations for Riding in a Paceline

64. The **Double Paceline** is our default formation. We make efforts to ride on the quietest roads at the quietest times. In the event that we need to travel on **busy roads** we will ride **Single File** to get past a congested section. We also ride long descents single file, as discussed below. Fast paced rides may also use the single paceline on occasion, when a strong rider may decide to "lead out" the group. Changes of position in a single paceline should always be done by passing to the left of other riders – as always, by first ensuring with a **shoulder-check** that it is safe to do so.

65. An **Echelon** is a **Racing Paceline** used when there are strong cross-winds and is a formation where the cyclists are spread **diagonally** across the road to gain shelter from the wind. This formation is UNACCEPTABLE for Group riding because it completely blocks the lane and is

counter to our “Tight and to the Right” principle which requires a driver to be given as much view as possible up the left side of the lane.

66. **Climbing** at a steady pace up a moderate hill or on rolling terrain using the **Social Paceline** will keep everyone together and get everyone ready to increase speed at the top smoothly. We climb at the pace of the two lead riders, who will try to keep the pace steady. This will maximize the average speed of the ride and the training effect for everyone. Increases and decreases in speed must be gradual and all associated gear changes smooth.
67. If you need to get out of the saddle to climb (only on very **steep hills**), wait for the part of the pedal stroke where you are actively pushing down. This will reduce the **‘pause effect’**. If you stand while not actively applying power to at least 1 of the pedals, it will cause a hesitation in your speed and risk causing the rider behind you to crash into your back wheel. Practice while out on your own.
68. **On Longer Climbs** when gaps may form, or when the group is excessively delaying traffic behind, it is appropriate to transition to a **single file**. Riders who wish to pass slower riders should do so on the left when it is safe to do so and should slow down at the top of the climb so that the whole group can re-form. It is very important that when some riders decide to move at a faster pace to the top of the climb they do so without **bunching up** (more than two abreast) so that traffic is not obstructed and also wait for **slower riders** at the top of the climb.
69. **Descending** is a lot of fun! However, increase the distance between yourself to the rider in front of you to give yourself more reaction time in case of an emergency. If necessary, decrease your speed by applying the **back-brake lightly** and/or ease up on your pedaling. If you are at the front of the group on a short descent, do keep pedaling smoothly to keep the pace steady since there are riders drafting behind you who will have to brake if you don’t keep the pace up. In addition:
 - a) NEVER go down a hill with your hands on the top of the bars. They should always be in the **drops**. This puts your hands close to the brakes in the most powerful position (in case of emergency) and it lowers your centre of gravity making you more stable and safe.
 - b) Move into a **single file** formation two (2) metres from the right edge of the road. It is not safe to ride close to the edge of the road at high speeds due to wind gusts and road debris.
 - c) Riders should open up gaps of at least two (2) metres between each rider front to back.

- d) All **passing** must happen on the left. NEVER pass on the right.

Occasional Sprints and Hard Efforts

70. Every group ride needs to have some degree of **compromise**. One person's hard ride is another person's recovery ride. We try to accommodate everyone's needs by offering as many different groups as possible. We also offer different opportunities along the route for some **hard efforts** and **sprints**.
71. Our routes involve sections where the option exists for some of the riders to break from the group and go faster than the others. These are **short sprints**. The group leader, or the group as a whole may decide when this is to occur. Long climbs may be appropriate provided traffic does not make it unsafe. Also, there may also be **sprints** on flatter terrain on quiet sections of road. The groups are permitted to break formation and regroup at the pre-designated spot at the top of the climb or at some other landmark. Riders must **stay to the right** and not scatter across the road when the group breaks apart. Slower riders stay right and make room for the faster riders to get by without forcing them too far out. We still want to stay 'Tight and to the Right'.
72. Some things to remember about **Sprints** and **Hard Efforts**:
- a) Going hard is **optional**, not compulsory. Those who choose to cruise can rest assured that the group will wait for them at the regrouping point.
- b) All riders must **wait** at the regrouping spot. Nobody should soft pedal down the road. This causes confusion for the slower riders. They may think the group is leaving them behind. If you feel the need to keep moving, then come back toward the slower riders and then ride back with them. Never regroup in a manner that would obstruct traffic in any way. Don't forget to shoulder-check!

PART B: RISK, SAFETY and COVID

73. Although the Club makes a reasonable attempt to conduct its events safely, you should recognize that riding a bicycle on public roads can be hazardous and you must prepare adequately and have an adequate level of fitness for the planned activity. Additional **safety considerations** for group riding are stated in this section.
74. The club may hold **skills training clinics** from time to time, designed to improve safety for you and those around you. Members are encouraged to attend these clinics. See the website for further information.

75. All **accidents** on a Club ride must be reported to the Club Executive who will ensure the filing of an accident report with the Ontario Cycling Association (OCA) using the OCA's Accident Report Form. The contact information for the Club Executive can be found on the Club website.
76. Club members are responsible for bringing forward to the Ride Leaders and Club Executive any **safety issues** on Club Rides and Club Races. The member should withdraw from the ride if they feel unsafe.

Equipment

77. You must have a bicycle in **good working order**. If you show up on a machine that an experienced member thinks is unsafe, you may not be welcomed to join the group. Use of **Aerobars** is PROHIBITED in all Group Rides (Part A).
78. Wheels should be running true and tires should be in good condition and inflated appropriately. Check all nuts and bolts for tightness. You must carry a reliable pump – with the right adapter for your tubes/tubeless tires, and at least one spare inner-tube/tubeless tire with the right valve stem for your rims. Carry Allen keys, tire levers, cash, ID card, and Club Membership Card.
79. Most people will be on **road bikes** except during our winter rides. Mountain bikes are fine, but you may have trouble keeping up with the group, depending on tires, road conditions etc.
80. You may wish to take a bicycle maintenance course (see your local bike store or ask a respected member) and know how to use the tools you carry with you.

Communication - Keep your head up and your eyes looking ahead!

81. **Communication** is critical to the quality and safety of group rides. It starts right from the beginning even before the group leaves: the rider needs to communicate with their Group or Ride Leader to determine which Group and pace of ride they want. On the road riders need to communicate the ride formation, rotation and pace. Riders at the front need to call out road hazards and traffic situations like "**CAR UP!**" for approaching vehicles. Riders at the back of the group need to call out motor vehicles approaching from the back ("**CAR BACK!**"). Never assume everyone in the group knows a car is approaching or that the group is turning. Everything that can affect the group needs to be called out.

