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**Registered Club Activities**

A tentative schedule of your Club rides must be documented and on record with the Manitoba Cycling Association to ensure insurance coverage for your activities.

Ongoing submission as activities change is permissible provided the MCA is given reasonable notice (24-48 business hours) via email (cycling.ed@sportmanitoba.ca).

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. Activities not approved in advance will not be covered under the MCA’s insurance banner.

For details on insurance coverage please visit: <http://www.cyclinginsurance.ca>

Please note any weekly rides/activities that will be ongoing throughout the season. Submission of an activity does not guaranteed acceptance for coverage. All activities must adhere to the Club Affiliation Regulations. Clubs may also submit activities to cycling.ed@sportmanitoba.ca

Example:

|  |  |  |  |
| --- | --- | --- | --- |
| **DAY** | **ACTIVITY DESCRIPTION** | **START and FINISH Time (approx.)** | **Location Start Point** |
| Tuesday | Road Group Ride (60-70km) | 6pm-8pm | XXX Bike Shop. Winnipeg |

MCA Affiliated Club Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by (Name/Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Day** | **ACTIVITY DESCRIPTION** | **Start and Finish Time (approx.)** | **Location Start Point** |
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**\*Please include additional sheets if required for more events or if not enough space in row. If you have your own schedule in Word or Excel format, meeting the criteria required above, you may submit this.**