Cycling Alberta (CA) Affiliation Policy

Policy Name	Cycling Alberta Affiliation Policy
Version	2027.2
Approved By	Cycling Alberta Board of Directors
Approval Date	October 22, 2026[1]
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Next Review Date	October 2027
Authority	Alberta Bicycle Association Bylaws, Article VII(10) and Article III
Applies To	Clubs, Business Affiliates and Provincial Trade Teams affiliated with CA
Related Policies	CA Discipline and Complaints Policy; CA Alternative Dispute Resolution Policy; Safe Sport Policy and Athlete Protection Guidelines; Code of Conduct and Ethics; Anti-Doping Policy
Revision History	
2027.1 – October 22, 2026	2027 Affiliation Policy approved, incorporating Provincial Trade Team minimum age and residency requirements (Appendix B) and Club governance of Youth Programming (Appendix C).
2027.2 – October 27, 2026	Appendix B preamble amended to define the disciplines to which Appendix B applies (excluding BMX Racing) and to permit second-year U15 Cyclocross athletes to join a Provincial Trade Team at the start of the Cyclocross season, per UCI Regulation 5.1.001. Board approval Oct 27, 2026.

[1] An amendment to Appendix B was approved by the Board on October 27, 2026 (Board Motion 2027.2).

Affiliation with Cycling Alberta (CA) connects clubs, teams, and businesses to the heart of cycling in Alberta. By affiliating, organizations gain access to provincial and national programs, comprehensive insurance coverage, and exclusive resources that support safe, inclusive, and thriving cycling communities. Affiliates benefit from promotion through CA channels and alignment with Cycling Canada's national standards. This partnership ensures that members ride, race, and grow within a network that prioritizes safety, fun, professionalism, and the development of cycling at every level.

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1. Purpose

All Cycling Alberta (CA) affiliates: Clubs, Business Affiliates, and Provincial Trade Teams are required to affiliate annually.

This Affiliation Agreement sets out the terms and conditions under which the Club, Team or Business is granted affiliation with Cycling Alberta (CA).

This Agreement also establishes a minimum age and an auditable residency threshold for Provincial Trade Team affiliation (Appendix B), and board-level governance requirements for Clubs that offer programming to riders under 18 (Appendix C). The intent is to protect the developmental pathway for young riders, preserve the role of Clubs as the foundation of the sport system, and ensure that progression into performance-focused, privately owned team structures happens at a developmentally appropriate stage and through a transparent, accountable process.

2. Definitions

For the purpose of this Agreement, the following terms are defined:

- “Affiliated Club / Team” refers to the affiliated not-for-profit cycling club, Trade Team and, or, business affiliate named in this agreement.
- “Affiliate / Club Member” means a registered participant of the Club/Team who is eligible under CA policies.
- “Sanctioned Event” means any event sanctioned and insured by CA or Cycling Canada.
- “Policies” refer to CA and Cycling Canada’s formal rules and guidelines adopted by the affiliate.
- “Provincial Trade Team” means a registered organization or business entity whose purpose is to promote itself, its sponsors and/or members through cycling events, operating under a contractual, ownership-based relationship with its riders, as defined in Cycling Canada’s licensing regulations and recognized by CA.
- “U17 Status” means a rider who turns 15 by December 31 of the current licensing year, consistent with Cycling Canada’s UCI age-category convention (competition age = current year minus year of birth).
- “Youth Programming” means any programming offered by an affiliate to riders under 18 years of age.
- “Development Relationship” means a relationship between a Provincial Trade Team and one or more affiliated Clubs, registered with CA as described in Appendix B.

3. Terms of Affiliation

Affiliation is valid through December 31st of each year. The Affiliate must reapply annually by submitting updated documentation and affiliation dues as determined by CA. CA reserves the right to deny renewal based on compliance history or member status (principal).

- CA allows both Non-Profit and For-Profit organizations to affiliate.
- Only members in good standing may join or establish an affiliated club or organization.
- The President or Principal of each affiliated entity must purchase an CA membership directly and hold a UCI Technical License with “Manager” designation.
- Clubs, Teams or Affiliates with outstanding invoices (memberships or events) will not be approved until accounts are reconciled.

