



# INSTRUCTIONS FOR THE REGISTRATION OF UCI TEAMS 2024

UCI CONTINENTAL TEAMS  
UCI WOMEN'S CONTINENTAL TEAMS



## CONTACTS

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**D**ear President, Dear Federation,

The Union Cycliste Internationale (UCI) has the pleasure of sending you the new instructions for the registration of UCI Continental Teams and UCI Women's Continental Teams for the 2024 season. This guide contains the information you will need to properly register teams with the UCI.

Kindly note that coloured shading are used in the guide to indicate the different requirements depending on the category. **If there is no coloured shading, the information in the specific paragraph is applicable for National Federations.**



UCI Women's  
Continental Teams



UCI Continental  
Teams



UCI Teams - related to  
UCI DataRide - Teams

We would like to remind you that the UCI regulatory requirements are the minimum requirements to be respected. Nevertheless, the National Federations (NF) remain the sole bodies responsible for their teams and for the registration criteria throughout the registration year, provided that the UCI criteria are respected. The UCI will check that the documents of the registered teams conforms to the 2024 regulations. **Consequently, the UCI reserves the right to check the complete registration files in your possession during the season, as provided for by the regulations. Please note that in this event, you will have 8 days to forward the documentation to the UCI (see art. 2.17.038 of UCI Regulations).** Some National Federations have been randomly audited in 2023 and we will continue with this process in 2024.



1 June marked a decisive step in the history of the UCI Continental and UCI Women's Continental teams. Since that date, a minimum lump sum fixed by the regulations must be paid to them following the signing of a rider's first new professional contract with a professional team (UCI Women's WorldTeam, UCI WorldTeam or UCI ProTeam) in respect of the years spent with club teams or UCI (Women's) Continental Teams since his/her 15th year. This payment will be made on the basis of invoices drawn up by you. Once the amounts have been received, you will be responsible for redistributing them to the teams concerned in your federation. This change in regulations demonstrates the UCI's desire to support all teams, whether UCI or Club teams, which contribute to the training of cycling elite. For more information on this subject, please consult the dedicated section of this guide (see page 20).

With regard to UCI Women's Continental Teams, they play an important role in the structure of women's road cycling. In order to progress and achieve longer term objective goals; from the 2018 Team Registration process forth, National Federations responsible for the registration of UCI Women's Continental Teams have to submit to the UCI some additional information for the registration of a team. These requirements are marked by orange coloured shadings in the page margin where applicable. UCI Women's Continental Teams who will take part in the UCI Women's WorldTour calendar must commit to respect the teams' specifications and the UCI regulations during all UCI Women's WorldTour events. The teams' specifications are a complement of the UCI regulations and must be respected in the same way. The specifications will detail the requirements for certain regulations, for visual guide-

lines for UCI logos, and the rights and obligations of the series leaders' for the overall and best young rider classifications. This document is available on the [UCI website](#). The teams' specifications and the UCI regulations provide riders the structured environment to develop their cycling careers and women's cycling. For teams it allows them to be recognised as such and to have access to the UCI Women's WorldTour calendar.

This guide only concerns UCI Continental Teams and UCI Women's Continental Teams. UCI Women's WorldTeams, UCI WorldTeams and UCI ProTeams do have a dedicated instructions for registration guide as the procedure is managed by the UCI.

With regard to UCI Continental Teams, known as third division teams, they remain the crucial platform for the development of men's cycling and we encourage you to register them for the 2024 season. The UCI Continental Team label offers a guarantee of a minimum quality standard for your riders, a defined sporting structure and provides access to international competitions in accordance with the participation rules of article 2.1.005 of the UCI Regulations.

**IMPOR-  
TANT**

Furthermore, we insist on the fact that the registration deadlines be **duly respected**. Indeed, it is essential that their registration is approved by the UCI within the deadline, namely **by 10 November 2023** at the latest in order for your UCI Continental Team(s) and/or UCI Women's Continental Team(s) to be registered in due course.

We would also take this opportunity to mention the development teams affiliated with a UCI Women's WorldTeam, UCI WorldTeam or UCI ProTeam which cannot enter the same event in accordance with article 2.2.001. This regulation also applies to teams with the same main partner or paying agent/team representative. In this respect, we remind you that you must provide us with all the information you may have, as it is required by the regulations (see art. 2.2.001, 2.15.242/243, 2.16.055/056), at the beginning of the 2024 season.

Finally, regarding UCI DataRide, please note the platform will keep being improved and we already thank you for your feedback and collaboration on this matter. To assist, some tasks related to UCI Continental Teams and UCI Women's Continental Teams could be organised through Monday.com system.

The UCI administration would be very happy to assist if you require any further information regarding this handbook and its application.

We look forward to welcoming you to the various Continental Circuit events for UCI Continental Teams, as well as the events of the UCI Women's Continental Team world calendar, and we would like to thank you in advance for your cooperation with the development of cycling through the registration of these teams.

We wish you smooth teams' registration and an excellent 2024 season to your teams!

*Road Unit  
Riders & Teams*

# 1. REGISTRATION PLATFORMS

## 1.1.

### UCI PLATFORMS: UCI DATARIDE – TEAMS / MONDAY.COM

Since the end of 2018, all the UCI Road Teams have been using the UCI DataRide – Teams platform for team registration. Thanks to your valuable feedback, we have been able to improve the platform. You will find below the user guide explaining the main features in order to use the platform properly. In addition, this year and together with the UCI DataRide - Teams platform, **some procedures have been digitalised on the Monday.com system in order to make the submission and follow-up of the information easier. In this case, you just need to click on the provided links and follow the instructions.**

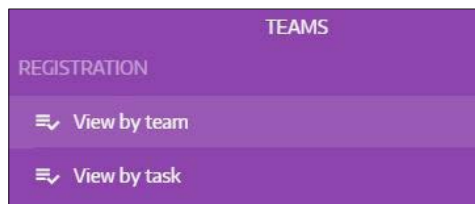
**IMPORTANT** We remind you that only information submitted in the platform allow their validation by the UCI, either in the registration period or in the course of the season. We thank you to ensure that all information are duly and in a timely manner submitted by teams.

## DASHBOARD

As National Federation, your dashboard will show the list of your teams. When clicking on one of the teams, you will have access to all the tasks related to this team.

You may also decide to select the option of «view by task» on the menu on the top-left side and see all the tasks. This way you will be able to verify the same task for all the teams at the same time.

**UCI TEAM** When logging-in, a dashboard is displayed. It groups all the tasks which are composed of sections.



**IMPORTANT** Each task has got a defined deadline. Please kindly note that this deadline corresponds to the date by to which all information must be received by the UCI. **Since no information is transmitted to the UCI before the validation by the National Federation, we invite the National Federations to set an earlier deadline to the teams. This way, the teams would be able to submit the different sections in advance in order to allow you to do all the necessary checks before the deadline.**

We would like to remind you that «The National Federation shall be solely responsible for checking compliance with regulatory and legal requirements, both on registration and throughout the registration year.» (see art. 2.17.032). We count with the collaboration of the National Federation to reject any section that is not filled correctly by the team. This will then allow the team to correct the necessary information and then resubmit the information again in order to allow you to check the section again within the deadlines.

Passed the deadline, the task is closed and you will not be able to submit, amend, or validate the information. In order to guide you, please note the status of the tasks is indicated on the dashboard.

- As a National Federation you will be able to see for each team whether a task has been submitted by the team (“to review”) or if it has been validated by the UCI (“validated”).



- **As a team, you will be able to easily see if a task has been sent to the National Federation (“100%”), validated by the latter (“validated by NF”), validated by the UCI (“validated by UCI”) or if the information needs to be corrected by you (“To review”).** You will also be able to note the progress of the registration file; if a section of a task has been submitted, the status will update.