82. In **close formation** you must look up around you at all times and **anticipate** potential risks. Look to the front of the group or at least a few riders ahead of you. This way you will see any problems or changes in direction or speed well in advance.
83. For some **potential risks** we rely on other group members when it is hard to see the road ahead. Those at the front should point out **potholes, railway tracks** and any other road debris or hazards, and that information should be sent to the back of the group by every rider down-the-line.
84. Always signal intent when changing direction by using the appropriate hand signals as required by the **Ontario Highway Traffic Act**. Signal all turns and stops with arm signals well in advance
85. If you get a **flat tire** (puncture) or any other kind of mechanical give a loud shout-out right away especially if there is a good chance the pack will ride away from you without even noticing. If the group knows your situation, they will stop and help you fix it quickly. Also, move OFF the road when making repairs of any kind and have someone be aware of approaching vehicles.
86. At **road crossings** you MUST look for yourself to see if it safe to cross the road even if other riders say, "**CLEAR!**"
87. It is helpful to the group to know that a **vehicle** is approaching from the front or rear of the group by calling out, "CAR UP" and "CAR BACK", respectively. However, since we will be riding in an orderly fashion close to the right-hand side of the road, it is up to the **driver** of the vehicle to assess how best to proceed past an orderly group of cyclists, just as the driver would proceed past any other slow-moving road user. Waiving the driver on to pass the group is NOT recommended while the group is moving.
88. An experienced group member may order "**SINGLE FILE**" if necessary, but under normal circumstances, even on narrow roads, it is safer to ride in **Double File** since it forces the traffic to slow down and pass safely, rather than to try to squeeze past when there isn't quite enough room.
89. When present, Ride Leaders will try to maintain ride quality, but **all riders** should be prepared to **communicate** best ride practices to the group. If someone is riding inappropriately e.g., by overlapping wheels or surging off the front, we should all say something. Be polite but make it known that it was NOT proper. When we are at the front we are responsible to the riders behind to provide a smooth and steady pull and to point out hazards. When we are at the back we are responsible to call out cars coming from the back and to maintain the integrity of the group by not allowing gaps. So, don't wait for the Ride Leader to say something, **WE ALL OWN THE RIDE EQUALLY!**

Emergency Stops

90. When approached by an **emergency vehicle** (fire truck, ambulance, or police) with its lights and siren activated, we are required under the Ontario Highway Traffic Act to pull over and stop. It doesn't matter if the emergency vehicle is approaching from the front or behind. The Group should perform a controlled and safe stop to the side of the road and as close to the edge as possible. The same applies for a **school bus** when its lights are flashing.

Interactions with Other Road Users

91. Do not yell at or make **obscene gestures** at motorists or get into arguments with the police. It's never productive and will lead to more bad-blood and possible retaliation. The Club works hard to maintain its own good reputation and that of all cyclists in general. If words have to be exchanged this should be done by the Ride Leader or ONE other selected rider. Feel free to video or photograph the exchange if you feel the driver is dangerous. When you ride with the Club and wear the Club jersey you become an **Ambassador** for both the Club and cyclists in general.

Covid-19 Safety Measures

92. In implementing safety measures/protocols, the club will follow the latest cycling guidelines of the Ontario Cycling Association. Where different, the current OCA Return to Sport Guidelines shall supersede club practices and policies. All members should familiarize themselves with these items prior to participating in any club activity.

93. In keeping with these guidelines, appropriate meeting places may be used for club events, i.e. Magna Centre Parking Lot and others, to ensure appropriate physical distancing ensues.

94. If required by existing protocols, in the event a participant has a confirmed covid-19 diagnosis, everyone on the ride will be contacted and advised to get a covid-19 test.

PART C: PRACTICES FOR TIME TRIALS, HILL CLIMBS, AND PURSUITS

95. The Newmarket Eagles Cycling Club offers a number of opportunities to test personal fitness in a variety of organized **Time Trials** (TTs), **Hill Climbs** (HCs – a special Time Trial format) and **Australian Pursuit** events. These are open to all NECC members. The safe riding practices described in this document are fundamental to participation in these events. The over-riding principle is that only YOU are responsible for your safety – as stated in the OCA waiver you signed when joining the club. Participants must read and agree to abide by the rules in Parts A and B as well as the following event-specific rules in Part C:

Time Trials (TTs)

96. Except for the 2-Up TT (which is a special case described below) all time trials are ridden as individual events. There should be no influence from any other cyclists as you try to ride your fastest.

97. All our TTs are run using the rules of the **Ontario Cycling Association** (OCA) and the International Triathlon Union (ITU), plus some of our own. For more information, contact the OCA and ITU. The OCA bases their rules on those of the Canadian Cycling Association. Ultimately, the CCA conforms to the rules as set out by the Union Cycliste International (UCI) the world's regulatory cycling body.

98. Specific Rules for Time Trials and Hill Climbs

- a) You may use **aerobars** in a TT and, as with all NECC events, you must wear an approved cycling **helmet**. Brightly coloured clothing is recommended for greater visibility.
- b) Have respect for nearby **residents**. Do not pee on their bushes or buildings, or otherwise be disrespectful. If you do, we will lose the opportunity to use the location.
- c) **Warm up and cool down** using a piece of road away from the start/finish area.
- d) While you are **waiting** to start, keep over to the side, well off the travel lane of the road.
- e) **OBEY THE TIMEKEEPER'S INSTRUCTIONS!**
- f) Once the event has started, do NOT cross the start or finish line unless you are starting or finishing your time trial.

- g) Time Trial starts do NOT have a **holder**. We start with one foot on the ground, the front tire not beyond the start line. The start intervals are usually 30 seconds. The starter will count down the last few seconds. You may start after the starter says "GO!".
- h) Except for the 2-Up, all Time Trials are individual. This means that you CANNOT **draft** on any part of the course. If you do, you will be disqualified and subject to the Club's Discipline & Complaints Policy. Drafting means following in anyone's **slipstream**. You must leave a lateral distance of at least one (1) metre when you are passing someone. If you are passed you must drop back 7 metres (about 4 bike lengths).
- i) The roads are totally **open to traffic** and there is no one is controlling traffic anywhere along the course.
- j) **Intersections** are **neutralized**. You must proceed through intersections with regard to the rules of the road and give way to traffic with the right of way. Be aware of the dangers of intersections along the course, even if you do have the 'Right of Way,' and act accordingly. Remember, YOU are **ultimately responsible** for your **own safety**.
- k) You must NOT cross the **yellow centre line**, unless performing a U turn in an out-and-back TT, or obstruct traffic.
- l) If there is a **crash** you should stop and give assistance and be prepared to give a witness statement for reporting to the OCA.
- m) If you **drop out** of the event you must inform the timekeeper.
- n) As you pass the timekeeper, you must **call out your number**. Failure to do so may mean that you will not get a result.
- o) Do NOT disturb the **timekeeper** while he or she is trying to get results.
- p) When you finish, move quickly away from the start/finish area to begin your **cool-down**. Do not re-cross the finish line – if you do you risk losing your time for the event.
- q) When you stop, remain aware of traffic, move off the road and, once again, respect local residents.