- Provincial Trade Teams must meet the minimum age and residency composition requirements set out in Appendix B at the time of application or renewal and at any roster change during the season.
- Clubs offering Youth Programming must meet the governance requirements set out in Appendix C as a condition of affiliation and annual renewal.

4. Rights and Benefits of Affiliation

As an affiliate of the CA, the affiliate is entitled to:

- Access to provincial-level cycling programs, coaching, training, and events.
- Eligibility for sanctioned events and competitions.
- General Liability and Sport Accident Insurance coverage for registered affiliates, subject to policy terms.
- Access to Directors & Officers Liability Insurance
- Access to Trail Building Insurance
- Access for Affiliate members to 24/7 Anytime on a Bike Insurance
- Access for Members to Preferred rates for Bike Insurance Program
- Access for Club Members to Exclusive Membership Benefits
- Access to education, resources, and technical support
- Access to Sport Alberta Charitable Donation Program
- Use of CA branding to promote affiliation.
- Club promotion and spotlights through CA socials and newsletters

5. Membership Obligations

The affiliate agrees to:

- Uphold the values and mission of the CA.
- Abide by all CA and applicable Cycling Canada sport policies, including those related to:
  - Safe Sport Policy and Athlete Protection Guidelines
  - Code of Conduct and Ethics
  - Anti-Doping Policy (as applicable)
- Comply with applicable data protection laws, including the Personal Information Protection and Electronic Documents Act (PIPEDA), in relation to the handling and safeguarding of personal information of its members.
- Maintain accurate records of Club Membership, training certifications, event participation, and reporting of incidents and or participant injuries to CA. These records must be made available to CA upon reasonable request for compliance verification or insurance purposes.
- Pay annual affiliation fees.
- Promote CA-sanctioned events, programs and initiatives to Club Members.
- Ensure that any non-sanctioned events hosted by the affiliated Club/Team name the CA as additional insured with a minimum of $5 million in general liability insurance.
- Where the affiliate is a Provincial Trade Team, notify CA of any roster change during the season so that rider age and residency can be verified.

- Where the affiliate offers Youth Programming, maintain the board-level oversight structure described in Appendix C and make it available to CA upon request.

6. Affiliation Fees

The Affiliate agrees to pay the annual affiliation fee as determined by the CA. The fee structure will be published annually by the CA and may be flat or tiered based on organization type or size.

7. Compliance and Disciplinary Action

The CA reserves the right to investigate and, where necessary, sanction or suspend the Club in accordance with its disciplinary policies. Grounds for disciplinary action include, but are not limited to:

- Breach of this agreement
- Violation of CA's or Cycling Canada policies
- Conduct detrimental to the reputation or operations of the CA
- Repeated minor infractions or major infractions as listed in the CA Discipline and Complaints policy.
- Signing, contracting, selecting, registering or carrying on a Provincial Trade Team roster any rider who has not reached U17 Status.
- Failure of a Provincial Trade Team roster to meet, or to be remedied to meet, the residency composition requirement in Appendix B.

8. Termination

This contract may be terminated:

- By the Club, with thirty (30) days written notice to the CA.
- By CA, if the Club fails to meet its obligations under this agreement or violates CA policies, subject to due process.
- Upon termination:
  - All CA branding and materials must be removed from all Club communications.
  - The Club will lose access to all CA programs, services, and insurance coverage.
  - The CA will follow the procedures outlined in its Discipline and Complaints Policy, including access to the Independent Third Party for resolution, when due process is required.

9. Liability and Indemnity

The affiliate agrees to indemnify and hold harmless the CA, its officers, directors, and employees, from any claims arising from the actions of the Club or their Club Members, except where such claims arise from the gross negligence or willful misconduct of the CA.

10. Governing Law

This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Alberta.

11. Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all prior understandings and agreements relating to the subject matter.

12. Force Majeure

Neither party shall be liable for any failure to perform its obligations under this Agreement where such failure is due to causes beyond its reasonable control, including but not limited to acts of God, war, strikes, governmental regulations, natural disasters, pandemics, or other emergencies that make performance impossible or impracticable.