When all documents have been submitted, the taskbar displays 100%. When items are rejected, the bar descends until the documents are submitted again.

## INFORMATION COMPLETION AND SUBMISSION



For each entry in the platform, you have the choice:

- to transmit the information to the National Federation, using the “submit” button. In this case, you will not be able to modify the information transmitted before the control of the National Federation or the UCI;
- or save as draft with the “save as draft” button if you want to come back later in order to modify or finish completing the information requested before transmitting it to the UCI.

**Please note that only the information submitted with the submit button is visible by the National Federation. Any information not submitted or “saved as draft” is neither visible nor accessible for the National Federation nor the UCI.**

## DATA EXPORT FOR EXTERNAL USE



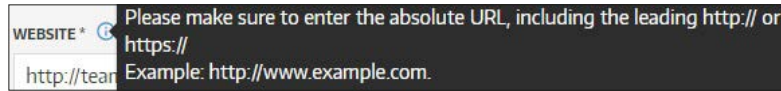
If you wish to export data submitted on the platform to .pdf, you can use the button “EXPORT PDF”. This feature allows you to export data and enable you to provide anyone with a ready to use document summarising your team’s registration information.

Please note that an Excel format export is available for the list of riders as well as for the list of staff members.



## FEATURES

Contextual help and links to the UCI Regulations are available on the UCI DataRide – Teams platform, we kindly invite you to mouse over in order to access this information and facilitate your understanding of specific elements of the UCI Regulations.



To go from a field to another to enter data quickly, you can use the “Tab” feature on your keyboard.

If a radio button is displayed (see below), it means you must choose one option or the other.

If a *forbidden access sign* is displayed (see below), it means you cannot enter or amend existing data as you do not have the access rights to do so; it can be information filled-in by the UCI or dates automatically filled-in by the system.

## LIST OF RIDERS



The list of riders of the current season will be displayed on your dashboard. If a rider is not included in your roster for the coming season, we ask you to delete him from the list using the cross at the end of his line.



However, **if a contract is terminated in the course of the season (whether unilaterally or by mutual agreement), please note the rider must not be deleted from the list**; only his contract end date must be amended, according to the termination letter duly dated, signed and sent to the UCI via the National Federation. **If a rider is added during the season, please make sure to insert the correct contract dates.**

In exceptional and necessary situations in order to ensure the correct allocation of UCI points, the UCI reserves the right to take the measures required by such a situation. These measures shall be without prejudice to any possible dispute between the rider and his team.

Once the list of riders is submitted by the team, we invite you to check it according to the regulatory provisions, in particular as regards the number of riders, the nationality and age of the riders. If an information is not correct, please do not hesitate to reject the list so that the team can correct it directly.



To do so, you will need to reject the riders from the list (or validate them if the regulations allow you to do it), and reject the full list at the bottom of the page.



The addition of trainee riders goes through the UCI DataRide - Teams platform. We ask the teams to make sure they add the trainee rider, tick the «trainee» tickbox, indicate the date from which the rider will join the team (normally on 01.08), upload the required authorisations and submit the list.

The National Federation will need to check the requirements and validate the list if the trainee riders can be added to the team roster.

## LIST OF STAFF MEMBERS

LIST OF LICENCED STAFF	LIST OF NON-LICENCED STAFF
<ul style="list-style-type: none"> <li>→ Any staff who goes on races (including paramedical staff, bus drivers, etc.)</li> <li>→ Any staff who has a power of decision on the team (ie. Budget)</li> <li>→ Any staff who has a link with nutrition, health or anti-doping</li> <li>→ Any staff who deals with the team's communication</li> <li>→ Any staff who deals with the preparation of the bikes</li> </ul>	<ul style="list-style-type: none"> <li>→ Only the staff who never go on races (management of hotels and travels remotely, secretary, etc.)</li> <li>→ Only staff who don't have any power of decision on the team</li> </ul>

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The fields "National Federation issuing the current licence" and "Current licence number" must not be filled-in; they will be automatically filled-in by the system in due course.

NATIONAL FEDERATION ISSUING THE CURRENT LICENCE* (art. 1.1.011)	CURRENT LICENCE NUMBER*
<input type="text"/>	<input type="text"/>

**UCI  
TEAM**

In addition, if a staff member has an **unlimited time contract**, please make sure to fill-in "31.12.2099" in the contract end date field.

Furthermore, in case a staff member has two different roles (ie assistant sport director and team representative), he will need to be added twice in the list of staff members, to indicate both roles. **Please note that the list of staff members can only have one Sport Director. The other sport directors must be added as Ass. Sport Directors. In case the team registers several head sport directors ("sport director"), or only assistant sport directors without a head sport director, all of them will be rejected and none of them will be published pending the regularisation from the team.**

The list of non-licensed staff members must be submitted even if it remains empty.

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**If a contract is terminated in the course of the season (whether unilaterally or by mutual agreement), please note the staff member must not be deleted from the list;** only his contract end date must be amended, according to the termination letter duly dated, signed and sent to the UCI via the National Federation.

**If a rider is added during the season, please make sure to insert the correct contract dates.**

In exceptional and necessary situations in order to ensure the correct allocation of UCI points, the UCI reserves the right to take the measures required by such a situation. These measures shall be without prejudice to any possible dispute between the rider and his team.

**UCI  
CTW**

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For any UCI Women's Continental Team, a communication manager must be added to the list of licensed staff members.

Once the lists of staff members is submitted by the team, we invite you to check it (contracts, double entries, etc.). **Thank you for making sure the “Team Representative”, at least one sport director as well as a communication manager (CTW) are added to the list.**

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The team representative (legally able to represent the team) must be the person in charge of submitting the information on the UCI DataRide - Teams platform.

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**We thank you also to ensure that there is only one principal “Sport Director”. Other sport directors will have to be added as “Ass. Sports Directors.”**

Please kindly validate the list of non-licensed staff members, even if the list is submitted empty by the team.

#### NATIONAL FEDERATION CHECK-LIST OF CONTROLS

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We invite you to carry out all the checks on documents and to specify the results on this list before submitting it.

#### BANK GUARANTEE

UCI  
CTW

Please complete this task with the different information concerning the bank guarantee of your UCI Women's Continental Team and provide a copy of the Bank Guarantee to the UCI by email.

#### DOUBLE ENTRIES

If there are several people with the exact same information (first name, last name, date of birth, nationality) or if the same person appears with two (or more) different UCI IDs, please make sure to send a print screen to the UCI ([ucidataridehelp@uci.ch](mailto:ucidataridehelp@uci.ch)) as well as a copy of the license, showing the UCI ID to keep, so that we can merge both entries, and only have the correct one left.

UCI  
TEAM

If you cannot find a person in the database after having searched, we kindly invite you to contact the relevant National Federation, that will be able to issue the correct license. A UCI ID will then be created and the person will be available in the database.

MÉMO

If any functions of the platform were to be modified, we will inform you.

If you have any technical question on the UCI DataRide – Teams platform, please contact [ucidataridehelp@uci.ch](mailto:ucidataridehelp@uci.ch).

If you have any question on the application of regulations, we remain at your disposal as your main contact.

## 1.2. PRIZE MONEY MANAGEMENT PLATFORM

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As per article 1.2.071, the UCI and CPA implemented a centralised prize money management platform for all the race categories, men and women (except class 2 races), for which, all the teams and their riders have received a login and password enabling them to regularly check the payment of the prize money of the races they participated to.