99. Specific Rules for "Out and Back" Time Trials and Hill Climbs

- a) Some Time Trials are run on a loop course while others use an “out and back” format which requires a **U-turn** at the half way point. Be aware of the traffic around you and turn safely - You **MUST** make a **shoulder check** before turning. For an “out and back” time trial, a volunteer is mandatory at the turn-around. If no one is available, the event will **NOT** be run on that occasion.
- b) To warn of the approaching turn-point, the volunteer will place a traffic **cone** (usually orange) on the side of the road, approximately 100 meters before the turn.
- c) The **turn marshal** will stand at the side of the roadway, adjacent to the turn-around point, which is marked on the road.
- d) The volunteer is **NOT** there to **control traffic** or to provide any other instructions to the riders. However, you **MUST** stop if a marshal gives that instruction **VERBALLY**.
- e) You **MUST** do a **shoulder check** before overtaking a rider or turning. Ride tight to the right especially at the finish line. Volunteers will record the name and/or race number of riders who fail to shoulder-check and report to the timekeeper for disqualification.
- f) You need to **call out** your **Race Number** when turning at the turn-around point and finish line.
- g) Once you have crossed the finish line, do **NOT** re-cross it – if you do, you risk losing your time for the event.

100. **Specific Rules for 2-Up Time Trials**

- a) These are very similar to the individual time trial except that you **ride with a partner**. The start is side-by-side. You can and should draft each other, changing the lead frequently. You may not draft any other 2-Up Teams in the event. The time is calculated when the second partner crosses the finish line.

Australian Pursuits

101. **Specific Rules for Pursuits**

- a) Participants are **divided into groups** according to their **ability**. The groups are set off at intervals in a ‘handicapped’ system. The race secretary calculates the handicaps based on past performance and they may not be disputed. You must set off in the group you are assigned to. Race groups should form according to our group riding procedures above.

- b) The usual formation used is the **single paceline** or **double rotating paceline**. The objective is to work together within your group to catch and pass all the groups ahead of you (or to stay away from all the groups behind) and, after completing all the laps, to cross the finish line first. **Drafting is allowed** among any participants in this type of event.
- c) All sections of Parts A and B of this document that address issues concerning safe group riding practices, as well as the general rules that relate to safety and race procedures for Time Trials, are also applicable to Pursuits – with the exception of those that are specific to the Time Trial format. Unlike Time Trials, the use of **aerobars** is NOT allowed in Pursuits.
- d) In Pursuits, you may ride **competitively** but NOT **aggressively**. Participants who ride recklessly, for example, by crossing the road's centre line, or proceeding through intersections without due attention to approaching traffic will be disqualified and may be suspended according the Club's Discipline & Complaints Policy.
- e) The roads are totally **open to traffic** and no one is controlling traffic at intersections.
- f) Intersections are **neutralized**. You have to proceed through intersections with regard to the rules of the road and give way to traffic with the right of way.
- g) You must NEVER cross the **yellow centre line** or obstruct traffic.
- h) When a **faster group** approaches a **slower group**, BOTH groups must single up and the slower group must not attempt to integrate with the faster group until all members of the faster group are clear.
- i) If someone in your group **crashes** you should stop and give assistance and be prepared to give a witness statement for reporting to the OCA.
- j) If you **drop out** of the event, you MUST inform the timekeeper.

And now for the lengthy Policies! See below 😊

PART D: CLUB POLICIES

NEWMARKET EAGLES CYCLING CLUB



Membership Policy

Membership Overview

1. To be a member in good standing of the Newmarket Eagle Cycling Club (“NECC”, the “Club”) you must be registered for the year (usually in December or January) and have paid the annual membership fee. Membership is for one calendar year (January 1 to December 31).
2. To participate in NECC rides and competitive events, you must abide by the Club’s Risk Management Plan (*Practices for Group Rides, Time Trials and Pursuits*) that is designed to make our events enjoyable and safe for all.
3. Anyone not following the Club’s rules may be suspended from all Club events including voting privileges, by the Club’s Executive based on, but not limited to, the Race and Ride Committees’ recommendations (please see Discipline and Complaints Policy for more details).
4. Membership in the Club is open to anyone who wishes to participate in all or some NECC events and/or to promote the sport of cycling for the benefit of all members.
5. Members in good standing are those who:
 - a) Have completed all membership documents, fees and payments to the Club and submitted them through CCN (Cycle Component Network Inc.)
 - b) Continue to comply with all the rules, policies and procedures of the Club
 - c) Are able to provide proof of OCA/CCN Club membership for the current calendar year upon request.

Membership Rights

6. Members in good standing are entitled to:
 - a) Participate in all NECC events
 - b) Receive communications regarding Club activities
 - c) Attend and contribute to the Club’s Annual General Meeting and Special Meetings
 - d) Nominate and vote for the Club’s Directors in accordance with the Club’s Bylaws

- e) Receive current financial statements upon request from the Club's Executive

Insurance

- 7. Provisions of the insurance policy to all Club members are provided by Cycling Canada (by way of the Ontario Cycling Association affiliation). This includes:
 - a) **Comprehensive General Liability** and **Professional Liability** for Club members, volunteers and coaches while participating in and traveling to and from OCA approved Club events.
 - b) Participation in **out-of-province** and **international events** may require additional coverage not provided by the core program offered to the Club through Cycling Canada's organized insurance program unless approved by the OCA.
 - c) **Sports Accidents, Death & Dismemberment** (this coverage is secondary to any other health care plan(s). Expenses eligible under any other healthcare plan(s) must be submitted to that plan(s)).
 - d) Please see "Core Program": <http://www.cyclinginsurance.ca/> for further information.
- 8. All Club members, adults and youth, must electronically sign an **insurance waiver** as part of the online membership registration process. Membership is not assigned or granted until this waiver has been completed.

Club "Try-Outs"

- 9. On occasion, and subject to OCA and Club Executive approval, prospective Club (NECC) members may **"try out"** or ride with the club under the following circumstances:
 - a) There may be up to 10 free scheduled Club "try-out" rides held by the club for non OCA members (ride must be approved by the OCA).
 - b) New in 2023: Non-OCA members may purchase a \$15 day pass to participate in any club ride. There is a maximum of 3 day passes per person per year.

