



## Cycling BC SafeSport and Coach Excellence Policy

### Effective Date:

January 1<sup>st</sup>, 2023

### Last Revised:

March 21<sup>st</sup>, 2025 (Ben Chaddock)

### Maintained by:

Cycling BC Head of Coach Development, [coaching@cyclingbc.net](mailto:coaching@cyclingbc.net)

### Policy Purpose:

The policy is intended to:

1. Protect participants in cycling sports and create a better overall sports experience by ensuring that those in leadership positions uphold the highest standards of competence, ethical conduct, and practices for part-time and career coaches.
2. Provide a clear coach education pathway.
3. Increase the number and quality of professional coaches in British Columbia.

### Policy Statement:

Cycling BC believes that creating positive sports experiences is paramount to the growth and success of our sport. Therefore, Cycling BC has established and is enforcing this policy for individual members and affiliated clubs in leadership positions, including coaches, to drive and strengthen education, development, safety, and competitive results, and to create a better overall experience for coaches and participants in our sport.

Cycling BC members, clubs, teams, and affiliated businesses operating under Cycling BC's insurance program are subject to Cycling BC's SafeSport and Coach Excellence (SSCE) Policy. This document may also serve as a guide to all youth and adult cycling coaching in BC.

### Definitions:

Key terms used in this policy:

**Leaders** mean someone in a position to lead others in cycling activities, including but not limited to coaches, instructors, ride leaders, trainers, mentors, directors, and managers.

**Registered activities** mean events or activities sanctioned or registered with Cycling BC.

**Cycling BC Accreditation System** is the online database used by Cycling BC to compile and track coach credentials, non-NCCP certifications, first-aid, and background checks.

**Coach Registry** means the public-facing webpage displaying all Cycling BC members with updated and valid leadership credentials ([cyclingbc.net/registry](https://cyclingbc.net/registry))

**NCCP** is the National Coaching Certification Program delivered in partnership with Cycling BC, Cycling Canada, viaSport, and the Coaching Association of Canada.

**PMBIA** is the Professional Mountain Bike Instructors Association.

**LOCKER System** is the Coaching Association of Canada's online system to access, manage, and maintain coach records of completed courses, certifications, eLearning, and events.

**SafeSport** means policies aimed at addressing the maltreatment of individuals in sports. These policies align with national and provincial policies, including the [BC Universal Code of Conduct](#).

**Rule of Two** means all interactions and communications with participants are in open, observable, and justifiable settings, and two responsible adults, whether a coach, parent, staff or screened volunteer, are present.

## Policies:

### 1. [UCI Technical License Requirement](#)

Cycling BC requires all ride leaders, instructors, trainers, mentors, managers, coaches, commissaires, and other staff hold a UCI Technical license for the current calendar year to access Cycling BC's **professional** liability coverage during registered activities.

### 2. [Cycling BC Accreditation Requirements](#)

Cycling BC requires all leaders operating under Cycling BC's insurance coverage to attain and maintain an accreditation level matching the cyclists under their care.

- **Chaperone** (WHITE) Provide passive support at any activity
- **Ride Leader** (MAROON) Lead adult club rides
- **Active Start Instructor** (RED) Instruct BCCC's Kids on Wheels program
- **HopOn Instructor** (ORANGE) Instruct Cycling BC's HopOn program
- **Club-Assistant Coach** (YELLOW) Instruct club skill-based sessions (any age)
- **Club-Certified Coach** (GREEN) Lead a club, write L2T/T2T fitness plans
- **Performance-Certified Coach** (BLUE) Lead performance & T2C programs
- **Commissaire & Staff** (BLACK) Hold a position of authority at a sanctioned event

### 3. [Commissaires & Technical Staff](#)

Cycling BC requires all commissaires, classifiers, event organizers, team managers, mechanics, soigneurs, drivers, and agents must submit a clear background screening, complete a SafeSport eLearning module, and hold role-specific credentials as per the appendix.