The aim of this platform is:

- Provide a total transparency to all parties involved regarding the payment flow;
- Enable the relevant organisation (UCI and CPA) to monitor the prize money payment;
- Favor the respect of the payment obligations by organisers as well as the respect of deadlines;
- Simplify and if possible standardise the process between territories by centralising the prize money collection;
- Ensure the riders receive clear and detailed information regarding the deductions and if applicable tax certificate;
- Ensure that any service provider acting on behalf of the riders is validated by the riders.

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This platform doesn't prevent the teams and riders to work with the service provider of their choice regarding prize money distribution.

We would like to remind you that each team must register on this platform and fill in all the required information. Each rider must also register and fill in the required fields. The respect of these regulatory provisions by the teams and riders enable a faster prize money management. Any incomplete or missing information may slow down or even block the payment of the prize money.

We kindly invite you to read (again) the [documentation](#) related to this platform, and to contact the service in charge if you have any question regarding the platform: [contact@cpm-uci.org](mailto:contact@cpm-uci.org).

For any question related to the current regulations, the UCI remains available by email: [road@uci.ch](mailto:road@uci.ch).

## 2. ROLES AND RESPONSABILITIES

### 2.1. ALLOCATION OF TASKS AND OBLIGATIONS

UCI Regulations specify the powers, obligations and rights of the various parties involved in the registration procedure for UCI Teams.

#### UNION CYCLISTE INTERNATIONALE (UCI)

The registration procedure detailed in Title 2, Chapter 17, sets the minimum requirements the National Federations need to apply for their checks and controls for the registration of UCI Continental Teams and UCI Women's Continental Teams. The UCI Regulations also set a registration file submission deadline for National Federations, which is 10 November 2023 (see art. 2.17.033). **We kindly remind you that any delay will be subject to additional costs (see art. 2.17.040).**

#### NATIONAL FEDERATION

The registration of UCI Continental Teams and UCI Women's Continental Teams with the UCI is based on the rigorous checks performed by the concerned National Federations.

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National Federations remain sole responsible for setting up previous deadlines in order to receive the registration documents from the UCI Continental Teams and UCI Women's Continental Teams on time to be able to perform the checks (see art. 2.17.014).

In addition, the National Federations are sole responsible for the submission of UCI Continental Teams and UCI Women's Continental Teams registration files to the UCI (see art. 2.17.035-37).

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**The National Federation also remains the sole responsible of the UCI Continental Teams and UCI Women's Continental Teams it registers. Thus, it must ensure the regulatory provisions are complied with, both on the registration, and throughout the season (see art. 2.17.001 and 2.17.032).** In this respect, the National Federations appoint qualified and independent persons to ensure the checks set up in the UCI Regulations are complied with. Furthermore, additional checks can be performed if the National Federations consider it is necessary.

Finally, kindly be aware the Continental Confederations have the right to ask for any registration file of UCI Continental Teams or UCI Women's Continental Teams registered by one of their National Federations (see art. 2.17.041).

#### UCI CONTINENTAL TEAMS AND UCI WOMEN'S CONTINENTAL TEAMS

Firstly, a UCI Continental Team or UCI Women's Continental Team must inform its intention to be registered as such to its National Federation. It must also comply with the UCI Regulations requirements as well as additional procedure set up by the National Federation. Then, the UCI Continental Team or UCI Women's Continental Team is responsible to prepare the registration file and submit it to its National Federation. In this respect, the UCI Continental Team or UCI Women's Continental Team must appoint a person responsible (representative), who will be in charge of the communication with the concerned National Federation (see art. 2.17.010).

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The team representative of the UCI Continental Team or UCI Women's Continental Team will also be in charge of the completion and submission of data to the National Federation. In addition, the National Federation must also appoint a person responsible for UCI DataRide - Teams platform, as per the form duly filled-in and submitted to the UCI (annexe A-1).

## 2.2. DEADLINES FOR REGISTRATION

DEADLINE	TASK	WHO	TO WHOM	REGULATION REFERENCES
09.2023	Send the instructions for registration to the National Federations	UCI	NF	
09.2023	Send the instructions for registration to UCI Continental Teams and UCI Women's Continental Teams candidates for the registration	NF	TEAMS	
26.09.2023	National Federations webinar regarding the use of UCI DataRide - Teams	NF	NF	
30.09.2023	Send the list of UCI Continental Teams and/or UCI Women's Continental Teams candidates for registration	NF	UCI	2.17.033
01.10.2023 - 10.11.2023	Submission of the complete registration file	NF	UCI	2.17.033
01.11.2023	Payment of the registration fee	TEAMS	UCI	2.17.033
Beginning of January 2024	Publication of the UCI Continental Teams and UCI Women's Continental Teams on the UCI website	UCI	-	
01.06.2024 - 15.07.2024	Transfer period	NF	UCI	2.17.007
01.08.2024	Deadline for the possibility to register 2 trainees (see point 3.4 of this guide)	NF	UCI	2.17.008

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We ask that all National Federations take steps to ensure that the UCI receives the complete documentation of UCI Continental Teams and UCI Women's Continental Teams **by 10 November 2023** so that these teams may be registered in due course. In this matter, we strongly invite National Federations to set an earlier deadline to the teams it registers for the submission of the documents.

Indeed, the National Federation must anticipate the necessary time to check the documents and the potential duration of the correction from the teams, for the file to be complete and validated by 10 November 2023.

**MÉMO**

Delays in the submission of the documents to the UCI may be invoiced up to 100.-CHF per file per additional day (2.17.040)

**NEW**

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This year, the UCI organises a National Federations webinar on 26 September in order to clarify the use of the UCI DataRide - Teams platform and answer any question from National Federations.

The National Federations have received an invitation - we ask that **the person in charge of the registration of UCI Continental Teams and UCI Women's Continental Teams within the National Federation** attends this webinar, in order to obtain as much information as possible for the registration period to come.

### 3. CRITERIA FOR THE REGISTRATION OF A UCI TEAM

This section presents in detail the criteria with which the team must comply to be registered as a UCI Team by the UCI. Please note that these are the minimum criteria set by the UCI, and that each National Federation is free to apply stricter standards.

#### 3.1. FULL DOCUMENTATION

A team applying for registration with its National Federation must provide all documents and information requested by the National Federation, including at least:

##### FOR EACH SEASON

- Application for registration through UCI DataRide - Teams platform:
  - Exact name of the team as well as the 3-letter code;
  - Address to which all communications to the team can be sent;
  - Last name, first name, UCI ID and address of the team representative, who is also the person in charge of submitting the information on UCI DataRide - Teams (see *art. 2.17.010*);
  - Last name, first name, UCI ID and email address of the head sports director and assistant sports directors;
  - Last name, first name, UCI ID, email address, nationality and date of birth of all the riders;
  - Allocation of tasks referred to in the UCI Regulations (see *art. 1.1.082*).
  - For UCI Women's Continental Teams, please make sure to refer to point 4.2 of this manual.



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Please note it is forbidden to use the "UCI" acronym, whether in a team name, or as 3-letter code.

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- Documents to be submitted to the UCI:
  - Acknowledgment and recognition of ethical principles - team manager statement (see *annexe A-3.2*, upload on [the link](#))
  - Declaration of participation to UCI ProSeries events if applicable (please see [this link](#)).



##### ■ Documents to be submitted with the application (**to be submitted to the National Federation only**):

- Originals of contracts/agreements signed with the riders and acknowledgment and recognition of ethical principles (*annexe A-3.1*);
- Originals of contracts/agreements signed with the staff members and acknowledgment and recognition of ethical principles (*annexe A-3.1*);
- Budget for the season to which the application for registration refers (*annexe C-1*);
- Confirmation that the insurance coverage mentioned in the UCI Regulations has been taken out for every rider in the team (on the list of riders) (see *art. 2.17.031*);
- Copy of the sponsorship contract(s) or any other document attesting to the income of the team;
- Bank guarantee as foreseen in the UCI Regulations (see *art. 2.17.017 and following*);
- Copy of last annual accounts (if the team representative is legally required to draw up accounts);
- Copy of the auditor's report on the last annual accounts (if the team representative is legally required to have the accounts audited);
- Complete list of riders;
- Complete list of staff members responsible for the operations of the team;
- Representation letter signed by the team representative (*annexe E*).



