

# Provincial Program Athlete Agreement Policy



**MANITOBA  
CYCLING  
ASSOCIATION**

2024-2025

between the Manitoba Cycling Association and:

Particulars:		Please Print	
Name:			
Address:			
City:	, Manitoba	PO Code:	Phone:
Birth Date:	/ /	Email Address:	
	D M Y		

I agree to respect the choices and the decisions of the Provincial Coach, Manager(s), Provincial Program Director on the Board and/or assigned staff during all Provincial Program training and while participating in Provincial Program Projects.

I acknowledge that the waiver, which I signed when applying for my UCI / CCA racing license, will be in full force and effect throughout my participation in the Provincial Program.

**THIS AGREEMENT SHALL BE IN EFFECT AS LONG AS I AM A MEMBER OF THE  
MANITOBA PROVINCIAL PROGRAM, FOR THE TRAINING YEAR OF November 13<sup>st</sup>, 2024 TO  
OCTOBER 31<sup>st</sup>, 2025** Accepted by: MANITOBA CYCLING ASSOCIATION

\_\_\_\_\_  
Athlete

\_\_\_\_\_  
Provincial Coach

\_\_\_\_\_  
Parent/Guardian if under 18

\_\_\_\_\_  
MCA - Provincial Program Director

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

**NOTE: Athlete and Parent/Guardian, if required, must initial each page of the agreement to acknowledge having read and understood all parts of this agreement.**

The purpose of this policy is to clarify how the Provincial Program is to be administered.

Athlete Initials \_\_\_\_\_ Parent Initials \_\_\_\_\_

## 1. RESPONSIBILITIES OF PROVINCIAL PROGRAM PARTICIPANTS

- 1.1 Program Participants must be on an organized training program, acceptable to the Provincial Coach. They must train with the Provincial Coach and/or a mutually agreed alternate coach and report their training progress, in writing, on a regular and agreed basis to the Provincial Coach.
- 1.2 Program Participants are required to race in events, as directed by the Provincial Coach, in all MCA Provincial Championships and in other designated selection races unless written approval to not participate is given by the Provincial Program Committee.
- 1.3 Program Participants must be members in good standing with the MCA and have no outstanding debts with the MCA prior to participating in any Provincial Program Projects.
- 1.4 Program Participants and/or their Parents/Guardians must attend non-racing events; such as meetings, technical sessions, fund raising activities, etc. as directed by the Provincial Coach or Provincial Program Director.
- 1.5 Program Participants must have a valid MCA race license to participate in the Provincial Program. An annual UCI / Cycling Canada racing license is necessary for racing out of province.
- 1.6 Helmets shall be worn at all times while riding a bicycle (except for when on indoor trainers).
- 1.7 Headphones may not be worn at any time while riding a bicycle with the program, unless on a stationary machine (trainer, rollers, etc).
- 1.8 Program Participants are to keep their equipment clean and in good working condition with regular tuneups and annual change of chain, cassette and tires (or as needed).
- 1.9 Program Participants shall wear the Provincial program uniform as instructed by the provincial coach(s) at all provincial program training, races, events and projects unless otherwise given permission by the provincial coach.
- 1.10 Parents/guardians of Program Participants, as well as athletes, are obligated to complete volunteer hours, as outlined in the [Provincial Program Volunteer Policy](#). Required volunteer hours can include running a fundraiser, helping out on rides, being a parent chaperone on a team trip/project, volunteering at races (marshaling, set up, tear down, commissaire), KOM rides and other recruitment strategies. The volunteer bond (cheque) dated Oct. 31 2024 will be cashed if hours are not achieved.
- 1.11 Program Participants shall conduct themselves in a manner that displays respect, team spirit, and fair play towards self, teammates, other competitors, parents, volunteers, staff, coaches, organizers, Officials, as well as the public at large. Refer to [MCA Code of Conduct.pdf](#) and [SOCIAL MEDIA POLICY.pdf](#)
- 1.12 Program Participants will share in other designated duties as assigned by the Provincial Coach, the Provincial Program Director or any Provincial Program Staff members.
- 1.15 Program Participants must adhere to the UCI / CCA Rules and Regulations, and any additional rules applied to races. Notwithstanding any penalty or penalties applied by the race officials, any athlete cheating or disobeying the rules may be further disciplined by the Provincial Coach or Provincial Program Director. Such further discipline may range from reprimand to suspension up to and including expulsion from the Provincial Program. Athletes are responsible for any fines incurred by them during racing either inside or outside the Province of Manitoba.
- 1.16 The consumption and/or transportation of alcohol, cigarettes, cannabis, drugs, any substances prohibited by law, or any other items as deemed by coach(s) not suitable for the provincial program are strictly prohibited. Program Participants must comply with this regulation at all times. Breach of this regulation during the term of this Athlete Agreement will result in immediate suspension from the Provincial Program, for a period of time to be determined by the Provincial Coach and Provincial Program Director.

