2027 CYCLING ALBERTA
CLUB AFFILIATION AND REGISTRATION



We're excited to kick off the 2027 season, and we've got everything you need to complete your club's affiliation enclosed here!

A few important reminders to help ensure a smooth process:

- If your club has a new President, Representative, or contact address, please update us right away by contacting the CA office. This ensures your club stays informed and receives all important updates. You can email any changes to us **info@albertabicycle.ab.ca**
- Your club, team or business must be affiliated with CA before your members can apply for their 2027 CA licenses/memberships. Don't miss out on getting your riders ready for the season!
- Club affiliation lists are updated as required.
- Clubs with outstanding invoices from 2026 (**races or memberships**) will need to clear these balances before 2027 registrations can be approved.

Let's make 2027 an incredible year for cycling! If you have any questions or need assistance, don't hesitate to reach out.

Wishing you all the best for a successful season ahead!

Cycling Alberta

780-427-6352 | **info@albertabicycle.ab.ca**
Cycling Alberta, 11759 Groat Road, Edmonton AB T5M 3K6

Affiliate Information

Cycling Alberta (CA) acts as the organizing body of cycling in Alberta. All organizations interested in affiliation with CA and Cycling Canada (CC) must register online through CCN bikes. The affiliation process must be completed before individual members can apply for their license. 2027 online registration can be completed here

For clarification on club guidelines and/or requirements please visit our Risk Management section on the website at **http://www.albertabicycle.ab.ca/risk-management**

Affiliation Instructions

1. Any returning club must first pay any outstanding invoices.

2. Fill out the Club Affiliation form online: **https://www.albertabicycle.ab.ca/**

3. Forward any club events that are not included on the form to **info@albertabicycle.ab.ca**

4. **2027 Membership and Licensing Requirements**

For 2027, returning UCI license holders and members renewing Community or Provincial memberships will benefit from automated processing. Staff will continue to process new UCI license applications that are not renewals.

In 2026, we provided clubs with flexibility to transition to Uplifter, recognizing that some needed additional time to prepare. For 2027, we need to ensure that all individual memberships and licenses can be properly verified before participation in Cycling Alberta activities covered by the applicable membership and insurance programs.

As a result, clubs collecting membership or program fees will need to use Uplifter for registration and payment processing so that club registration and Cycling Alberta membership can be completed together. This integration helps ensure that membership information, licensing status, and applicable coverage can be verified consistently.

What This Means for Your Club

There are two options for club registration in 2027:

Option 1 – Individual Cycling Alberta Membership Only

Clubs that do not charge club membership fees or collect program fees may continue to manage their activities outside Uplifter.

In this case, individuals must register through Uplifter for their applicable Cycling Alberta membership and select their club, where appropriate. This option is intended for clubs that do not collect membership or program fees through a separate registration process. A club dashboard can be utilized to verify member status.

Option 2 – Club Membership and Program Registration Through Uplifter

Clubs that collect membership fees or program fees will need to use Uplifter to manage these registrations alongside Cycling Alberta membership.

This approach allows participants to complete their Cycling Alberta membership and club registration in a single transaction.

- Participants register and pay online by credit card through Uplifter.

- Cycling Alberta membership fees and club fees are directed to the respective organizations.
- Club administrators can manage their membership and program registration through the same platform.

For more information, visit **Uplifter Cycling.**

If your club needs assistance preparing for the transition, please contact Cycling Alberta or James Kendal directly **jkendal@albertabicycle.ab.ca**. We understand that changes to registration systems take time, and we want to help clubs make the transition as smoothly as possible.

Race and Event Registration

Zone4 will remain available for race and event registration, as it is compatible with our existing timing software and chip systems. Clubs and event organizers may also use Uplifter for race registration, as integration with race timing is now available.

Updated 2027 Affiliation Policy

Please remember to review the Affiliation Policy and cross reference the terms of affiliation with the nature of your organization. We have updated our affiliation policy in alignment with our partner provinces and with the upcoming 2027 Cycling Canada licensing memo. If you have any questions around policy please reach out to us directly.