4. Working with participants under the age of 19:

Cycling BC requires all youth clubs/teams to employ, at a minimum:

- 1 NCCP Club-certified (**GREEN**) or Performance-certified (**BLUE**) coach fulfilling the Head Coach or Club/Team Advisor role. *This person mentors Club Assistants and facilitates a healthy club/team culture.*
- **At minimum, one** instructor or coach leading practices must hold Club Assistant (**YELLOW**) status or beyond. **All attending instructors/coaches in-training must hold Chaperone (**WHITE**) status.**

**Adult-focused clubs and teams that wish to invite athletes 16-18 year old cyclists to complimentary activities must nominate 3-5 adult members to achieve Chaperone (**WHITE**) status, depending on the size of the organization.**

5. Working with participants ages 19 years and older:

Cycling BC recommends adult club ride leaders, 19 years and older, participate in Cycling BC's Ride Leader Training program, achieve certified (**MAROON**) status, and learn how to plan safe group activities. **This is NOT a requirement.**

Cycling BC requires **at minimum, one** instructor or coach leading adult skill development programs (i.e., Learn-to-Ride, Learn-to-Race) must hold Club Assistant (**YELLOW**) status or beyond. **All attending instructors/coaches in-training must hold Chaperone (**WHITE**) status.**

6. Chaperones

All parents or other adults attending practices to optimize adult-to-child ratios (Rule of Two) must hold the Chaperone (**WHITE**) certificate. Parents traveling to competitive events with athletes in a supervisory role must also hold the Chaperone (**WHITE**) certificate. This certificate includes a Cycling BC Membership, Background Screening (e-PIC), and the SafeSport eLearning module.

7. Mountain Bike Instructors

**At minimum, one** instructor or coach leading mountain bike practices must hold Club Assistant (**YELLOW**) status or beyond. Cycling BC's mutual agreement of understanding with the Professional Mountain Bike Instructor's Association (PMBIA), in conjunction with Cycling Canada's September 5<sup>th</sup>, 2024 acknowledgement of PMBIA certification across Canada, helps us celebrate members who have achieved such credentials. In 2025, PMBIA instructors who wish to earn the **YELLOW** certificate can forgo some of the outdoor modules as follows:

- **ALL** leaders must complete the Basic Requirements and one synchronous theory module, titled "Skills and Tactics Theory" that is facilitated on ZOOM by Cycling Canada. Create a free account at [cyclingbc.net/edu](https://cyclingbc.net/edu) to track your progress.
- However, PMBIA Level 1 instructors (or equivalent) may forgo one NCCP outdoor practice teaching module, facilitated by Cycling BC. Choose to attend EITHER 'Basic Cycling Skills' in a controlled environment (i.e., field) or 'Skills & Tactics Practical:

Mountain Bike' which includes practice teaching of racing skills and tactics and includes trail riding. New for 2025, a modest fee is required to participate.

- For the purposes of achieving Cycling BC's Club-Assistant (**YELLOW**) certificate, PMBIA Level 2 (and beyond) instructors (or equivalent) may forgo both NCCP outdoor practice teaching modules but are encouraged to participate for mentorship purposes at no charge.

Thanks to the Cycling Canada acknowledgment on September 5<sup>th</sup>, 2025, PMBIA Level 1 instructors who wish to pursue Club-Certified (**GREEN**) should participate and pay for one NCCP outdoor module. Whereas, existing PMBIA Level 2 and beyond instructors seeking the **GREEN** certificate are best served to officially CHALLENGE the written portfolio document rather than attend the outdoor modules. In this case however, participating in the synchronous online modules (Skills & Tactics Theory, Training to Race) may be beneficial. Call Cycling BC to discuss.

#### 8. Club Certification Challenge

Leaders with NCCP education from another sport, including NCCP multi-sport modules or international coach education, may apply to CHALLENGE the Club Coach leadership pathway. A challenge includes the Making Ethical Decisions Quiz, submitting your coach portfolio, and passing an Online Quiz. Fees apply.