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1.17 Program Participants are to accept the procedures, as set forth by the Provincial Coach and Provincial Program Director, for selection to any Provincial Program Project.

1.18 As of January 1, 2023 Program Participants must take the [Respect in Sport](#) course.

## 2. TRAVEL

2.1 Program Participants must provide all funds for travel expenses. **The full amount, based on an estimate of costs, will be required prior to the start of any Provincial Program or Team Project and must be paid in full via e-transfer prior to departure.**

2.2 Program Participants traveling outside of Canada, or who are under the age of majority where the participant is traveling to, must have a letter of permission from their parent(s) or guardian(s) to travel with the Provincial Program to that destination.

2.3 Program Participants traveling outside of Canada with the Provincial Program are responsible for determining the appropriate medical coverage for international travel and obtaining said medical coverage for themselves (i.e. Blue Cross or similar). Proof of such coverage shall be provided to the Provincial Program Manager and Head Coach prior to departure.

2.4 Only the Provincial Coach(s), Provincial Program Director and assigned Provincial Program Staff (assigned by the Provincial Coaches) have permission to drive Provincial Program vehicles – this includes any rented vehicles.

2.5 The transportation of all equipment is at the owner's own risk. Owners are responsible to insure personal items, equipment, and bikes are covered by their own home insurance or another insurance policy. Please read policy: [Transportation of Personal Items.pdf](#)

## 3. CODE OF CONDUCT

3.1 The MCA supports equal opportunity, prohibits discriminatory practices and is committed to providing an environment in which all individuals are treated with respect.

3.2 Program Participants and parents/guardians of Program Participants are expected to conduct themselves at all times in a manner consistent with the values of the [MCA Code of Conduct.pdf](#). Conduct that violates these values may be subject to sanctions, pursuant to the MCA's Discipline

3.2.1 Policy. Conduct expected is not limited to but is exemplified by:

### Respect for Others

- Avoiding public criticism of any person or organization through verbal, written, electronic or social media contexts (i.e., Blogs, facebook, twitter, snapchat, etc.)
- Refraining from any comments or behaviours that are or could be construed to be abusive, offensive, racist, classicist, sexist or otherwise demeaning to others
- Will not harass or tolerate harassment by others
- Respect others as persons and treat them with dignity & equal rights
- Respect the privacy of others
- Will not endanger the safety of other through my actions
- Respect the time of other people, by arriving to activities early, being prepared for activity start times, being picked up on time or having an alternative plan in place

3.2.2 Respect for Race Organizers & Support Staff

- Verbally thank racer organizers, commissaires and volunteers for hosting event
- Assist with the clean up & tear down at all events. This entails that all program participants who are present at a race/event will help take down stakes and tape at cross events, collect cones and race in progress

signage at road events, help take down tent and clean up any garbage or debris left on ground from event, as just a few examples.