FOR THE FIRST APPLICATION (1<sup>ST</sup> SEASON)

- 2.17.011** Any person, company, foundation, association or other entity that becomes the team representative or principal partner of a UCI Continental team or UCI women's continental team for the first time shall no later than the date of the application for the registration of that UCI Continental team or UCI women's continental team submit the following to the National Federation:
- For individuals: proof of residence;
  - For incorporated bodies and other organisations:
    - Constitution or articles of association;
    - Proof of an entry on the business register or the register of companies or associations, or any other official document demonstrating the legal existence of the organisation;
    - List of officers or directors with their full names, occupations and addresses;
    - Annual accounts (balance sheet and profit and loss account for the last financial year in the current legal form).

Furthermore, the team representative and the principal partners must inform the National Federation without delay of any of the following: a change of domicile or registered offices, reduction in capital, change of legal form or identity (merger, takeover), request for or implementation of any agreement or any measure concerning all creditors.

### 3.2 COMPOSITION AND NATIONALITY

The art. 2.17.004 and 2.17.008 of the UCI Regulations define the composition of UCI Continental Teams and UCI Women's Teams:

**IMPOR-  
TANT**

- 2.17.004** A UCI Continental team or UCI women's continental team will comprise riders who may or may not be professional, in the elite and/or under 23 categories. It must have minimum 10 riders for UCI continental teams, 8 for UCI women's continental teams and a maximum of 16 riders for both categories.

However, a UCI continental team shall also have the right to add up to 4 riders specialising in other endurance cycling disciplines (cyclo-cross; mountain bike: cross country; track: points race, scratch, pursuit, omnium) as long as the riders in question are among the top 150 of the last final UCI individual classification.

A UCI women's continental team may also add 4 riders specialising in one of the disciplines listed in the preceding paragraph, as long as the riders in question are among the top 150 of the final UCI individual classification for that discipline.

*(text modified on 1.07.09; 1.07.12; 1.01.17; 1.07.18; 1.01.20).*

#### **Trainees**

- 2.17.008** In the period between 1 August\* and 31 December, each UCI Continental team or UCI women's continental team may engage two trainees on the following conditions:

- The rider is from the under 23 category (for UCI continental teams only);
- The rider is from the under 23 category or is in the second year of junior category (for UCI women's continental teams only);
- The rider may not previously have ridden for a UCI road team;
- The UCI team shall obtain the authorisation of the parents or legal representative if the rider is a minor;
- The rider may not take part in UCI Women's WorldTour events (for UCI women's continental teams only);
- The UCI Continental team or UCI women's continental team must notify the UCI of the identity of the riders before 1 August;
- Such riders shall obtain the authorisation of their National Federations and may be associated with only one UCI team during this period;
- Upon authorisation of his new team, a trainee rider may continue to participate in events of his club team.

\* Upon justification of the participation in a stage race starting in July and ending in August, the registration of these riders may occur in July no earlier than the day before the first race day of the aforesaid race.

*(text modified on 1.01.18; 1.01.20).*

The nationality of the team shall be determined by the nationality of the majority of the riders. This implies that there must necessarily be a "majority" nationality within the team, for example (see art. 2.17.001 and 2.17.006):

NATIONALITY	NUMBER OF RIDERS
France	4
USA	3
New-Zealand	3
Qatar	1
Total	11
The team has French nationality	

IMPOR-  
TANT

Kindly be aware that trainee and specialist riders are not taken into account for the calculation of the minimum number of riders in a team or for the determination of its nationality.

### 3.3. ORGANISATION, STRUCTURE, STAFF MEMBERS

#### NAME

The name of the team shall be that of the company or brand name of the principal partner(s) (up to three), or any other denomination connected to the team project (2.17.003).

**Please note it is forbidden to use the «UCI» acronym, whether in a team name, or as 3-letter code.**

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According to art. 2.2.001, **teams and/or riders belonging to teams with the same paying agent or main partner may not compete in the same race.**

#### TEAM REPRESENTATIVE

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TANT

The team representative shall represent the team for all purposes relating to the UCI Regulations. His registered office/main residence must be in the same country where the team is registered. The team representative must be a person with the power to hire staff. **He shall sign the contracts with the team's riders and staff members.** It may be an individual or an incorporated body (trading company, association, foundation, etc.). The name of this person must be indicated in annexe A-1, in the Registration Information task and in the list of licensed staff members on the UCI DataRide - Teams platform for each of the teams. **It is also the person in charge of filling-in the information on the UCI DataRide - Teams platform.** (art. 2.17.010).

#### STAFF MEMBERS

IMPOR-  
TANT

As well as the representative and the riders, the team must take on one head sports director (see art. 1.1.077). If the team has several sport directors, the other ones will be identified as « assistant ».

**In accordance with article 1.1.010, a rider belonging to a team registered with the UCI may not carry out another role.**

Any staff member involved within the team, going on races or who needs to be submitted to the UCI Regulations must have a licence stating his role within the team according to the National Federations requirements.

**In addition, any staff member must be added in the UCI DataRide - Teams platform. In the meantime, the team must ensure it has a written contract/agreement duly signed with the staff member, in order to submit it to the National Federation for validation.**

### 3.4. CHANGES TO TEAM COMPOSITION DURING THE SEASON

**Via their National Federation**, teams must submit any amendment to their registration to the UCI for approval immediately (particularly the addition or removal of riders or staff members). **In order to allow the registration of a new rider or any other change to the team, the National Federation must submit the required information to the UCI at least three working days in advance.** The UCI will do all it can to observe this deadline, although unable to give any guarantees in this respect.

**UCI CTW** For UCI Women's Continental Teams, the National Federation must also check if there is any change in the budget and/or bank guarantee following the addition or removal of a rider/staff member.

In this case, the team must send back the budget and/or a copy of the amended bank guarantee to the National Federation, which will inform the UCI.

**IMPOR-TANT** During the season, no rider already registered with a UCI road team for the current season may join a UCI Continental Team or UCI Women's Continental Team outside the transfer period **from 1 June to 15 July** as per UCI Regulations (*article 2.17.007*), except cyclo-cross riders, who can be transferred from 15 March to 15 April.