#### 9. Module Audit

To foster mentorship opportunities, any Cycling BC member who has achieved a leadership certificate may return to repeat any previous module or, for Club-Certified coaches, an outstanding Club Skills module free of charge\*, space permitting. Please request a discount code via email to [coach@cyclingbc.net](mailto:coach@cyclingbc.net). Registration for module audit participants opens 7 days before the event. *\*Not applicable for privately scheduled events.*

## Compliance and Enforcement

Cycling BC members, clubs, teams, and affiliated businesses operating under Cycling BC's insurance program are subject to Cycling BC's SafeSport and Coach Excellence (SSCE) Policy. However, this document may serve as a guide to all youth and adult cycling coaching in BC.

Individuals and organizations NOT in compliance will be notified and subject to the following:

### 1<sup>st</sup> Notification: Non-compliance letter

- Individuals found fulfilling roles beyond the scope of their credentials will receive an SSCE non-compliance warning letter (via email and phone)
- Individuals have 180 days to achieve the required credentials, so long as they hold Cycling BC Chaperone (**WHITE**) status (or beyond) and carry a clear criminal record check, including a vulnerable sector check (e-PIC) and an active Cycling BC Membership.
- Youth Clubs and Teams will also be notified via email and phone if an affiliated sports leader has received a Non-Compliance Letter to help them support this individual
- Cycling BC coach development grants are available to reduce costs.

### 2<sup>nd</sup> Notification: Cycling BC Coach Membership Suspended

- Individuals found continuing to fulfil instructor and coaching roles without the appropriate accreditation beyond the 180-day grace period are subject to the following:
  - Suspension of UCI Technical (Instructor/Coach) membership
  - Suspension of Cycling BC membership in-good-standing status
- As a result:
  - Individuals are no longer covered by Cycling BC's General Liability Insurance
  - Individuals retain 24/7 Sports Accident Coverage for personal cycling activities
  - Individuals lose access to Cycling BC Coach Development Grants
  - An individual's primary Cycling BC affiliated club/team is notified by email & phone
  - All Cycling BC club/team presidents are notified by email.
    - Clubs & teams found to continue to hire this person will lose temporary access to General Liability and Board liability insurance until the individual ameliorates their non-compliant status
- To alleviate this circumstance, individuals have an additional 180 days to
  - Stop coaching/instructing until in compliance and is notified as such by Cycling BC
  - Achieve the appropriate accreditation

### 3<sup>rd</sup> Notification: Cycling BC General Membership Suspended

- Individuals found continuing to fulfill leadership roles beyond the 2<sup>nd</sup> 180-day period are subject to the following:
  - UCI Technical license (all types) revoked
  - Further action on a need basis, including any or all the following:
    - SafeSport report filed with the appropriate organizations
    - All Cycling BC members, clubs, and teams are notified via email

## Additional Resources:

### Accreditation System

Cycling BC members pursuing a leadership certificate can track their progress using our **Accreditation System (CMS)**.

Visit [cyclingbc.net/edu](https://cyclingbc.net/edu) to create a free account and learn more. The registration process includes purchasing your Cycling BC membership, background screening, and submitting previous learning credentials like first aid, instructor certifications, etc.

Upon registration, users receive a confirmation email with instructions to track their progress, find and start outstanding modules, upload other certificates, and update public-facing headshots at [cyclingbc.net/myaccount](https://cyclingbc.net/myaccount).

Once complete, leaders receive an automated certificate associated with this year's annual membership and are showcased to our [Accredited Coach Registry \(cyclingbc.net/registry\)](https://cyclingbc.net/registry). As a result, professional liability is activated under Cycling BC's insurance policy when fulfilling a position of influence at registered Cycling BC activities.

### NCCP Education & Development Pathways

The remaining section of this document illustrates education and development pathways for cycling instructors, coaches, and ride leaders discussed in this SSCE policy.