The OCA has recognized that riders from various Ontario clubs may meet-up on the road and ride close together for short periods. However, NECC Ride Leaders and NECC Members should discourage this practice and continue to ask non-NECC members to keep a safe and respectful distance from the NECC group.

NEWMARKET EAGLES CYCLING CLUB



Discipline & Complaints Policy

Overview

1. This Discipline & Complaints Policy applies to all Newmarket Eagles Cycling Club (“NECC”, the “Club”) members.

Purpose

2. All Club members are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Club’s policies, bylaws, rules (***Practices for Group Rides, Time Trials and Pursuits***), and ***Athlete Code of Conduct***. Non-compliance may result in sanctions pursuant to this policy. Riders who repeatedly fail to ride safely or continue to demonstrate a lack of awareness of the Club’s rules and policies will be subject to discipline.

Discipline Committee

3. The Discipline Committee consists of the Club President, VP/Secretary, Treasurer, Race Secretary, and Group Ride Leader.
4. A list of alternates will/may be maintained such that if any member of the committee is not available at a time when a discipline or race/ride matter is to be discussed the first available Club member on that list will become part of the committee for the matters in hand.
5. Discipline is the responsibility of the **Race Secretary** for all matters pertaining to conduct in races.
6. Discipline is the responsibility of the **Group Ride Leader** for all matters pertaining to conduct in Group Rides.

Application of this Policy

7. The Discipline Committee has the power to admonish, warn, and suspend from Club competition and Group Rides any member or guest rider found to be in default for a length of time consistent with the severity of the infraction.

8. Suspensions will be in place for a length of time consistent with the severity of the infraction and when warranted may be in the form of permanent suspension of club membership.

Process

9. Any Club member may report an incident or complaint to the Discipline Committee verbally or in writing, within fourteen (14) days of the alleged incident, although this timeline can be waived or extended at the Discipline Committee's discretion.
10. On a best effort basis, the Discipline & Complaints Committee will:
 - a) Initiate a review of the infraction within fourteen (14) days after the incident or complaint.
 - b) Rule on the infraction no more than one (1) month after the incident was investigated.
11. Appeals may be made within one (1) week after the decision.
12. The Discipline Committee will review and rule on the appeal
13. No further appeals are allowed after the one appeal process.

Confidentiality

14. The discipline and complaints process is confidential and involves only the parties, the Discipline Committee, and any independent advisor(s) to the discipline process.
15. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the process.

Timelines

16. If the circumstances of the complaint or incident are such that adhering to the timelines outlined by this policy will not allow for a timely resolution of the complaint, the Discipline Committee may direct that these timelines be revised.

Records and Distribution of Decisions

17. Other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, sport clubs, etc., may be advised of any decisions rendered in accordance with this policy.



Privacy Policy

Privacy Overview

1. Not-for-profit sport organizations in Canada are considered to be part of the private sector. The ***Personal Information Protection and Electronic Documents Act (PIPEDA)*** is the federal privacy legislation that applies to private sector organizations as well as not-for-profit sport organizations in Canada that engage in **commercial activities**. However, the Newmarket Eagles Cycling Club (“NECC”, the “Club”) is a not-for-profit organization that does **not** engage in commercial activities.
2. The Club’s Privacy Policy is based on the standards in PIPEDA as interpreted by the Club. Collecting membership fees, organizing club activities, compiling a list of members' names and addresses, and mailing out newsletters are **not** considered **commercial activities**. Similarly, fundraising is **not** a commercial activity.
3. As the **definition of commercial activity** makes clear in PIPEDA, **selling, bartering or leasing a Membership List** is considered a commercial activity. The Club will **never** sell or distribute its Membership List to any 3rd Party individual or group involved in commercial activities in order to sell products and services to Club members.
4. The Club will, however, generally **accept** PIPEDA and include policies that **respect** all Club members’ privacy.

Definitions

5. The following terms have these meanings in this Policy:
 - a) “Commercial Activity” – any commercial transaction, act or conduct involving the **use or distribution** of a **Membership List** by a **3rd party** entity
 - b) “Personal Information” – any information in the Club’s **Membership List** and other Club documents about an individual that relates to the member’s personal characteristics including, but not limited to: **gender, age, home address, home phone number, health conditions, emergency contact information, UCI/OCA status**
 - c) “Stakeholder” – **non-Club members** employed by or engaged in activities on behalf of the Club, including: coaches, staff members, contract personnel, volunteers, managers, administrators, committee members

- d) “Individual/Club Member” – A member of the Club as defined in the Club’s **Membership Policy** including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, and Directors and Officers of the Club
- e) “Directors and Officers of the Club” – also known as the “**Club Executive**”; this includes: the President, Vice President/Secretary, Treasurer, and Race Secretary
- f) “3rd Party” – Any individual or group engaged in commercial activities
- g) “Membership List” – All registered Club Members for the current calendar year

Purpose

- 6. The Club recognizes an Individual’s right to privacy with respect to their Personal Information. This Policy describes the ways the Club collects, uses, safeguards, discloses, and disposes of Personal Information of its members.

Application and Obligations of this Policy

- 7. This Policy applies to all Club members and Stakeholders in connection with **personal information** that is collected, used or disclosed during the Club’s activities.
- 8. The Club will **never** sell or **distribute** to any 3rd party its **Membership List** for commercial purposes or otherwise.
- 9. The Club will only use its **Membership List** for **Club activities** and **events** as approved by the Club Executive.
- 10. The Club Executive will only distribute the **Membership List** to official club volunteers; such as, but not limited to, **Race Secretary, Group Ride Leader** and **Ride Leaders** to ensure Club members are the only participants in all Club events and to also be aware of any **medical concerns** and **emergency contact(s)** of each participant.
- 11. The Club’s Executive will have the authority to interpret any provision of **PIPEDA** that is contradictory, ambiguous, or unclear.

Accountability

- 12. The Club’s Executive is responsible for the implementation of this policy and monitoring information collection and data security, and ensuring that all members receive appropriate training on privacy issues and their responsibilities. The Club’s Executive also handles personal information access requests and complaints. The Club’s Executive may be contacted via NECC’s website and Facebook page.

Information Collection Purposes

13. The Club will collect Personal Information from its members for purposes that may include any of the following:
 - a) Club membership **registrations**, events and activities
 - b) Sending communications in the form of **e-news** or a newsletter with content related to the Club's programs, events, fundraising, activities, discipline, appeals, and other pertinent information
 - c) Determination of membership **demographics** and program wants and needs
 - d) Publishing articles, media relations and postings on the Club's **website, Facebook** page, and posters
 - e) **Award** nominations, biographies, and media relations
 - f) Communication within and between Stakeholders and Individuals
 - g) **Discipline** results and long term suspension list
 - h) Checking residency status
 - i) **Travel** arrangement and administration
 - j) Implementation of the Organization's **screening** program
 - k) **Medical emergency**, emergency contacts or reports relating to medical or emergency issues
 - l) Managing **insurance claims** and insurance investigations
 - m) **Video** recording and **photography** for personal use, and not commercial gain, by spectators, parents and friends
 - n) Payroll, **honorariums**, company insurance and health plans
 - o) Any and all complaints and inquiries

14. The Club's Executive may collect Personal Information from Individuals and **prospective members** for other purposes, provided that documented consent specifying the use of the Personal Information is obtained from the Individuals or prospective members by the Club's Executive.