**A rider who has not previously been registered in a UCI team can join a team at any time during the year, as long as his contract finishes on 31 December.**

Each UCI Continental Team or UCI Women's Continental Team is permitted to add trainee riders to its team, between 1 August and the end of the year subject to the following regulatory conditions, in accordance with article. 2.17.008:

*In the period between 1 August\* and 31 December, each UCI Continental team or UCI women's continental team **may engage two trainees** on the following conditions:*

- *The rider is from the under 23 category (for UCI continental teams only);*
- *The rider is from the under 23 category or is in the second year of junior category (for UCI women's continental teams only);*
- *The rider may not previously have ridden for a UCI road team;*
- *The UCI team shall obtain the authorisation of the parents or legal representative if the rider is a minor;*
- *The rider may not take part in UCI Women's WorldTour events (for UCI women's continental teams only);*
- *The UCI Continental team or UCI women's continental team must notify the UCI of the identity of the riders before 1 August;*
- *Such riders shall obtain the authorisation of their National Federations and may be associated with only one UCI team during this period;*
- *Upon authorisation of his new team, a trainee rider may continue to participate in events of his club team.*

*\* Upon justification of the participation in a stage race starting in July and ending in August, the registration of these riders may occur in July no earlier than the day before the first race day of the aforesaid race.*

**The minimum conditions for registration set out in the regulations must be respected. The UCI has the right to refuse or withdraw the registration of a team in the event that these conditions are not respected.**

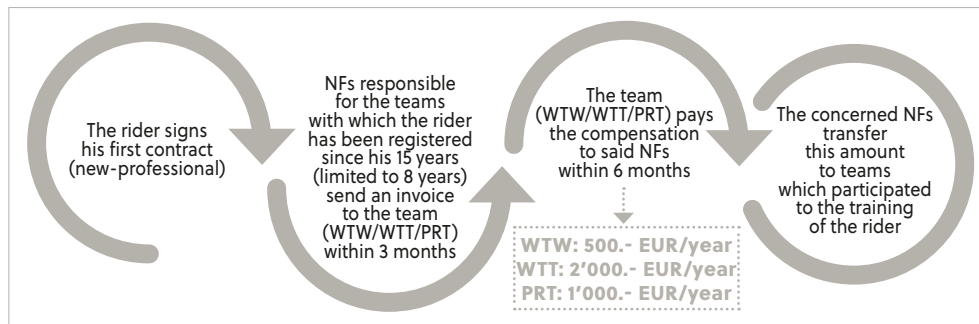
### TRAINING COMPENSATION FEE

On 1st June 2023, the regulation change regarding the training compensation fee came into force (art. 2.13.220; 2.15.244; 2.16.059). This system allows for the compensation from UCI professional teams (UCI Women's WorldTeams, UCI WorldTeams, UCI ProTeams) to non-professional teams (UCI (Women's) Continental Teams and club teams) which participated to the training of a rider since his 15th year and until the signature of his first new-professional contract.

Within three months of the publication on the UCI website of the rider's name on the list of members of a UCI professional team, any National Federation with which one of the teams with which this rider had been registered during the reference period shall send an invoice to the UCI professional team.

The UCI professional team shall then have six months to pay the amounts charged to it by the National Federation.

Once payment has been received, the National Federation shall transfer the full amount to the non-professional teams concerned and issue proof of payment to the UCI professional team.



### 3.5. FINANCE

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**IMPOR-  
TANT**

**The team must demonstrate that it will be able to meet its financial obligations for the whole season, both to its riders and to its other partners and creditors (employees, National Federation, UCI, service providers, etc.).** It shall ensure that its income is regular enough to avoid any problems with cash flow.

#### ■ Audited annual accounts

- If the representative is a body which is legally required to draw up accounts, and to have them audited, it shall provide a copy of the annual accounts (audited). If its capital and reserves on the closing balance are negative (over indebtedness), the planned and already taken measures to rectify the situation shall be explained.
- Should the auditor have expressed reservations or made comments in his last report, the representative shall make any comments required for the assessment of its financial situation.

#### ■ Budget for the season

- A budget will be drawn up for the season to which the application for registration refers. It must be drawn up on the UCI form (*annexe C-1*), and shall for comparison show the budget or estimates for the previous year. Significant discrepancies must be explained.
- The budget must be balanced, i.e. the planned expenditure shall be entirely covered by income which is certain to be received, generally contributions from sponsors or partners. Copies of sponsorship or partnership contracts shall be annexed to the budget.
- If the budget is not balanced (income less than expenditure), or if the last annual accounts show a negative closing balance, the team shall provide guarantees to show its ability to meet its current and future financial obligations. The National Federation will need to indicate it on the UCI DataRide - Teams platform (task National Federation check-list of controls).

### 3.6. CONTRACTS AND/OR AGREEMENTS

**A UCI Continental Team or UCI Women's Continental Team is registered for one year, i.e. from 1 January to 31 December of the same year (article 2.17.001).** All the riders and staff members' contracts must be sent by the team to the National Federation for it to ensure the compliance of these contracts with the UCI Regulations and the different applicable regulations. These contracts must be available for the UCI at any time if needed.

#### WITH RIDERS

**For riders with professional status, a contract which complies with the legislation in force in the country of the headquarters of the team representative must be drawn up in a language which can be understood by the rider.**

**For non-professional riders, a written agreement must also be drawn up.**

**In any case, the riders must be hired for a full season, they cannot be hired for a temporary period during the year.**

For trainees, no contract is required by the UCI, unless any stricter national regulation applies.

**IMPOR-  
TANT**

The *Declaration of recognition of ethical principles - staff UCI Teams* (annexe A-3.1) must be duly signed by all the riders and sent to the National Federation. Please use the version in this guide.

**MÉMO**

**IMPOR-  
TANT**

**The UCI Regulations set out minimum provisions and conditions for contracts/agreements with riders (see art. 2.17.030 and following). These requirements are obligatory for all riders, and may only be altered in the rider's favour, any provision which is not in his favour being null and void:**

- Duration: the contract must terminate on 31 December.
- Insurance: the minimum coverage set out in the UCI Regulations must be guaranteed and stated in detail (see 3.7 of this manual).
- Wages: must be stated where applicable.
- Indemnities: in all cases, provision must be made for the repayment of expenses incurred by the rider in the course of his activity for the team. The repayment must be made by bank transfer.
- Conditions of payment: only by bank transfer into a bank account nominated by the rider.
- Prize money: the rider shall be entitled to prizes won during the events in which he participated
- Status: professional or non-professional.
- Termination of contract: reasons for termination of the contract must be detailed. These would have to comply with the model contract as well as the applicable national legislation.
- Defeasance: a note that any provision that does not comply with the minimum standards set by the UCI Regulations shall be null and void if it is not in the favour of the rider.

Each contract will be drawn up in three signed original copies (one for the team, one for the rider, one for the National Federation).

The UCI shall provide teams with standard contracts (professional riders and non-professional riders) containing the minimum provisions required by the regulations (art. 2.17.030bis and 2.17.030ter). However, national legislation and conventions shall take precedence, and the compliance of the contract with this legislation shall remain the responsibility of the teams.

#### TRIPARTITE AGREEMENTS

If a rider is registered in two UCI teams (for example in a UCI Road Team and in a UCI Cyclo-cross Team) in the same season, the National Federation must send the UCI ([road@uci.ch](mailto:road@uci.ch)) the tripartite agreement between the rider and both teams the rider is registered in.

## WITH STAFF MEMBERS

The regulations do not set out any minimum provision for staff members (sports director, mechanics, doctors, etc.). **However, a contract or agreement in writing must be signed with each staff member of the team, and must comply with the national legislation in force.**

Each contract will be drawn up in three signed original copies (one for the team, one for the staff member, one for the National Federation).

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TANT

The *Declaration of recognition of ethical principles - staff UCI Teams* (annexe A-3.1) must be duly signed by all staff members and sent to the National Federation. Please use the version in this guide. In addition, *Team Manager Statement* (annexe A-3.2) must be sent duly signed to the UCI via [this link](#).

You can find both declarations in annexe A-3.

3.7.  
INSURANCE

The UCI considers the provision of adequate insurance coverage for the riders of a UCI Team to be of vital importance. With its "UCI" label the UCI Teams may ride in races on the UCI calendar anywhere in the world, and both the public and the organisers may legitimately expect the riders and the staff members participating to be fully insured against the risks inherent in their participation to the race.

MÉMO

For riders, in case of any doubt, please make sure to refer to article 2.17.031 of UCI Regulations. In case of further doubt, you can contact the UCI administration.