For a club to affiliate to CA and CC you will be required to agree to the affiliation policy through the registration platform. You can review the approved CA affiliation policy here **https://www.albertabicycle.ab.ca/policies**

AFFILIATION CLASSIFICATION

Types of Affiliation

1. Provincial Clubs (Non-Profit)

- Must be incorporated as a Non-Profit Society with bylaws and a constitution.
- Membership is open to all individuals with a valid CA membership.
- Must hold an Annual General Meeting (AGM) and maintain a board of directors.
- Must ensure all members hold valid CA Memberships (Affiliate Club Membership or UCI License).
- Must establish and maintain bylaws, policies, and guidelines transferable between executives.
- Must have a risk management plan and provide member waivers to CA.
- All coaches, personnel, and volunteers must adhere to the **Responsible Coaching Movement**.
- Clubs offering Youth Programming must meet the governance requirements in Appendix C.
- 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)

- May include bike shops, sport training labs, high-performance coaching services, program instruction providers, race organizers, and commercial ride clubs, whether operating on a for-profit or non-profit basis.

- Race organizers conducting events open to non-members, including Gran Fondos, gravel events, and mountain bike races, may be eligible for coverage under Cycling Alberta's collective insurance program, provided the event is sanctioned by Cycling Alberta and a Commercial Certificate of Insurance has been issued for the event.

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

- Privately owned and operated.
- Focus is on competition, with riders competing in Regional, Provincial and National level events.
- Foreign riders are not allowed.
- Membership is by invitation/selection only.
- Athletes must hold a **UCI Race License.**
- Must follow provincial/local regulations and CA Safe Sport and Risk Management policies.
- 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.
- The roster must meet the residency composition requirement in Appendix B, Section 2 of the affiliation policy.[1]
- The Team Principal/Owner, Managers and Coaches, must commit to the Responsible Coaching Movement, hold a UCI Technical License, and provide an NCCP Locker number for verification of Safe Sport training.

Jersey Colour & Design

In consideration of protected jersey designs in each province and the national team, all Affiliates with team kit are required to register official colours and a jersey/skinsuit design.

Clubs must contact the CA office with any changes to colours and design prior to officially changing their jersey/skinsuit.

Registration of Main Sponsors

Riders may only be sponsored through their clubs; individual riders may not be directly sponsored. There is no limit on the number of sponsors.

Riders in the same club may display different club sponsors' logos, provided their jerseys use the club's registered colours and design.

International rules restrict sponsors to three and logos to certain sizes and places on jerseys for international events. Consult the **CC Technical Regulations** for details.

The club affiliation form only requires that clubs name the three biggest and most prominent sponsors. No further information is required.

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

INSURANCE INFORMATION

CA is part of The Cycling Canada Collective uses www.bflcanada.ca as our insurance brokers, we carry $10 million liability and personal accident insurance for each Racing Member and $5 million liability and personal for Community members. Insurance for Affiliates is in inclusive of **Abuse Incident Liability coverage** ($2 million limit). All affiliated clubs and teams must participate in CA insurance program. Additional:

This program is paid for by each individual as a portion of their CA affiliate club membership. You must meet the following conditions for the insurance policy to defend you in case of a loss:

- ✓ every member of the club has completed a waiver,
- ✓ your activities complied with the guidelines in this document,
- ✓ your members are registered with CA

Summary of Sport Accident Insurance for UCI / Provincial Race Licenses

Coverage	Deductible	Insurance Limits
CGE3062211- Sport Participant Accident Coverage		
Sport Accident Insurance		
Accidental Death and Dismemberment Limit	N/A	$50,000
Accidental Medical Expense Limit	N/A	$15,000
Accidental Dental Expense Limit	N/A	$10,000
Aggregate	N/A	$1,000,000
Manuscript Endorsement: Physiotherapy Limits increased to $1,500 Aggregate per Insured		

