



2025 CPEI Club & Team Affiliation: Information & Policies

[Click here for the 2025 Club & Team Affiliation Application Form](#)

Benefits of Affiliation

- Insurance coverage under Cycling Canada's national insurance program for your club's or team's events and its volunteers, officers, directors, coaches, managers, employees, officials, member participants and auxiliary workers while acting within the scope of their duties on behalf of Cycling PEI and a club or team.
 - Coverage includes a comprehensive general liability (\$5 million for RIDE members, \$10 million for COMPETE and UCI COMPETE members) and sport accident insurance (\$10,000 for RIDE members, \$50,000 for compete members) for costs incurred due to injuries sustained during sanctioned club/team or general CPEI activities).
 - Member access to optional add-on sport accident insurance (\$25 for coverage during all training activities, \$105 for coverage anytime on a bike) as well as bike theft and accidental damage insurance.
- Exposure and promotion through the Cycling PEI website, social media and email newsletter as well as other partners;
- Access to funding opportunities through Cycling PEI;
- A direct link to the largest group of organized and active cyclists in the province, in all disciplines and age categories;
- The right for the club or team name to be on race licenses and results;
- The right to accept Cycling PEI and Sport PEI recognition awards;
- FREE access to the [LinkMyRide](#) pre-ride planning and club management app;
- Option to run membership registration and collect any membership fees through Cycling PEI registration platforms (recommended);
- Preferential access and free or discounted rates for Cycling PEI event sanctioning and timing services and event equipment loans.
- Optional access to a Cycling Canada club fundraising platform that provides charitable tax receipts.



Definitions and requirements: Types of Clubs and Teams

Clubs

Clubs are groups of three or more Cycling PEI Members who come together as a group to organize cycling-related activities which may include regular organized rides, training clinics, youth programs, events, advocacy and safety programs.

Clubs may take a number of different forms:

- Unincorporated, incorporated, or business-affiliated;
- Recreational, competitive, or youth-focused

Clubs may:

- Charge membership fees;
- Organize and seek CPEI sanctioning for cycling events;
- Use the Cycling PEI logo on its clothing and promotional materials;
- Solicit sponsorships as part of Cycling PEI's sponsorship program (subject to conditions described further below).

Clubs must:

- Affiliate with Cycling PEI annually;
- Ensure that all of its members are Cycling PEI members (RIDE level or higher) in good standing (non-members may participate up to three times on a "try-out" basis, and must sign one of these [try-out waivers](#));
- Have one or more Cycling PEI members identified as having responsibility for club activities, including one or more designated Ride Leaders for club rides;
- Be open to any Cycling PEI member to join (with allowances for demographic restrictions in the case of clubs with a focus on youth, women, or identifiable, underserved groups);
- Adhere to all Cycling PEI policies, including insurance risk management policies.

Provincial Trade Teams

Provincial Trade Teams are groups of three or more Cycling PEI members with a focus on competition, who choose to identify as a team at races in PEI and/or nationally. Similar to Clubs, Provincial Trade Teams may organize regular rides as well as other training and athlete development activities.

Provincial Trade Teams may:

- Have either open or closed membership;
- Charge membership fees;



- Use the Cycling PEI logo on its clothing and promotional materials;
- Have team members identified as such in CPEI-sanctioned races, as well as at UCI-sanctioned races (provided members possess a UCI license) and elsewhere as permitted by the event organizers;
- Solicit sponsorships as part of Cycling PEI's sponsorship program (subject to conditions described further below).

Provincial Trade Teams must:

- Affiliate with Cycling PEI annually;
- Ensure that all of its members are Cycling PEI members (COMPETE or UCI COMPETE level) in good standing (non-members may participate up to three times on a "try-out" basis, and must sign one of these [try-out waivers](#));
- Have one or more Cycling PEI members identified as having responsibility for Team activities, including one or more designated Ride Leaders for team rides;
- Adhere to all Cycling PEI policies, including insurance risk management policies.

2025 Affiliation Fees

Affiliation Type	Annual fee
Club or Team with Membership Fees	\$100
Club or Team without Membership Fees	\$0

Club and Team Finances

Fund Management

Clubs and Teams may wish to raise funds to finance their activities through membership fees, sponsorship, grants, event registrations or other means. This may be done in a few different ways depending on how the club or team is set up:

- **Unincorporated** clubs or teams must have funds managed on their behalf by Cycling PEI. This means that membership fees, event registration fees and other funds are to be collected by Cycling PEI and held in trust for the club or team, which may then submit expenses for payment or reimbursement against its available funds. Should the club or



team cease to exist or to be affiliated with Cycling PEI, any surplus funds will be transferred to Cycling PEI's general revenue.

- **Incorporated clubs or teams, or those affiliated with a business**, shall manage their funds using their own bank accounts or those of the businesses with which they are affiliated.

Sponsorship

An **unincorporated affiliated club or team** may solicit sponsorship under the umbrella of Cycling PEI's [sponsorship program](#). This means that a sponsor may direct sponsorship to a club or team, and be recognized as a Cycling PEI sponsor at the level corresponding with their contribution. The club or team gets to utilize the sponsorship funds (less any direct costs of meeting sponsorship obligations, if any) in support of its activities.

Incorporated or business-affiliated clubs or teams are expected to create their own sponsorship programs, but may optionally opt into the Cycling PEI sponsorship program under a revenue sharing agreement.

Grants

Should a club or team wish to take advantage of a specific grant opportunity, it is encouraged to discuss the opportunity with Cycling PEI for potential support. In most cases, grant funds will need to be applied for and managed by an incorporated non-profit entity like Cycling PEI.

Other policies applicable to Clubs & Teams

Affiliated Clubs & Teams are subject to the same requirements as Cycling PEI when it comes to things like protecting athletes, managing risk as required by our insurance policies, and the conduct of members. The policies most relevant to most club & team activities include:

☰ Insurance policies for sanctioned clubs and teams - This is the most important document for club/team leaders to read, understand, and adhere to in order to ensure that club activities qualify for liability insurance coverage.

☰ Organizers' Guide for CPEI-Sanctioned, Independently Organized Events - This tells clubs and independent organizers what they need to know about organizing CPEI-sanctioned events (aside from regularly scheduled club rides).

All CPEI members engaged in club activities are subject to the [Cycling PEI Code of Conduct and Ethics](#).



Clubs organizing public, CPEI-sanction events may be subject to additional requirements to ensure adequate participant safety.

Clubs and Teams with members under the age of 18 are also required to:

- Ensure that anyone at the club level working/volunteering in a regular position of authority with minors undergoes Cycling PEI's [Screening Process](#). If in doubt about whether a club volunteer or staff member requires formal screening, please contact CPEI to inquire.
- Adhere to the [Rule of Two Policy](#).

Additional Cycling PEI policies may be found at
<https://www.cyclingpei.org/bylawspolicies>.