Insurance against the following risks is compulsory, for all events occurring in the course of the rider's activities for the team (racing, training, travel, promotion, etc.):

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- Civil responsibility (of the rider) for an adequate amount;
- Accidents (costs of treatment until recovery with no amount limit);
- Sickness (costs of treatment and hospitalisation with no amount limit);
- Repatriation (unlimited cover);
- Death (minimum value EUR 100 000 due to the beneficiaries designated by the rider).

All these insurances must be taken out to apply on all the countries the rider will visit for his activity on behalf of his team.

**Further, a rider must be provided with social insurance providing at least the level of the obligatory social security regime in his country of residence. It is the responsibility of the representative to ensure that the rider has adequate social coverage which meets at least the level provided for in the regulations.**

The licence issued to the rider by the National Federation includes certain insurance coverage. **The insured risks are in general less than those required by the regulations for UCI Teams. It shall be the responsibility of the team to check the level of the coverage provided, and where appropriate to provide supplementary insurance coverage.** It would be advisable for the representative to obtain a certificate of insurance from the concerned National Federations confirming the covered risks and any restrictions.

With the application for registration the team representative shall produce a list of the insurance coverage for each rider, that he will send to his National Federation only so that it can be checked (*art. 2.17.031*), and confirm his responsibility in the matter.

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The National Federation should also check and certify that all team members (riders, sports directors and other persons) have appropriate insurance coverage in compliance with applicable law and article 2.17.031 requirements.

### 3.8. BANK GUARANTEE

The information hereunder concerning the bank guarantee is only assistance for users but does not bind UCI. In case of any disagreement, the only valid text is the text of UCI Regulations in its original language which is published on UCI's website.

**Each team must set up an unconditional bank guarantee in favour of its National Federation, strictly respecting (word by word) the model shown in the UCI Regulations (art. 2.17.029)**

#### DURATION OF THE GUARANTEE

For the first registration year, the guarantee shall be valid from 1 January of the first registration year until 31 March of the following year. From the second registration year, and for the following years, the bank guarantee may stipulate that it may be called upon with effect from 1 April of the registration year, including for the sums due in January, February and March. **In any case, the bank guarantee shall be valid until 31 March after the registration year covered by the guarantee (art. 2.17.022).**

#### AMOUNT OF THE GUARANTEE

The minimum total amount of the bank guarantee shall be the highest of:

- 15% of the total pay due to the riders and other staff (whether employed or self-employed)
- a minimum sum of EUR 20,000.00 (twenty thousand euros) to be indexed by country in accordance with the UCI table

The model budget includes a table (*annexe C-3*) which can be used to calculate the minimum level of the bank guarantee.



The National Federations must provide the UCI with a copy of the bank guarantee of UCI Women's Continental Teams via the UCI DataRide - Teams platform as well as the budget and calculation of the minimum amount of the bank guarantee through [this link](#).

#### BANK ISSUING THE GUARANTEE

The guarantee must be issued by a leading bank. The banks considered acceptable are those listed by the principal rating institutions (Standard & Poor, Moody's, Fitch, etc.) with low or very low levels of risk. If the guarantee is issued by a bank which is not on these lists, the team will be required to provide the National Federation with financial information (annual report, rating by the central bank, etc.) so that the National Federation can decide whether or not to accept the guarantee.

#### PROCEDURES FOR CALLING UP THE GUARANTEE

In order to guarantee an equitable treatment which both meets the objectives of the guarantee (providing security for the team's creditors) and maintains the independent and neutral role of the National Federation, it is extremely important to establish a procedure for calling up the guarantee.

When a guarantee is called up, three phases of the procedure need to be distinguished: request, call-up and payment.



### ■ The request

Any request to call up the bank guarantee must be signed by the applicant or his representative, accompanied by documentary evidence, and be received by the National Federation one month before the expiry of the bank guarantee at the latest, i.e. no later than 1 March. This time limit is important so that all the administrative steps can be carried out before the final date for the validity of the bank guarantee.

On receipt of a request, the National Federation must inform the team and ask it to comment. It must then consider whether the request is **manifestly unfounded**. This is the only reason for which a request can be rejected by the National Federation.

### ■ The call-up

The National Federation must call up the bank guarantee to the value of the claim unless the creditor's claim is manifestly unfounded.

The National Federation shall inform all parties of the action it has taken and draw the attention of the parties to the deadlines that they have to respect.

In any event, payment can not be made to the creditor until one month after the call-up of the bank guarantee.

#### → *Deadlines for the paying agent*

The paying agent may contest the payment to the creditor (e.g. the rider), in writing giving his reasons.

In such case the National Federation shall pay the total amount into a special account and shall only pay it following an agreement in writing between the two parties or an enforceable judicial or arbitral decision. If the claim is not contested, the National Federation shall pay the total amount claimed to the creditor at the earliest after the expiration of the one-month fixed term after the call-up.

#### → *Deadlines for the creditor*

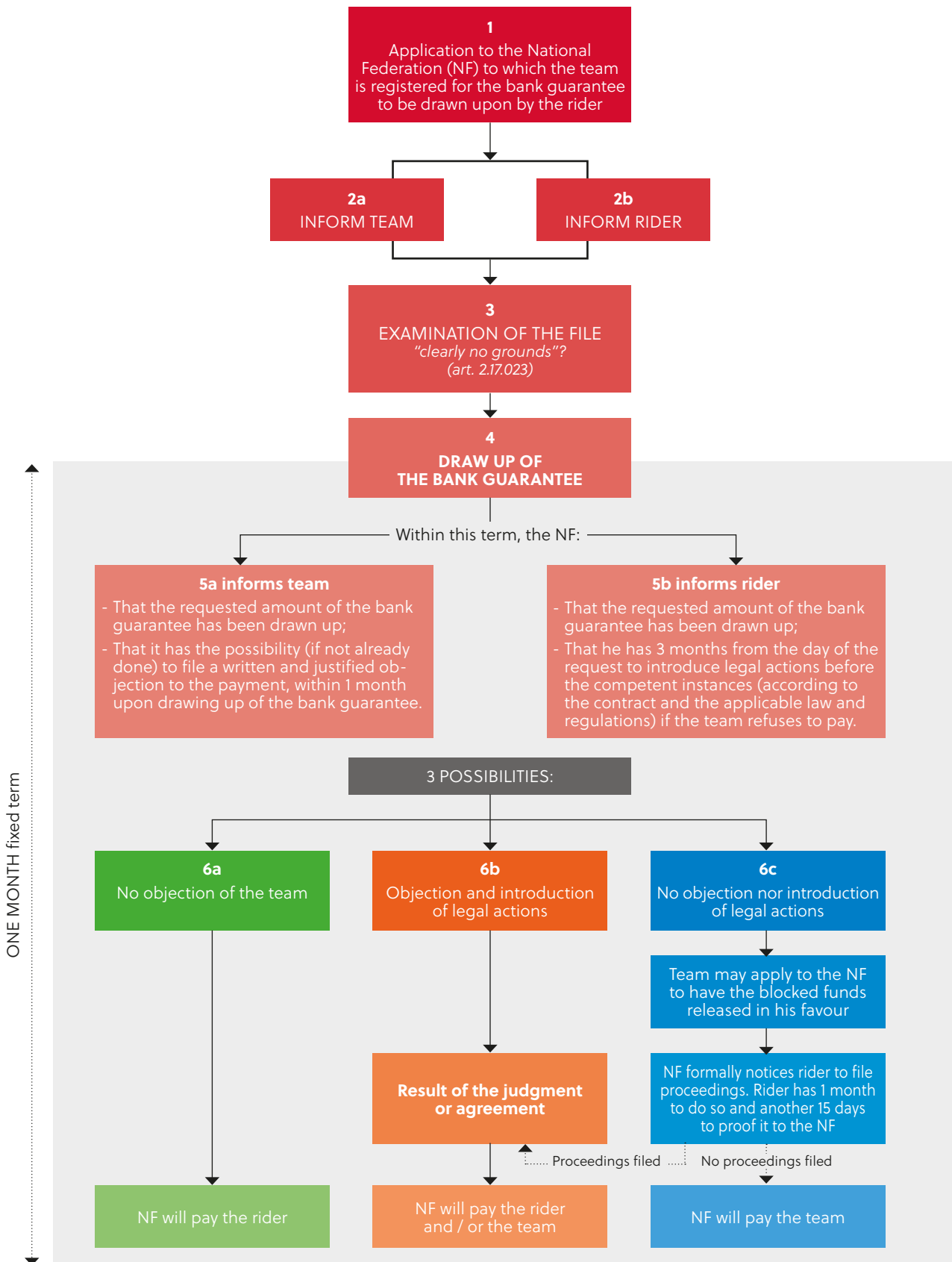
If the paying agent refuses to pay to the creditor and that no agreement is found, the creditor must, within three months from the date of his request to call up the guarantee, make a claim in law before the court that he considers competent.