13. Confidentiality

The Affiliate agrees to keep confidential any non-public information received from the CA during affiliation, including but not limited to policy drafts, training materials, or internal communications, except where disclosure is required by law.

14. Dispute Resolution

Any disputes arising under this Agreement that cannot be resolved through direct negotiation shall be referred to mediation before any other legal recourse is pursued. If mediation fails, disputes shall be resolved in accordance with the CA Discipline and Complaints Policy or through the CA Alternative Dispute Resolution Policy.

15. Insurance Coverage Overview

All CA members and affiliates are included under Cycling Canada's Collective insurance policy, which provides:

- Sport Accident coverage
- $5 million general liability for General/Community members
- $10 million general liability for members and organizers with Provincial/UCI licenses
- $2 million Abuse Incident Liability Coverage
- To ensure participants are covered by insurance, clubs and affiliates must:
  - Confirm all participants are CA members
  - Follow provincial/local regulations and CA Safe Sport and Risk Management policies
  - Ensure all program coaches are NCCP certified, have completed Safe Sport training, and provide a Vulnerable Sector Check if working with youth.

Appendix A

Types of Affiliation

1. Provincial Clubs (Non-Profit)

1.1 Must be incorporated as a Non-Profit Society with bylaws and a constitution.

1.2 Membership is open to all individuals with a valid CA membership.

1.3 Must hold an Annual General Meeting (AGM) and maintain a board of directors.

1.4 Must ensure all members hold valid CA Memberships (Affiliate Club Membership or UCI License).

1.5 Must establish and maintain bylaws, policies, and guidelines transferable between executives.

1.6 Must have a risk management plan and provide member waivers to the CA.

1.7 All coaches, personnel, and volunteers must adhere to the Responsible Coaching Movement https://coach.ca/sport-safety/responsible-coaching-movement

1.8 Clubs offering Youth Programming must meet the governance requirements in Appendix C.

1.9 Riders who have not reached U17 Status may be licensed only through a Club affiliation. Clubs may enter into a registered Development Relationship with a Provincial Trade Team (Appendix B, Section 4).

2. Business Affiliates (For-Profit or Non-Profit)

2.1 May include bike shops, for-profit or non-profit race organizers, and commercial ride clubs.

2.2 Race organizer activities that are open to non-members such as Gran Fondos, Gravel Events, Mountain Bike Races can be covered under the collective insurance program if sanctioned by the CA and a Commercial Certificate of Insurance has been issued.

3. Provincial Trade Teams or Private Clubs (Closed Membership)

3.1 Privately owned and operated.

3.2 Membership is by invitation/selection only.

3.3 Athletes must hold a **UCI Race License**.

3.4 Team Managers must hold a **UCI Technical License**.

3.5 Must follow provincial/local regulations and CA Safe Sport and Risk Management policies.

3.6 Focus is on competition, with riders competing in Regional, Provincial and National level events.

3.7 No rider may be affiliated with a Provincial Trade Team until reaching U17 Status (turning 15 by December 31 of the current licensing year). See Appendix B, Section 1.

3.8 The roster must meet the residency composition requirement in Appendix B, Section 2.

3.9 The Team Principal/Owner must commit to the Responsible Coaching Movement, hold a UCI Technical License, and provide an NCCP Locker number for verification of Safe Sport training.

Appendix B

Provincial Trade Teams: Minimum Age, Residency Composition and Development Relationships

This Appendix applies to all Provincial Trade Teams recognized by CA. It is informed by the Long-Term Development in Sport and Physical Activity framework, which places the Train to Train stage at approximately ages 11–15 (females) and 12–16 (males), a stage requiring a broad, developmentally paced environment rather than early specialization or contractual/commercial team structures. The Train to Compete stage, which better matches the demands of a Trade Team, aligns with U17/U19 and older.