Summary of Sport Accident Insurance for Community Memberships

Coverage	Deductible	Insurance Limits
CGE3062211- Sport Participant Accident Coverage		
Sport Accident Insurance		
Accidental Death and Dismemberment Limit	N/A	$10,000
Accidental Medical Expense Limit	N/A	$10,000
Accidental Dental Expense Limit	N/A	$ 1,000
Aggregate	N/A	$1,000,000
Physiotherapy Limits reduced to $100 per visit/$500 Aggregate per Insured		

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

Additional Insurance Options

- **Club events with Liquor** (requires a Certificate of Insurance, COI, per Event) $250 Per Event for host liquor. Events using their own volunteers will be assessed the fee based on the application.
- **Trail Maintenance** (trails with written approval from land owner) ($5 million liability) $595

Insurance Compliance Requirements

If an accident occurs, it must be documented and recorded. If there is personal injury or property damage CA must be notified immediately so we are able to notify the broker.

The **CA Incident Report** should be the minimum level of documentation. The provision of additional documentation including witness statements, list of names involved, and photos of the scene is strongly encouraged.

Anyone wishing to put in a claim may do so directly through our brokers. All information and forms can be found at **https://www.albertabicycle.ab.ca/resources-insurance**

Waivers can be completed online provided the club is utilizing the CA-approved online registration system.

Anyone acting as a coach must have their NCCP coaching license (minimum Community Coach Trained status) through Cycling Alberta. Unlicensed coaches are not covered under the insurance policy, nor are athletes training while under their direction. Mountain Bike Instructors may register as PMBIA but may only act as an instructor with no race training.

RISK MANAGEMENT

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

Safe Sport

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

Registered Affiliate Activities

a. A detailed list of club activities must be submitted with the affiliation paperwork. Ongoing submission as activities change is permissible provided notice of a least one business day is received.

b. Advance reporting of an activity indicates that some planning took place and that it is taking place under club rules, and the club executive is aware of the activity.

Club Participation

a. All riders participating in a club activity must be a member of the club hosting the activity, except:

- one-time tryouts
- certain events that are open to the public may be eligible for sanctioning and insurance under a commercial event certificate

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

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

GUIDELINES FOR CLUB ACTIVITIES

One Time Tryout

A non member may participate in a club event on a one-time tryout sanction. Individuals are only allowed to try the sport once and they must sign the waiver before participating. All waivers must be kept on file and then forwarded to CA at the end of the season. You can find waivers here **www.albertabicycle.ab.ca/clubs-information-resources**

Sanctioned/Insured Event Types

Approval by CA and permission may be revoked upon review of the documents at any time or as a result of a spot check. Certain types of competitive events may require an Event Permit.

Types of Events

Below is a description of the different club events that club can request sanctions for:

Club Rides

Group rides for club members may be in any cycling discipline. Organizing clubs are responsible for the **event management** procedures. Clubs may allow a non-member to participate as long as they follow the club try-out one time try out procedures. (Our insurers may ask for records of attendees of club rides at any time).

Coaching Clinics

Any coaching clinics hosted by a CA affiliated club. All coaches should be NCCP certified and must have a CA license or UCI license. Other club's members may attend a coaching clinic provided CA is informed in advance and clubs take full responsibility of verifying CA insurance of all participants (including coaches).

Mid-Week Racing

A club level event which is open only to the organizing club's members or CC/UCI or Citizen License holders. Organizers are responsible for ensuring all participants have CA insurance. Organizing clubs are responsible for the event management procedures, including ensuring that the size of the field and the number of riders in each group is not excessive with regard to the safety of the event. Organizers must have a minimum of a first aid responder onsite and one Commissaire. The Commissaire will NOT be assigned by CA.

District Racing (BMX)

A club level event which is open only to the organizing club's members or CC/UCI License holders. District Races count toward points and wins. Organizing clubs are responsible for ensuring all participants have CA insurance. Community Membership (Formerly referred to a as a General Membership) are not eligible for upgrade points or district points OR to participate in any type of racing activity (Community Membership in BMX is valid for practices only). Organizers must have a minimum of a first aid responder onsite and one commissaire.