Should this not occur, the paying agent may call for the repayment of the sum held in escrow. However, the National Federation shall first give notice to the creditor, who shall then have 1 month to make a claim in law and an additional 15 days to prove this to the National Federation.

### ■ The payment

In either case, payment to the creditor may be made after expiration of the one-month fixed term after the call-up at the earliest.

Should the team contest the claim, the payment must be made in accordance with the terms of an agreement between the parties or an enforceable judicial or arbitral decision. It is important to take note that it is possible for the parties to reach an agreement at any stage.



The claimant in this example is referred to as «rider» but this occurrence may also apply to any team member whom is allowed to call on the bank guarantee.

This document is a resume of articles 2.17.023 to 2.17.028 of the UCI Regulations designed for information purposes only. Any inaccuracies which could occur in this document do not engage the responsibility of UCI. Please refer exclusively to UCI Regulations.

## 4. PROCEDURE TO BE FOLLOWED BY THE TEAM

The UCI sets the general framework for the procedure, which will be applied as specified by each National Federation.

This guide is designed so that the National Federation can use it as a basis for their instructions to teams. National Federations who wish to apply the "minimum standards" set out by the UCI can extract this part of the Manual, and send it to candidate teams.

Each federation is free to draw up its own documentation and to alter the procedure, as long as the key deadlines set in the regulations and the minimum criteria set by the UCI are respected.



Any confirmation of registration from the National Federation doesn't mean the team is registered with the UCI or that the information has been validated by the UCI. In addition, a licence issued doesn't mean a registration within a team.

In order for the National Federation to report your situation to the UCI and for the UCI to validate it, all information (e.g. addition/removal of riders or staff, change of any information related to the team...) needs to be submitted into the UCI DataRide platform.

### 4.1.

#### DEADLINES AND PAYMENT OF THE REGISTRATION FEE

The application for registration must be made through the UCI DataRide - Teams platform, (*article 2.17.035 of the UCI Regulations*). Other applications shall be rejected.

The National Federation sets the deadlines as it wishes, in such a manner that the deadlines set by the UCI for registration, namely:

Up to 30 September	Article 2.17.033	The National Federation sends the UCI the list of teams which intend to register as UCI Continental Team or UCI Women's Continental Teams for the following year.
From 1 October to 10 November	Article 2.17.033	The complete set of registration file must be submitted to the UCI through the UCI DataRide - Teams platform following the review from the National Federation.
No later than 1 November	Article 2.17.033	The payment of the registration fee* must reach the UCI.

\* The amount of the registration fee is set out in the UCI financial obligations (annexe A.2).



We would like to remind you that the registration fee is non reimbursable and that any delay in the payment will delay the registration of the team. Moreover, in addition to the registration fee, teams must ensure they are up to date with all their payments for the UCI and other stakeholders. Any unpaid invoice will prevent the team from being registered.



**We kindly ask the teams to indicate the name of their team on the payment, so that it is easier to identify through our bank.**

This sum must be paid into the UCI's bank account:

#### **Euro bank account**

**Bank:** UBS Deutschland AG

**Address:** Bockenheimer Landstr. 2-4  
60306 Frankfurt am Main  
Germany

**IBAN :** DE27 5022 0085 1020 400012

**BIC :** SMHBDEFFXXX

**Beneficiary:** Union Cycliste Internationale  
CH- 1860 Aigle

## 4.2. INFORMATION TO BE SUBMITTED

The UCI provides the UCI DataRide - Teams platform that must be used for the submission of information related to the registration of a UCI Continental Team or UCI Women's Continental Team. A userguide is available at the beginning of these instructions for registration (see page 7).

### PAYING AGENT

The teams must indicate on the UCI DataRide - Teams platform the information related to its paying agent (task UCI Team Application). **It is the legal structure (association, company...) responsible for the management of the team.** All the contracts with the riders, staff members, as well as sponsorship contracts must be signed with this paying agent.

### CHECK-LIST OF DOCUMENTS TO BE PROVIDED (*annexe B*)

By completing the check-list the team can verify if all the required documents are being submitted. The document also serves as a counterfoil for the documents sent to the National Federation. This document must not be sent to the UCI.

### BUDGET WITH INSTRUCTIONS (*annexes C*) AND CALCULATION OF THE MINIMUM AMOUNT OF THE BANK GUARANTEE (*annexe C-3*)

The budget must be drawn up using the form supplied by the UCI and in accordance with the instructions that accompany the form. It is recommended that the principal budget lines should be annotated, in particular where there are significant differences from the preceding financial year. The model budget also includes a table which can be used to calculate the minimum amount of the bank guarantee.



For the registration of a UCI Women's Continental Team, the budget as well as the calculation of the minimum amount of the bank guarantee will have to be completed and submitted to the UCI through [this link](#) before 10 November 2023.

### LIST OF RIDERS LIST OF STAFF MEMBERS

These lists must include all the information required by the regulations for all riders and staff members. Furthermore, the team must provide the list of subscribed insurances to the National Federation in charge as well as all the other required documents.

**Any person mentioned in these lists must have signed a written contract/agreement with the team, that must have been submitted to the National Federation for review.**

### MODEL BANK GUARANTEE (*art. 2.17.029 of the UCI Regulations*)

The bank guarantee form must be used unaltered. Please refer to point 3.8 of this manual.



For the registration of a UCI Women's Continental Team, a copy of the bank guarantee will have to be submitted to the UCI before 10 November 2023 for information via the UCI DataRide - Teams platform. The National Federation remains responsible for the compliance and authenticity of the bank guarantee.

#### REPRESENTATION LETTER BY THE REPRESENTATIVE OF THE UCI TEAM TO THE NATIONAL FEDERATION (*annexe E*)

By signing this declaration, the representative confirms to the National Federation that:

- He is familiar with the UCI Regulations and the instructions from the National Federation on the conditions for the registration of the team;
- He acknowledges his responsibility for the compliance of the documentation presented with the UCI Regulations and of the National Federation, and with the law in force;
- Every rider with whom he has concluded an agreement/contract is insured in accordance with UCI Regulations;
- He has provided all the information required and that it is accurate;
- He undertakes to inform the National Federation of any change affecting the team and of any events liable to put the team in difficulties.

### 4.3 PARTICIPATION TO UCI PROSERIES EVENTS



Any UCI Continental Team wishing to participate to at least one UCI ProSeries event during the season must, **by 31 December 2023**:

- Fill-in [this form](#)
- Pay the anti-doping contribution as per the bank details mentioned below

**Bank:** UBS Deutschland AG

**Adress:** Bockenheimer Landstr. 2-4  
60306 Frankfurt am Main  
Germany

**IBAN:** DE27 5022 0085 1020 400012

**BIC:** SMHBDEFFXXX

**Beneficiary:** Union Cycliste Internationale CH- 1860 Aigle

The teams that do not respect these conditions and deadlines will not be authorised to participate to UCI ProSeries events.