Consent

15. The Club will obtain consent from Individuals by lawful means, in a manner similar to the form in **Appendix A**. The Club may collect Personal Information without consent when it is reasonable to do so and permitted by law.
16. In determining whether to obtain written or implied consent, the Club will take into account the sensitivity of the Personal Information, as well the members' reasonable expectations. Members may consent to the collection and specified use of Personal Information in the following ways:
 - a) Completing and/or signing an application or registration form (see **Appendix A**)
 - b) Checking a check box, or selecting an option (such as 'Yes' or 'I agree')
 - c) Providing written consent either physically or electronically
 - d) Consenting orally in person
 - e) Consenting orally over the phone
17. An Individual may **withdraw** consent orally or in writing, at any time. The Club will inform the Individual of the implications of withdrawing consent.
18. The Club will not obtain consent from Individuals who are **minors**, seriously ill, or mentally incapacitated. Consent from these individuals will be obtained from a **parent**, legal guardian, or a person having power of attorney.
19. The Club is not required to obtain consent for the collection of Personal Information and may use Personal Information without the Individual's knowledge or consent only if an **emergency** threatens an Individual's life, health, or security.

Accuracy, Retention, and Openness

20. Personal Information will be accurate, complete, and as up-to-date as is necessary for the purposes for which it will be used.
21. Personal Information will be retained as long as reasonably necessary to enable participation in the Club's programs, events, and activities, and in order to maintain historical records as may be required by law or by governing organizations.
22. Personal Information will be protected against loss or theft, unauthorized access, disclosure, copying, use, or modification by security safeguards appropriate for the Club's level of technical expertise.
23. If the Club refuses a request for Personal Information, it shall inform the Individual the reason(s) for the refusal.

Appendix A – Consent

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

“I authorize the Club to collect and use personal information about me for the purposes described in the Club’s Privacy Policy.”

25. In addition to the purposes described in the Club’s Privacy Policy, I authorize the Organization to:

a) Distribute my information to the Ontario Cycling Association

b) Photograph and/or record my image and/or voice on still or motion picture film or digital video and/or audio tape or mp3, and to use this material to promote the sport through the media; such as, newsletters, websites, television, film, radio, print and/or display form. I understand that I waive any claim to remuneration for use of audio/visual materials used for these purposes

26. I understand that I may withdraw such consent at any time by contacting the Club’s Executive. The Club Executive will advise the member on the implications of such a withdrawal.

27. Source:

https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/r_o_p/02_05_d_19/

NEWMARKET EAGLES CYCLING CLUB

Screening Policy



Screening Overview

1. The Newmarket Eagles Cycling Club (“NECC”, the “Club”) understands that screening volunteers and coaches with a **Police Background Check** offers the Club accountability and safety for its members. It has become common practice among sport organizations that provide programs and services to the community.

Application of this Policy

2. This Policy applies to all individuals whose position with the Club is one of trust and authority of youth members under 19 years of age.

Screening Committee

3. The Screening Committee will consist of the Club Executive plus one independent Club Member to confirm receipt of all Police Background Checks.

Obtaining a Police Background Check

4. The Club will have available the address for the York Region Police station that offers screening services and the Club will pay for this service for all Club Members obtaining a Police Background Check.

Criminal Records

5. An individual’s conviction for any of the following Criminal Code offenses may result in expulsion from the Club and/or removal from elected office, competitions, programs, activities and events upon the sole discretion of the Club,
 - a) Any offense of physical or psychological violence
 - c) Any offense involving trafficking of illegal drugs, theft, fraud, or use
 - d) Any offense involving the possession, distribution, or sale of any child-related pornography or any other sexual offense



Concussion Policy

Preamble

1. This Policy is based on the 5th Consensus Statement on Concussion in Sport that was released in April 2017. This Policy interprets the information contained in the report that was prepared by the 2017 Concussion in Sport Group (CISG), a group of sport concussion medical practitioners and experts, and adapts concussion assessment and management tools.
2. This Policy is intended to be compliant with Ontario's *Rowan's Law (Concussion Safety), 2018*. If any provision of the policy is in conflict with Rowan's Law, the legislation shall take precedence.
3. The CISG suggested 11 'R's of Sport-Related Concussion ("SRC") management to provide a logical flow of concussion management. This Policy is similarly arranged. The 11 R's in this Policy are: Recognize, Remove, Re-Evaluate, Rest, Rehabilitation, Refer, Recover, Return to Sport, Reconsider, Residual Effects, and Risk Reduction.
4. A concussion is a clinical diagnosis that can only be made by a physician.

Definitions

5. The following terms have these meanings in this Policy:
 - a) "*Organization*" – [Newmarket Eagles Cycling Club]
 - b) "*Participant*" – Coaches, athletes, volunteers, officials and other Registered Individuals
 - c) "*Registered Individuals*" – All individuals employed by, or engaged in activities with the Organization, including but not limited to, employees, volunteers, administrators, committee members and directors and officers.
 - d) "*Suspected Concussion*" – means the recognition that an individual appears to have either experienced an injury or impact that may result in a concussion or who is exhibiting unusual behaviour that may be the result of concussion.
 - e) "*Sport-Related Concussion ("SRC")*" – A sport-related concussion is a traumatic brain injury induced by biomechanical forces. Several common features that may be used to define the nature of a SRC may include:
 - i. Caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head.
 - ii. Typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, signs and symptoms evolve over a number of minutes to hours.
 - iii. May result in neuropathological changes, but the acute clinical signs and symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality may be visibly apparent
 - iv. Results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged.

Purpose

6. The Organization is committed to ensuring the safety of Participants in its activities. The Organization recognizes the increased awareness of concussions and their long-term effects and believes that prevention of concussions is paramount to protecting the health and safety of Participants.
7. This Policy describes the common signs and symptoms of a concussion and how to identify them, the protocol to be followed in the event of a possible concussion, and a Return to Sport protocol should a concussion be diagnosed. Awareness of the signs and symptoms of concussion and knowledge of how to properly manage a concussion is critical to recovery and helping to ensure the individual is not returning to physical activities too soon, risking further complication.
8. This Policy applies to all activities and events for which the Organization is the governing or sanctioning body including, but not limited to, competitions, practices, and training sessions.

