



# MANITOBA CYCLING

## Risk Management for Clubs

### Introduction:

To enhance the riding experience for our members, we've crafted a risk management strategy outlining protocols for managing club rides to minimize the inherent risks of cycling activities. These guidelines are to be followed by both club members and any authorized visiting riders with a shared responsibility for ensuring the safety of club rides.

### Definition:

A "Club ride" refers to a formally organized cycling activity (hosted by an MCA affiliated club in good standing) and sanctioned by the Manitoba Cycling Association (MCA). The event must be reported in advance to Manitoba by the club executive prior to the activity taking place. Only rides and activities submitted and approved by the MCA are officially sanctioned, thus covered by insurance.

### How to Report a Ride:

Please forward your activity schedule to the MCA office via email to: [cycling@sportmanitoba.ca](mailto:cycling@sportmanitoba.ca)

You can either provide a summary at the start of the season or prior to the event taking place. If there are changes to the scheduled, please provide the MCA will email updates (i.e.: new rides are added). You may use this form as a guideline.

[Club Activity Schedule](#)

### License Checks:

All participants must be MCA members for insurance coverage. It is the responsibility of the club leader to confirm that participants have an annual MCA license (General membership or race license) before participating in a club activity. Insurance is provided through each participating

member. Riders are required to show proof of their annual license prior to a ride. The club also needs to keep record of who was on a ride/activity on a particular date.

### **One-time tryout rides/Waivers:**

A one time “Try-out” can be arranged for a new rider interested in joining the club. The club must keep record of all participants on the ride and which participants are non-licensed riders. A non-member rider must sign a waiver in advance to the ride. After the one-time try-out, the participant can decide either to join the club and obtain a general membership thru Manitoba Cycling or not.

### Waiver

Note: The try-out participant will not be covered for liability or personal accident under the insurance policy.

Minors (under the age of majority years of age) must have a guardian complete and sign the appropriate waiver.

Do not alter the waiver in any way, specifically the language or spacing.

All waivers must be submitted to the Provincial office in a timely manner throughout the season and prior to the following year. Waivers will be stored at the Provincial office, to ensure that they can be accessed if legal action is taken against the club. Waivers are crucial in defending the club and the province during litigation. Failure to obtain waivers from all members of the club will place the club’s insurance coverage at risk.

### **Insurance:**

Affiliated clubs and registered members enjoy the advantage of being covered by general liability insurance through the MCA’s Insurance collective program. The insurance services to protect members and affiliated entities, such as provinces and clubs, from legal liability stemming from negligent acts or omissions that lead to bodily injury or property damage to others.

### **Standards of Care:**

This risk management plan and all club programs and rides shall adhere to the following:

UDI, CCA, PSO rules and regulations as they pertain to club rides.

Provincial Highway Traffic Act across Canada while on Club rides, all club members must adhere to and obey all rules of the road as per the Provincial Highway Traffic Act.

### **Rides: Rider preparedness**

Club members are responsible for ensuring that their bicycle is in good working order before attending a club ride.

Club members are responsible for ensuring they are sufficiently fit for the desired activity.

Bicycle helmets with a recognized certification for cycling must be worn while participating in any Club ride. Other protective equipment is strongly encouraged (eye wear, gloves).

- In Manitoba a helmet may be exempt for religious reasons. Complete the attached request and waiver and submit to [cycling@sportmanitoba.ca](mailto:cycling@sportmanitoba.ca) for approval.

[Adult Helmet Exemption Form](#) (Religious Reasons only)

[Waiver](#)

Follow all provincial regulations regarding use of lights on a bicycle.

While training riding all riders must be courteous and considerate of other trail users and the trail system. Do not ride on wet trails.

Club members are responsible for bring sufficient food, liquids.

Club members are responsible for carrying appropriate tools, spare tubes etc.

Club members are not to be under the influence of any drug or beverage product that could impair their riding judgment while on a club ride.

Any and every accident on a CLUB Ride shall be immediately reported to a CLUB Board/Executive member to be reported to the Provincial Association through the proper reporting procedures and forms provided by the PSO.

### **Rides: Planning + Organization**

Club rides should take place on a pre-planned route. The intended route should be known and discussed prior to setting off on the ride.

Any specific safety considerations should be discussed in advance.

If a ride must deviate from its pre-planned route, it is the responsibility of the Rider leader to communicate to their group.

Someone on each ride should have the ability to call for assistance in an emergency and be sufficiently familiar with the route to direct emergency services to the location.

Club rides will not run if lightening is present and will be cancelled if lighting is sighted.

When many riders come out for any given club ride, the rider leader should break the ride into smaller groups. It is recommended that you divide the group by levels of ability, fitness/riding pace.

Rider must not be left behind during a club ride unless they first confirm with the ride leader that they are detaching from the group. All members of the club ride are responsible for ensuring they notify the ride leader if they are detaching from the group.

## **General**

All members of the club are responsible for bringing forward to the Club Board/Executive any safety issues related to clubs' rides or the club trails.

Club members must adhere to and ask rules of the road as per the Provincial Highway traffic act.

Any club members on a club ride should immediately advise the designated ride leader and other members of the ride should they feel anyone is riding in an unsafe manner, The member should withdraw from the ride if they feel unsafe.

Each club ride participant will conduct themselves in a responsible manner and retracts liability for their own action.

## **Racing:**

All club racing must be on file and sanctioned by Manitoba Cycling. A First Aid responder must be on-site equipped with First Aid supplies. A First Aid responder is a dedicated emergency responder certified to the level of Standard First Aid. Options for first aid personnel include off duty paramedic personnel, local fire department personnel who have first aid training, or a club member who has first aid training. It is important that during the running of the event the first aid person not have other duties such as marshalling or driving as they may be needed at any time. A communication plan including venue address and contact information for local emergency services must be available. Races are strongly encouraged to have a licensed Commissaire on-site. It is strongly recommended that each club have a trained Commissaire. It is strongly recommended that all race organizers take the NCCP Emergency Action Planning course. Contact Manitoba Cycling for details.