The appendix includes illustrations matching education and athletic programs with phases of Long-Term development. The SSCE policy and the below illustrations aim to help match cycling athletes with qualified and confident cycling leaders.

If you have any questions about the information included in this document, please contact Cycling BC's Head of Coach Development, Ben Chaddock, via email at [coaching@cyclingbc.net](mailto:coaching@cyclingbc.net) or by phone at **604-737-3034**





# EDUCATION PATHWAYS

## HopOn Instructor

For brand-new coaches & those delivering the HopOn School/Community Program.  
- 12 hours -

## Club Assistant

For youth and adult club leaders attending practices & clinics.  
- 35 hours -

## Club Certified

For youth & adult leaders managing clubs, teams, and private business.  
- 55 hours -

## Performance Certified

For provincial & national team leaders supporting podium pathway athletes.  
- 80 hours -

NCCP Competition-Introduction Program

NCCP Competition-Introduction Program

NCCP Competition-Development Program

### Pre-Requisites:

- At least 14 years old
- Background Screening
- SafeSport eLearning
- Coach Initiation in Sport eLearning

- At least 15 years old
- Background Screening
- Cycling Foundations
- Emergency Action Plan
- Making Ethical Decisions & Quiz
- First Aid (Valid Certificate)

- At least 16 years old
- YELLOW CERTIFICATE** required
- Nutrition eLearning

- At least 18 years old
- GREEN CERTIFICATE** encouraged
- Making Ethical Decisions & Quiz
- First Aid (Valid Certificate)

### Modules:

#### 1 HopOn eLearning

4-hour on-demand eLearning covering HopOn's range-of-motion and game-based curriculum. Recommend 4 days to review.

#### 1 Skills & Tactics Theory

10-hour synchronous video calls, often 4 x 2 hours plus homework. Chapters include Practice Planning, Teaching & Learning.

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10-hour synchronous video call, often 4 x 2 hours plus homework. Chapters include Practice Planning, Teaching & Learning.

#### 1 Multi-Sport Modules

Facilitated Online or Home Study by viaSport (65hr)

- Leading Drug-Free Sport & Quiz (1)
- Coaching & Leading Effectively (9)
- Managing Conflict & Quiz (8)
- Psychology of Performance (8)
- Developing Athletes Abilities (8)
- Prevention & Recovery (8)
- Performance Planning (12)
- Advanced Practice Planning (5)
- Manage a Sport Program (4)

-- Complete the above in any order --

#### 2 HopOn Orientation

1-2 day synchronous in-person practice teaching module in a controlled setting (i.e. grass field). Modified for in-school/after-school delivery.

#### 2 Basic Cycling Skills

8-hour synchronous in-person practice teaching module, held outdoors in a field. Video challenge option available by special request.

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8-hour synchronous in-person practice teaching module, held outdoors in a field. Video challenge option available by special request.

#### 3 Skills & Tactics Practical

8-hour synchronous in-person practice teaching module offered for each of the four sports: Mtn Bike, Road, BMX, or Track.

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8-hour synchronous in-person practice teaching module offered for each of the four sports: Mtn Bike, Road, BMX, or Track.

#### Recognition of Previous Learning

PMBIA Level 1 Instructors must attend 1 outdoor module, either Basic Cycling Skills or a Skills & Tactics Practical: Mtn. Bike

PMBIA Level 2+ Instructors must only complete basic requirements and Skills & Tactics Theory.

Learn more on our website.

NCCP Community Coach: **TRAINED [CCT]**

#### 4 Training to Race

12-hour synchronous video call, often 6 x 2 hours plus homework. Chapters include Design a Basic Sport Program, Basic Mental Skills. Prepares you to be a club head coach.

NCCP Introductory Coach: **TRAINED [ICT]**

#### 2 Performance Theory

6-hour synchronous video calls, often 3 x 2 hours plus homework. Offered once annually by Cycling Canada (Jan-Mar). Contact Cycling BC for a letter of recommendation.