This Appendix applies to Provincial Trade Teams in the Road, Track, Mountain Bike XCO, XCC, Cyclo-cross and Gravel disciplines, consistent with Cycling Canada's Trade Team categories, and does not apply to BMX Racing[2]. Second year U15 Athletes participating in Cyclocross may join a Provincial Trade Team at the commencement of the Cyclocross season as defined in Article 5.1.001 of the official UCI Cycling Regulations: "The category which will be applied for entries to races for the entire season is the category to which the rider will belong on 1 January of the following calendar year."

Amended by Board Motion 2027.2, October 27, 2026

1. Minimum Age for Provincial Trade Team Affiliation

1.1 A rider must have reached U17 Status (turning 15 by December 31 of the current licensing year) to be eligible for Provincial Trade Team affiliation.

1.2 No rider who has not reached U17 Status may be signed, contracted, selected, or otherwise affiliated with a Provincial Trade Team. A Provincial Trade Team may not register or carry such a rider on its roster.

1.3 Riders below this threshold may only be licensed under a Club affiliation.

1.4 CA will not recognize or register a Provincial Trade Team whose roster, at the time of application or renewal, includes riders who have not reached U17 Status.

1.5 This does not prevent a Provincial Trade Team from establishing a registered Development Relationship with an affiliated Club (Section 4 of this Appendix), provided the rider's license and membership remain Club-based until the rider reaches U17 Status.

2. Residency Composition

2.1 A Provincial Trade Team must be comprised of Canadian citizens and permanent residents of Canada. Every roster rider must be resident in Alberta or reside within 75 km of Alberta's provincial/territorial borders. Foreign riders are not permitted.

3. Verification and Non-Compliance

3.1 CA will confirm rider ages and residency against license records (province of residence, per Cycling Canada licensing regulation 1.1.033) at the time of Provincial Trade Team registration and renewal, and at any roster change during the season.

3.2 A Provincial Trade Team found to have an affiliated rider who has not reached U17 Status will be given seven days to remedy the affiliation before facing a suspension of Provincial Trade Team recognition and licensing sanctions.

[2] BMX youth participants are members of board governed BMX Tracks (clubs).

3.3 A Provincial Trade Team that falls out of compliance with the residency composition requirement must remedy its roster within seven days or face loss of Provincial Trade Team status.

4. Recognized Club–Trade Team Development Relationships

4.1 A Provincial Trade Team may formally register a Development Relationship with one or more affiliated Clubs. The relationship must be documented (e.g., a simple letter of understanding) and may include:

- 4.1.1 Coaching support or shared coaching resources.
- 4.1.2 Pathway agreements describing how a Club athlete may transition to the Trade Team once age and readiness criteria are met.
- 4.1.3 Equipment, sponsorship, or financial support flowing to the Club rather than to individual underage athletes.

4.2 Through a Development Relationship, younger riders may be identified, mentored, or supported by the Trade Team.

4.3 A Development Relationship does not change a rider's Club-based licensing status before the rider reaches U17 Status, and does not authorize the Trade Team to select, contract, or directly manage riders below that threshold.

Appendix C

Club Governance of Youth Programming

This Appendix applies to all Clubs affiliated with CA that offer programming to riders under 18. It does not apply to HopOn or Mini Memberships, which are community/instructional programs rather than competitive team or club structures.

1. Board Oversight

1.1 The Club must designate a board-level committee or board member with defined responsibility for oversight of Youth Programming (e.g., a Youth/Development Director or equivalent).

2. Written Policies

The Club must maintain written policies covering, at minimum:

2.1 Athlete-centred, age-appropriate training and competition expectations, consistent with the Learn to Train and Train to Train guidance in the Long-Term Development framework.

2.2 Coach qualification requirements (minimum NCCP status, per Cycling Canada's coaching designation requirements).

2.3 Safe Sport, screening, and code-of-conduct policies applicable to anyone working with minors.

2.4 A complaints/concerns process that routes Youth Programming issues to the CA Discipline and Complaints Policy process, not solely to program staff.

3. Reporting

3.1 The designated board member or committee must report on Youth Programming (participation numbers, coach qualifications, incidents, and program changes) to the full board at least annually.

4. Verification

4.1 The Club must make this governance structure available to CA upon request as a condition of continued affiliation.

4.2 CA will request confirmation of the board oversight structure as part of annual Club affiliation renewal.