Registration

9. When an individual under the age of 26 years old registers with the Organization, the individual **must** provide written or electronic confirmation that they have reviewed concussion awareness resources within the past 12 months. The Ontario Government has produced age-appropriate concussion resources located here:
 - a) [Ages 10 and under](#)
 - b) [Ages 11-14](#)
 - c) [Ages 15+](#)
10. Individuals under the age of 26 years old must also sign the *Concussion Code of Conduct (Appendix A)*.
11. For athletes younger than 18 years old, the athlete's parent or guardian **must** also provide confirmation that they have also reviewed the concussion resources as well and signed the *Concussion Code of Conduct*.
12. Coaches, officials and team trainers must provide confirmation that they have also reviewed the concussion resources and sign the *Concussion Code of Conduct*; but not if they will be interacting exclusively with athletes who are 26 years old or older.

Recognizing Concussions

13. If a Participant demonstrates or reports any of the following **red flags**, an on-site licensed healthcare professional shall be summoned and, if deemed necessary, an ambulance should be called¹:
 - a) Neck pain or tenderness
 - b) Double vision
 - c) Weakness or tingling / burning in arms or legs
 - d) Severe or increasing headache
 - e) Seizure or convulsion

¹ If an onsite healthcare professional is not available, an ambulance should be called.

- f) Loss of consciousness
- g) Deteriorating conscious state
- h) Vomiting more than once
- i) Increasingly restless, agitated, or combative
- j) Increased confusion

14. The following **observable signs** may indicate a possible concussion:

- a) Lying motionless on the playing surface
- b) Slow to get up after a direct or indirect hit to the head
- c) Disorientation or confusion / inability to respond appropriately to questions
- d) Blank or vacant look
- e) Balance or gait difficulties, absence of regular motor coordination, stumbling, slow laboured movements
- f) Facial injury after head trauma

15. A concussion may result in the following **symptoms**:

- a) Headache or “pressure in head”
- b) Balance problems or dizziness
- c) Nausea or vomiting
- d) Drowsiness, fatigue, or low energy
- e) Blurred vision
- f) Sensitivity to light or noise
- g) More emotional or irritable
- h) “Don’t feel right”
- i) Sadness, nervousness, or anxiousness
- j) Neck pain
- k) Difficulty remembering or concentrating
- l) Feeling slowed down or “in a fog”

16. Failure to correctly answer any of these **memory questions** may suggest a concussion:

- a) What venue are we at today?
- b) Where was your last major competition?
- c) What day is it?
- d) What event are you participating in?

Removal from Sport Protocol

17. In the event of a Suspected Concussion where there are **observable signs** of a concussion, **symptoms** of a concussion, or a failure to correctly answer **memory questions**, the Participant should be immediately removed from participation.

18. After removal from participation, the following actions should be taken:

- a) The designated person who removed the Participant should consider calling 9-1-1;
- b) The Organization must make and keep a record of the removal;
- c) The designated person must inform the Participant’s parent or guardian if the Participant is younger than 18 years old, and the designated person must inform the parent or guardian that the Participant is required to undergo a medical assessment by a physician or nurse practitioner before the Participant will be permitted to return to participation; and

- d) The designated person will remind the Participant, and the Participant's parent or guardian as applicable, of the Organization's Return-to-Sport protocol as described in this Policy.
19. Participants who have a Suspected Concussion and who are removed from participation should:
- a) Be isolated in a dark room or area and stimulus should be reduced
 - b) Be monitored
 - c) Have any cognitive, emotional, or physical changes documented
 - d) Not be left alone (at least for the first 1-2 hours)
 - e) Not drink alcohol
 - f) Not use recreational/prescription drugs
 - g) Not be sent home by themselves
 - h) Not drive a motor vehicle until cleared to do so by a medical professional
20. A Participant who has been removed from participation due to a suspected concussion should not return to participation until the Participant has been assessed medically, preferably by a physician who is familiar with the [Sport Concussion Assessment Tool – 5th Edition \(SCAT5\)](#) (for Participants over the age of 12) or the [Child SCAT5](#) (for Participants between 5 and 12 years old), even if the symptoms of the concussion resolve.

Re-Evaluate

21. A Participant with a Suspected Concussion should be evaluated by a licensed physician who should conduct a comprehensive neurological assessment of the Participant and determine the Participant's clinical status and the potential need for neuroimaging scans.

Rest and Rehabilitation

22. Participants with a diagnosed SRC should rest during the acute phase (24-48 hours) but can gradually and progressively become more active so long as activity does not worsen the Participant's symptoms. Participants should avoid vigorous exertion.
23. Participants must consider the diverse symptoms and problems that are associated with SRCs. Rehabilitation programs that involve controlled parameters below the threshold of peak performance should be considered.

Refer

24. Participants who display persistent post-concussion symptoms (i.e., symptoms beyond the expected timeline for recovery – 10-14 days for adults and 4 weeks for children) should be referred to physicians with experience handling SRCs.

Recovery and Return to Sport

25. SRCs have large adverse effects on cognitive functioning and balance during the first 24-72 hours after injury. For *most* Participants, these cognitive defects, balance and symptoms improve rapidly during the first two weeks after injury. An important predictor of slower recovery from an SRC is the severity of the Participant's initial symptoms following the first few days after the injury.

26. The table below represents a graduated return to sport for most Participants, in particular those that did not experience high severity of initial symptoms after the following the first few days after the injury.

Stage	Aim	Activity	Stage Goal
1	Symptom-limited activity	Daily activities that do not provoke symptoms	Gradual reintroduction of work/school activities
2	Light aerobic exercise	Walking or stationary cycling at slow to medium pace. No resistance training	Increase heart rate
3	Sport-specific exercise	Light drills. No head impact activities	Add movement
4	Non-contact training drills	Harder training drills. May start progressive resistance training	Exercise, coordination and increased thinking
5	Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal participation	

Table 1 – Return to

Sport Strategy

- 27. An initial period of 24-48 hours of both physical rest and cognitive rest is recommended before beginning the Return to Sport strategy.
- 28. There should be at least 24 hours (or longer) for each step. If symptoms reoccur or worsen, the Participant should go back to the previous step.
- 29. Resistance training should only be added in the later stages (Stage 3 or Stage 4).
- 30. If symptoms persist, the Participant should return to see a physician.
- 31. The Participant’s Return-to-Sport strategy should be guided and approved by a physician with regular consultations throughout the process.
- 32. The Participant must provide the Organization with a medical clearance form, signed by a physician, following Stage 5 and before proceeding to Stage 6.

