



## 2025 Alberta Bicycle Association Club Affiliation and Registration

We're excited to kick off the 2025 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 ABA office. This ensures your club stays informed and receives all important updates. You can email any changes to us [info@albertabicycle.ab.ca](mailto:info@albertabicycle.ab.ca)
- Your club must be affiliated with the ABA before your members can apply for their 2025 ABA licenses/memberships. Don't miss out on getting your riders ready for the season!
- Clubs with outstanding invoices from 2024 (**races or memberships**) will need to clear these balances before 2025 registrations can be approved.

Let's make 2025 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!

*James Kendal*

Executive Director  
Road, MTB, CX, Gravel, Para Inclusive  
+ Development

*Tyla Thomsen*

Executive Director  
BMX, Track, Para Inclusive  
+ Administration

## Club Affiliation Information

The Alberta Bicycle Association (ABA) acts as the organizing body of cycling in Alberta. All clubs interested in affiliation with the ABA and Cycling Canada (CC) must apply in writing by filling out the enclosed application and adhering to the club affiliation guidelines and requirements presented in the package. Completed club affiliation forms must be submitted, and the Club affiliation fee paid, before memberships/licenses will be issued to any club member.

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: [2025 ZONE 4 Club Registration Link](#)
3. Forward any club events that are not included on the form to [info@albertabicycle.ab.ca](mailto:info@albertabicycle.ab.ca)
4. If you are not using the ABA registration platform for individual members, forward your Member registrations to [jkendal@albertabicycle.ab.ca](mailto:jkendal@albertabicycle.ab.ca)

*The ABA is responsible for submitting payments to Cycling Canada and Gallagher Insurance on a quarterly basis which ensures that your members have insurance coverage. For 2025 we will be requesting membership lists at the end of each quarter. In order to accurately report membership numbers and invoice correctly please ensure that the following information is included in your 2025 Club Registration in separate fields:*

- *First Name*
- *Last Name*
- *Date of Birth*
- *Age (i.e. 16)*
- *Gender*
- *ABA or UCI Race License # if registering to race (**this prevents us from double billing**).*

Members and club activities will not be insured until club members are on file with the ABA.

5. **Community Members** (formerly referred to as General Members) who register directly with the club **MUST** sign the waiver and receive a CM card for proof of membership (this means they can join other clubs without paying the insurance fee twice). All Community Members who register through ABA will receive a digital license. It is your responsibility to provide a membership card if you are taking on direct registration.

6. ABA will invoice the club **\$52 +GST** for Adult Community Memberships and **\$42 +GST** for U17 for all Community Members who have not registered online. <sup>1</sup>

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<sup>1</sup> Please note that 2024 rates increased for general memberships through ABA Zone 4 licensing but this was not communicated to clubs and were not subsequently billed the correct amounts. 2025 rates reflect parity.

## Affiliation Requirements

In order for a club to affiliate to the ABA and CC, the following criteria must be met:

- ✓ **The Club President is required to be a member of the ABA and to have purchased a license directly through the ABA. Link to the [ABA 2025 ZONE 4 Registration](#).**
- ✓ Clubs must have a minimum of 5 members (may be General Members or holders of Citizen/Provincial or UCI licenses – see below for descriptions)
- ✓ Clubs must follow all policies and procedures defined by the ABA.
- ✓ Clubs must follow ABA risk management policy
- ✓ Clubs must adhere to all Safe Sport regulations, including volunteer & coach screening
- ✓ Clubs providing programming that are insured under the ABA must adhere to the minimum coaching standards and be NCCP Community Coach Trained. More information here <https://www.albertabicycle.ab.ca/coaching-pathways>
- ✓ Clubs are responsible for all annual club fees paid including:
  - Affiliation fee paid at the beginning of each year
  - General Members who have not registered directly with the ABA
- ✓ Clubs must provide information to the ABA regarding General Members by either having them register online or by filling in the [membership template](#).

## What type of Club are you registering:

In order for a club to affiliate as a club they must have a minimum of five members. These members can include community members, officials, racing members or technical licenses (coach, organizer etc). Any club that does not meet the five member minimum, or does not have registration open to all will be considered a Provincial Trade Team.

### Jersey Colour & Design

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

Clubs must contact the ABA 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.

Different riders in the same club may wear different sponsor logos, provided the jersey colours and design are the same.

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.

## Insurance Information

The ABA is part of The Cycling Canada Collective uses Gallagher 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 clubs is inclusive of **Abuse Incident Liability coverage** (\$2 million limit). All affiliated clubs and teams must participate in the ABA insurance program. Additional:

This program is paid for by each individual as a portion of their ABA 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 the ABA

### 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
- **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 the ABA must be notified immediately so we are able to notify the broker.

The [ABA 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>

If members are registering directly with the club, or someone is on a one-time tryout, a waiver must be signed, waivers are required for each individual.

Waivers can be completed online provided the club is utilizing the ABA approved online registration system. If the club does not utilize online registration, a paper waiver must be printed, signed, and collected by the club. Minors (under 18 years of age) must have a guardian complete their assumption of risk. **These waivers must be then forwarded to the ABA.**

**Anyone acting as a coach must have their NCCP coaching license (minimum Community Coach Trained status) through the Alberta Bicycle Association. 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 Club 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 the ABA at the end of the season. You can find waivers here [www.albertabicycle.ab.ca/clubs-information-resources](http://www.albertabicycle.ab.ca/clubs-information-resources)

### **Sanctioned/Insured Event types**

Approval by the ABA 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 an ABA affiliated club. All coaches should be NCCP certified and must have an ABA license or UCI license. Other club's members may attend a coaching clinic provided the ABA is informed in advance and clubs take full responsibility of verifying ABA 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 ABA 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 the ABA.

#### **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 ABA insurance. Community Membership (Formerly referred to 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.