- Assist with the pickup of garbage at event venues, so venue is left in pristine condition
- Promoting event pre & post with positive feedback on social media
- Acting in an appropriate behaviour (visually & spoken) to create a positive atmosphere for all participants, spectators and organizers
- Attending podium presentations wearing your team jersey and appropriate attire

### 3.2.3 Respect for Self

- Act with fairness and integrity in the pursuit of sport excellence
- Abstain from the use of alcohol and/or tobacco at any age while engaged in any Provincial program activity, or while representing the Provincial program at any activity or event.
- Abstain from the use of any non-prescription drugs
- Abstain from the use on any drugs or training methods that are not approved by the Canadian Centre for Ethics in Sport, or the head provincial coach

### 3.2.4 Respect for Sport

- Strive for personal excellence in sport
- Demonstrate good sportsmanship and ethical conduct
- Honor and respect the spirit and traditions of sport
- Not Impede the preparation & competition of other competitors or teammates
- Respect the decisions of Commissaires

### 3.2.5 Respect for Manitoba Cycling Association (MCA) & other Cycling Governing Bodies

- Accept the rules, policies and procedures of the sport of cycling governing events and competitions in which I participate, set forth by the UCI, CCA & MCA
- Demonstrate good sportsmanship and ethical conduct
- Honor and respect the spirit and traditions of sport
- Accept that I am an ambassador for cycling & the MCA
- Refrain from any action which might bring the sport of cycling or the MCA into disrepute

### 3.3 Program Participants have a responsibility to:

3.3.2 Report any personal medical problems or issues to the Provincial Coach

3.3.3 Fully participate in all competitions, events or projects to which they have been selected

3.3.4 Adhere to all requirements regarding clothing and equipment

## 4. RIGHTS OF THE PROGRAM PARTICIPANTS

4.1 Program Participants are entitled to the services of the Provincial Coach or assistant coaches, as part of membership in either the performance or development programs.

4.2 Program Participants are entitled to all sport science services provided by the Sport for Life Centre (SFLC) and Sport Medicine Council as allocated by Provincial Committee.

4.3 Athletes, as members of the MCA, have rights and responsibilities. Please refer to [MCA Code of Conduct.pdf](#)

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## 5. RIGHTS OF THE PROVINCIAL COACH AND PROVINCIAL PROGRAM DIRECTOR

- 5.1 The Provincial Coach has the mandate to select athletes to participate in Provincial Program Projects.
- 5.2 The Provincial Coach(s) and the Provincial Program director have the right to discipline a Provincial Program athlete during any Provincial program related activity without obtaining permission from the MCA Board of Directors.
- 5.3 Discipline of athletes will be carried out in the follow progression:
- i) Athlete given a Warning
  - ii) Athlete asked to sit out the remainder of activity
  - iii) Athlete sent home on their own or have their parents phoned and arranged to be picked up
  - iv) Athlete Suspended from the program for a period of time deemed appropriate by the Provincial Program Committee
- iv) Athlete given a Permanent expulsion from the program after obtaining permission from the Provincial Program Committee and the MCA Board of Directors. Program fees and volunteer bonds will not be refunded

## 6. RESPONSIBILITIES OF THE PARENT/GUARDIANS OF PROGRAM PARTICIPANTS

- 6.1 Parents/Guardians of Program Participants must be prepared to fill the role(s) of assistant coach, manager, driver, chaperone, or member of the program support staff during out-of-province travel.
- 6.2 Failure to fulfill the above responsibilities or to provide a qualified person to fulfill them on your behalf, will result in a qualified person being hired to fulfill these responsibilities with the related costs being charged to the parent(s)/guardian(s).
- 6.3 As of January 1, 2023, it is an MCA mandate that all athletes and one (1) parent or legal guardian per family are required to complete [Respect in Sport training](#).
- 6.3 Parents/Guardians who travel with the team and/or stay in team accommodations are required to get a criminal record check and Child Abuse Registry check.
- 6.4 Parents/Guardians are encouraged to obtain the following training to assist them in fulfilling their responsibilities:
- Basic First Aid, with CPR
  - Class 4 Driver's License
  - Commissaire Training, both Road and MTB
  - Coaching certification, Community Coach and/or NCCP Cycling Introduction to Competition