Reconsider

- 33. The 2017 Concussion in Sport Group (CISG) considered whether certain populations (children, adolescents, and elite athletes) should have SRCs managed differently.
- 34. It was determined that all Participants, regardless of competition level, should be managed using the same SRC management principles.

35. Adolescents (13 to 18 years old) and children (5 to 12 years old) should be managed differently. SRC symptoms in children persist for up to four weeks. More research was recommended for how these groups should be managed differently, but the CISG recommended that children and adolescents should first follow a Return to School strategy before they take part in a Return to Sport strategy. A Return to School strategy is described below.

Stage	Aim	Activity	Stage Goal
1	Daily activities at home that do not give the child symptoms	Typical activities of the child during the day as long as they do not increase symptoms (e.g., reading, texting, screen time). Start with 5–15min at a time and gradually build up	Gradual return to typical activities
2	School activities	Homework, reading or other cognitive activities outside of the classroom	Increase tolerance to cognitive work
3	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day	Increase academic activities
4	Return to school full time	Gradually progress school activities until a full day can be tolerated	Return to full academic activities and catch up on missed work

Table 2 – Return to School

Strategy

Residual Effects

36. Participants should be alert for potential long-term problems such as cognitive impairment and depression. The potential for developing chronic traumatic encephalopathy (CTE) should also be a consideration, although the CISG stated that *“a cause-and-effect relationship has not yet been demonstrated between CTE and SRCs or exposure to contact sports. As such, the notion that repeated concussion or subconcussive impacts cause CTE remains unknown.”*

Risk Reduction and Prevention

37. The Organization recognizes that knowing a Participant’s SRC history can aid in the development of concussion management and the Return to Sport strategy. The clinical history should also include information about all previous head, face, or cervical spine injuries. The Organization encourages Participants to make coaches and other stakeholders aware of their individual histories.

Non-Compliance

38. Failure to abide by any of the guidelines and/or protocols contained within this policy may result in disciplinary action in accordance with the Organization's policies for discipline and complaints.

Liability

39. The Organization shall not be liable for any Participant or other individual's use or interpretation of this Policy. Further, none of the Organization's members, directors, officers, employees, agents, representatives and other individuals involved in any way in the administration of this Policy shall be liable to any other individual in any way, in relation to any lawful acts or omissions committed in the honest application, administration, and/or enforcement of this Policy.

Concussion Code of Conduct (Appendix A)

PART A

The following section of the *Concussion Code of Conduct* must be signed by **all Participants under the age of 26 years old**. For Participants who are younger than 18 years old, a parent/guardian must also sign this section.

I will help prevent concussions by:

- Wearing the proper equipment for my sport and wearing it correctly.
- Developing my skills and strength so that I can participate to the best of my ability.
- Respecting the rules of my sport or activity.
- Demonstrating my commitment to fair play and respect for all (respecting other athletes, coaches, team trainers and officials).

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-term 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, including self-reporting of possible concussion and reporting to a designated person when an individual suspects that another individual may have sustained a concussion. (Meaning: If I think I might have a concussion I should stop participating in further training, practice or competition **immediately**, and I will tell an adult if I think another athlete has a concussion).
- Continuing to participate in further training, practice or competition 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. I will tell a coach, official, team trainer, parent or another adult I trust if I experience **any** symptoms of concussion.
- If someone else tells me about concussion symptoms, or I see signs they might have a concussion, I will tell a coach, official, team trainer, parent or another adult I trust so they can help.
- I understand that if I have a suspected concussion, I will be removed from sport and that I will not be able to return to training, practice or competition until I undergo a medical assessment by a medical doctor or nurse practitioner and have been medically cleared to return to training, practice or competition.
- I have a commitment to sharing any pertinent information regarding incidents of removal from sport with my school and any other sport organization with which I have registered. (Meaning: If I am diagnosed with a concussion, I understand that letting all of my other coaches and teachers know about my injury will help them support me while I recover).

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

- I understand my commitment to supporting the return-to-sport process and I will follow

my sport organization's Return-to-Sport Protocol.

- I understand I will have to be medically cleared by a medical doctor or nurse practitioner before returning to training, practice or competition.
- I will respect my coaches, team trainers, parents, health-care professionals, and medical doctors and nurse practitioners, regarding my health and safety.

By signing here, I acknowledge that I have fully reviewed and commit to this *Concussion Code of Conduct*.

_____	_____	_____
Name of Participant (print)	Signature of Participant	Date of Birth
_____	_____	
_____	_____	
Name of Parent or Guardian (print)	Signature of Parent or Guardian	Date
_____	_____	

PART B

The following section of the *Concussion Code of Conduct* must be signed by **all coaches and team trainers who interact with Participants under the age of 26 years old.**

I can help prevent concussions through my:

- Efforts to ensure that my athletes wear the proper equipment and wear it correctly.
- Efforts to help my athletes develop their skills and strength so they can participate to the best of their abilities.
- Respect for the rules of my sport or activity and my efforts to ensure that my athletes do too.
- Commitment to fair play and respect for all (respecting other coaches, team trainers, officials and all participants and ensuring my athletes respect others and play fair).

I will care for the health and safety of all participants by taking concussions seriously. I understand that:

- A concussion is a brain injury that can have both short-term and long-term effects.
- A blow to the head, face, or neck, or a blow to the body may cause the brain to move around inside the skull and result in a concussion.
- A person doesn't need to lose consciousness to have had a concussion.
- An athlete with a suspected concussion should stop participating in training, practice or competition **immediately**.
- I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when an individual suspects that another individual may have sustained a concussion.
- Continuing to participate in further training, practice or competition with a suspected concussion increases a person's risk of more severe, longer lasting symptoms, and increases their risk of other injuries or even death.

I will create an environment where participants feel safe and comfortable speaking up. I will:

- Encourage athletes not to hide their symptoms, but to tell me, an official, parent or another adult they trust if they experience **any** symptoms of concussion after an impact.
- Lead by example. I will tell a fellow coach, official, team trainer and seek medical attention by a physician or nurse practitioner if I am experiencing any concussion symptoms.
- Understand and respect that any athlete with a suspected concussion must be removed from sport and not permitted to return until they undergo a medical assessment by a physician or nurse practitioner and have been medically cleared to return to training, practice or competition.
- *For coaches only:* Commit to providing opportunities before and after each training, practice and competition to enable athletes to discuss potential issues related to concussions.

I will support all participants to take the time they need to recover.

- I understand my commitment to supporting the Return-to-Sport process.
- I understand the athletes will have to be cleared by a physician or nurse practitioner before returning to sport.
- I will respect my fellow coaches, team trainers, parents, physicians and nurse practitioners and any decisions made with regards to the health and safety of my athletes.