NCCP Performance Coach: **TRAINED [PCT]**

#### 5 Evaluation

Work with Cycling BC to prepare your portfolio. Then submit the portfolio to Cycling Canada, complete an online quiz, and debrief with evaluator 30-minute video call.

NCCP Introductory Coach: **CERTIFIED [ICC]**

#### 3 Evaluation

Facilitated In-Person by Cycling Canada. Includes portfolio and observation at practice and national event.

NCCP Performance Coach: **CERTIFIED [PCC]**

### Required Professional Development:

Earn a minimum of 20 points (**Club-Certified**) and 30 points (**Performance-Certified**) every five years by completing courses, self-study, and active coaching. Earn approx. 1 pt. per hour of education.



# EDUCATION PRICES

## FRIENDLY REMINDER:

Please create a free ACCOUNT ([cyclingbc.net/edu](https://cyclingbc.net/edu)) and purchase a non-technical Cycling BC riding membership while pursuing the below accreditations.

Education Modules	Note	HopOn Instructor	Club Assistant	Club Certified	Performance Certified
UCI Technical License	For accredited instructors and coaches.	\$112	\$112	\$112	\$112
Background Screening	Included in Cycling BC Accreditation System.	\$25	\$25	\$25	\$25
Safe Sport eLearning	1hr on-demand via coach.ca LOCKER	\$0			
Coach Initiation or Foundations	1hr on-demand (Locker or CC LMS)	\$15	\$15	\$15	
HopOn eLearning & Orientation	12hr program. Application required.	\$175			
Emergency Action Plan	15-minute on-demand.		\$0	\$0	
Making Ethical Decisions Module	4hr video call or homestudy by viaSport.		\$70	\$70	\$70
Making Ethical Decisions Online Quiz	1hr on-demand (\$85 challenge available)				
Skills & Tactics Theory	10hr (4 x 2hr) video call by Cycling Canada.		\$75	\$75	
Basic Cycling Skills	8hr in-person in a field or controlled space.		\$125	\$125	
Skills & Tactics Practical	8hr in-person in sport-specific space.		\$125	\$125	
First Aid Certificate	Valid certificate with CPR minimum.		~ \$100	~ \$100	~ \$100
Nutrition eLearning	1hr on-demand via coach.ca LOCKER.			\$20	
Training to Race	12hr (6 x 2hr) video call. (Theory B)			\$150	
Club Evaluation	Online Quiz, Portfolio & Debrief Call			\$150	
Performance Multi-Sport Modules	65hr (9 modules) facilitated by viaSport.				\$1070
Performance Theory	3x 1hr video call by Cycling Canada (1.5yrs)				\$250
Performance Evaluation	Portfolio, Camp & Event Observation				\$400
Education Modules Only:		\$190	\$510	\$830	\$1890
Modules + Technical License + Background Screening:		\$327	\$647	\$967	\$2027



# TECHNICAL LICENSE REQUIREMENTS

## Basic Requirements:

- Background Screening, including E-PIC\*
- SafeSport (eLearning)

	Role-Specific Requirements	Code
Event Organizer	n/a	ORG
Commissaire	Commissaire Education & Mentorship	##C#
Team Manager (ie: Director Sportif)	Letter of Support from affiliated trade team (Provincial, National, UCI).	DS
Caravan Driver / Moto Driver	Caravan Training via Cycling Canada LMS ( <a href="http://edu.cyclingcanada.ca">edu.cyclingcanada.ca</a> ) ICBC Driver's Abstract or equivalent.	DR / MD
Soigneur	Massage Therapy certificate or equivalent	SO
Mechanic	Letter of Support from place of employment or equivalent.	ME

\*Sterling BackCheck includes an E-Pic check for vulnerable persons, including children. Visit [cyclingbc.net/backcheck](http://cyclingbc.net/backcheck) to begin.

For specialized Technical Licenses (UCI Agent, UCI Para Classifier (National or UCI), or others, contact Cycling BC.