By signing here, I acknowledge that I have fully reviewed and commit to this *Concussion Code of Conduct*.

Name and role (print)

Signature

Date



Accessibility Policy

Accessibility Overview

1. Cycling has traditionally been assumed to be a sport for “able-bodied” athletes only. However, cycling is a growing and wonderful sport for all and the Newmarket Eagles Cycling Club (“NECC”, the “Club”) welcomes Riders with disabilities.
2. The Club will follow the requirements set out in the ***Accessibility for Ontarians with Disabilities Act, 2005*** as it applies to Club events and activities.

Commitment

3. The Club recognizes and encourages anyone with a disability to participate in all our cycling events.
4. Club membership is open to anyone who enjoys cycling and wishes to participate in NECC events and activities and/or to promote the sport of cycling for the benefit of all members.
5. NO ONE will be denied Club membership for any reason unless they are sanctioned under the Club’s Discipline & Complaints Policy or is unable to abide by our rules in our ***Practices for Group Rides, Time Trials and Pursuits*** document.

Definitions

6. “Disabilities” has the following meanings in this policy:
 - a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
 - b) a condition of mental impairment, developmental disability, or mental disorder
 - c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,

Considerations for Accommodation

7. All members are expected to abide by our Group Ride and Race practices outlined in this document (***Practices for Group Rides, Time Trials and Pursuits***).
8. The Club will **communicate** all events and activities to members with disabilities in a format that is best suited for that member. Please inform the Club Executive in advance so they can make those accommodations.
9. The minimum average speed that all Group Ride Participants must be able to maintain for 2.0 hours is **22 kilometres per hour** as outlined in this document. However, help is available to anyone willing to commit to this average speed. Just ask!
10. The Club endeavours to start all Group Rides at municipal parks and sports facilities where the likelihood of **accessible parking** and **washrooms** may be available. Group Rides usually end at a local coffee shop.
11. Group Rides stop at various locations along the side-of-the road for “**nature breaks**” where bathroom facilities may or may not exist. “Nature’s call” must be discrete. However, depending on the route, we do have half-way stops in smaller communities where food, water/sports drinks and bathrooms are available.
12. The Club’s **Time Trials** and **Pursuits** take place in **rural areas** where no facilities are available. Everyone must be self-sufficient with enough food and water to meet their own competitive needs. Sometimes Race Officials may bring drinks and treats for everyone.
13. The Club will do its best to hold **indoor meetings** at locations where access can be accommodated for those with physical difficulties, like at municipal libraries and local restaurants/pubs.
14. **Anything else to consider?** Please let the Club know and we’d be happy to help!

NEWMARKET EAGLES CYCLING CLUB



Athlete Code of Conduct

Overview

1. The Athlete Code of Conduct applies to all Newmarket Eagles Cycling Club (“NECC”, the “Club”) members. The following conduct shall be considered contrary to the standards of good behaviour and ethics in cycling. Infractions will cause the Club to consider disciplinary action including, but are not limited to, the following:
 - a) Breaching of any provision of the rules, policies and bylaws of the Newmarket Eagles Cycling Club in their risk management plan (***Practices for Group Rides, Time Trials and Pursuits***) and those of the Ontario Cycling Association.
 - b) Inappropriate behaviour (rudeness, swearing, lack of etiquette, etc.) at cycling sanctioned and unsanctioned events anywhere in the world including, but not limited to, fighting, intentional damage to property or equipment of others, and committing any act prohibited by the Criminal Code of Canada.
 - c) Members found using banned performance-enhancing drugs or methods shall be sanctioned in accordance with the Standard Operating Procedures of the Canadian Centre for Ethics in Sport (CCES) a member of World Anti-doping Agency (WADA) and/or the procedures of the Union Cycliste Internationale, as they may be amended from time to time. Members are expected to keep themselves apprised of these regulations.
 - d) Abusive use of alcohol or cannabis where abuse means a level of consumption which impairs the individual’s ability to speak, walk, or drive; causes the individual to behave in a disruptive manner; or interferes with the individual’s ability to perform effectively or safely is prohibited.
 - e) Being sanctioned under the IOC, CCA, OCA, or the Club’s rules and policies.

Disciplinary Action

2. Failure to comply with this Athlete Code of Conduct will result in disciplinary action as described in the Club’s **Discipline & Complaints Policy**.



ONTARIO CYCLING ASSOCIATION LIGHTNING POLICY (v-1) 2016

1. Local weather should be monitored by the event organizer/club representative and events will not be held during conditions of thunder and lightning, excessively high winds or in the unlikely event of a possible tornado.
2. The Ontario Cycling Association highly recommends that each event have a daily weather update posted in strategic positions throughout the registration and entrance area.
3. Participants and commissaries will be informed of these policies, and the following policy is posted in multiple areas.
4. In the event of thunder or lightning the course will be evacuated and shelter found. Thirty minutes must pass from the last clap of thunder or flash of lightning before riders may resume their competition. The next occurrence begins a new 30-minute cycle.
5. No outdoor activities will be initiated when thunder and/or lightning is present.
6. If thunder and lightning occur once activities have started, utilize the “flash-to-bang” method for determining the distance of lightning. Count the number of seconds between seeing the lightning and hearing the clap of thunder. If the time between “flash to bang” is 30 seconds or less it is time stop the event and seek shelter. A rough rule of thumb is lightning that is closer than 10km poses a risk to participants. The formula is roughly the time between “flash to bang” divided by 3 equals the distance away in KM. For example if the time from flash to bang is 30 seconds then the storm is 10 km away. For example $30 \text{ seconds} / 3 = 10\text{km}$.
7. The storm’s distance and your location will determine when there is a need for evacuation to a safe shelter. A safe shelter is defined as a sturdy building that has metal plumbing or wiring, or both, to electrically ground the structure. A shed or a shack is not a safe shelter.
8. Stay away from tall or individual trees, lone objects (flagpoles), metal objects, standing pools of water, and open fields. Avoid close contact with others by maintaining a distance of 15-20 feet.
9. Allow 30 minutes to pass after the last sound of thunder or sight of lightning before resuming any outdoor activities, **INCLUDING WALKING OUTSIDE OF YOUR SHELTER**
10. The Chief Commissaire in consultation with his partners will be responsible for making decisions regarding stoppage/delay/evacuation due to thunder, lightning or other extreme weather patterns.

THE END! PHEW! 😊

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Any use of this document (***Practices for Group Rides, Time Trials and Pursuits plus all Club Policies***) in part or in full is prohibited unless approved by the NECC Executive in writing.