## 5. PROCEDURE TO BE FOLLOWED BY THE NATIONAL FEDERATION

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The aim of this section is to clarify the role and the responsibilities of the National Federation in regards to the checking and registration of UCI Teams. It describes the minimum requirements that National Federations must respect to propose the registration of UCI Teams to the UCI.

Given the major disparities worldwide between the more developed federations and those in countries where cycling is still emerging, it is clear that the responsibility for checks on UCI Teams must remain within the remit of National Federations. However, in order to maintain consistency in the development of the structures of cycling, and also to avoid inequitable treatment of teams who will face each other in competitions on the UCI calendar, a basic framework is vital.

The UCI primarily hopes that these instructions will help reinforce the fairness of competition and the protection of riders all over the world. The instructions for checks on UCI Teams will facilitate the learning process and development of National Federations in this area.

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The UCI also needs to ensure that the criteria and procedures are applied in an adequate manner by all National Federations. The regulations give it the right to intervene directly with National Federations to check that the fundamental rules are respected, or to impose penalties on National Federations which do not show proof of all the due diligence.

### 5.1. RESPONSIBILITY OF THE NATIONAL FEDERATION

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TANT**

**The National Federation shall be solely responsible for checking compliance with regulatory and legal requirements, both on registration and throughout the registration year. This responsibility includes the respect for the minimum conditions and criteria set by the UCI. Furthermore, each National Federation must be clearly independent of the team(s) that it registers (cf. Infra 5.3).**

### 5.2. STRUCTURE, ORGANISATION

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The procedure for the registration of and controls on teams is the responsibility of the President of the National Federation, unless its constitution and regulations make alternative provision.

It is desirable for the National Federation to set up a body to handle the registration of UCI teams, which may be:

- a department or manager within the National Federation;
- a committee of external specialists;
- a combination of the two.

The manager in charge of registration or the chair of the registration committee for UCI teams will be the main contact for the UCI in regards to the registration of UCI teams. In their absence, the UCI will deal with the President of the National Federation.

The National Federation shall inform the UCI of the organisational arrangements made, providing by email ([road@uci.ch](mailto:road@uci.ch)) annexe A-1 confirming the names and contact details of the people in charge of the registration procedure. As far as "lawyer" and "accountant" sections are concerned, if they are not filled-in, an explanation will need to be provided on the procedure implemented by the National Federation in case of any issue on this matter.

### 5.3. POWERS AND INDEPENDENCE OF THE BODY

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Regardless of the organisational arrangements made, the people in charge of the procedure must:

**IMPOR-  
TANT**

- **Be completely independent of the teams for which they check the documentation (no financial links, working relationship, family ties, etc.);**
- **Be sufficiently qualified to assess the documentation: financial and legal skills are required.**

The National Federation must be independent from any UCI Continental Teams or UCI Women's Continental Team.

**The National Federation shall provide the UCI with confirmation that these basic rules are respected through UCI DataRide - Teams (check-list).**

### 5.4. INFORMATION FOR APPLICANT TEAMS

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The National Federation shall provide the organisational and communication resources needed so that teams receive the information needed for registration in a timely manner. It will also inform the UCI team of the results of its checks through UCI DataRide - Teams, inter alia so that the UCI Team can provide outstanding required documentation if deadlines permit.

### 5.5. CHECKS THAT THE UCI TEAM HAS RESPECTED THE CRITERIA

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To facilitate checks on documentation by National Federations and ensure a minimum quality standard for the execution of the required checks, the UCI has drawn up a checklist to assist National Federations in documenting their verification procedures.

This check-list is available on the UCI DataRide - Teams platform. Tick-boxes will need to be ticked.

Controls relate to the respect for the minimum criteria set out in point 4 of this manual.

Annexe J is available in the instructions for registration in order to guide through National Federations in regards to possible anomalies and their severity.

**MÉMO**

**IMPOR-  
TANT**

**We kindly remind National Federations that all the checks performed are under their responsibility. The checks must not only be formal and all the information, even the prefilled-in one on the UCI DataRide - Teams platform, must be conscientiously controlled according to the documents that the National Federation must have.**

## 5.6

### PROCEDURAL CHECKS BY THE UCI

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The role of the UCI will be limited to ensuring that the minimum controls have indeed been carried out, working only on the basis of the declarations and reports provided by the National Federation.

IMPOR-  
TANT

Should the UCI have doubts concerning the proper execution of checks and/or the compliance of the information, it may take direct action with the National Federation to request additional information, or to obtain a copy of the UCI Team's application documentation for verification. The National Federation will then be required to provide the documentation required within eight days. To this end, the National Federation is required to collect and retain all documents relating to the registration of teams (art. 2.17.038). **Random audits will be performed during the season in order to ensure the files are compliant.**

In all cases, the National Federation remains solely responsible for the registration of the team. However, the UCI can refuse or withdraw registration to a team which does not meet the minimum conditions. The National Federation shall be liable for any additional costs incurred as a result of inadequate checking on its part.

In exceptional and necessary situations in order to ensure the correct allocation of UCI points, the UCI reserves the right to take the measures required by such a situation. These measures shall be without prejudice to any possible dispute between the rider and his team.

UCI  
CTW

The additional documents (budget C-1 and calculation of the bank guarantee C-3) required for the registration of a UCI Women's Continental Team must be provided to the UCI and comply with the requirements, failing which, the registration of the corresponding team may be denied.



## 6. LICENCES

The National Federation must guarantee that every licence holder, in other words both riders and staff members, is in possession of the licence required by the UCI Regulations and that all the information (including the licence number) are updated on the UCI DataRide - Teams platform.

Articles 1.1.001 to 1.1.033 of the UCI Regulations establish the rules for licences in general and the issuing procedure in particular.

IMPOR-  
TANT

**A licence is issued for the whole year by the National Federation of the country in which the licence applicant has his or her main residence at the time of application. He shall remain affiliated to that federation until the expiry of the licence, even if he changes country of residence.**

Consequently, if a National Federation wishes to register a team with the UCI, it issues licences solely for those members of the team who have their main residence in the country of the Federation. A National Federation registering a team should nevertheless have the assurance that all the team members (riders and staff members) are licence holders (including those issued by another Federation).

**Furthermore, if a licence has already been issued to a team member (rider, staff) by a National Federation for the season, a second licence cannot be issued by another National Federation, even if this person changes residence during the season.**

### 6.1. BASIC PRINCIPLES

**Federations remain solely responsible for checking the criteria that they have established, but before issuing a licence they must check that the potential licence holder has adequate accident and civil liability insurance in order to practise cycling. It is particularly important to guarantee suitable coverage for all countries in which the licence holder will conduct his or her activities (1.1.006).**

### 6.2. ISSUING PROCEDURE

As previously announced, the **Federation that will issue the licence is determined solely by the athlete's place of main residence.** (see art. 1.1.011 of the UCI Regulations).

The issuing of the licence is thus completely independent of the applicant's nationality and the nationality of his or her UCI team, as shown by the examples below:

A RIDER OF NATIONALITY A IS:	A RIDER OF NATIONALITY B IS:
Registered in a team of nationality B	Registered in a team of nationality B
Main residence in country B	Main residence in country C
→ <b>The licence must be issued by the Federation of country B.</b>	→ <b>The licence must be issued by the Federation of country C.</b>


**This principle applies to all licence holders from all National Federations, irrespective of their status.**

### 6.3. FORM OF LICENCE

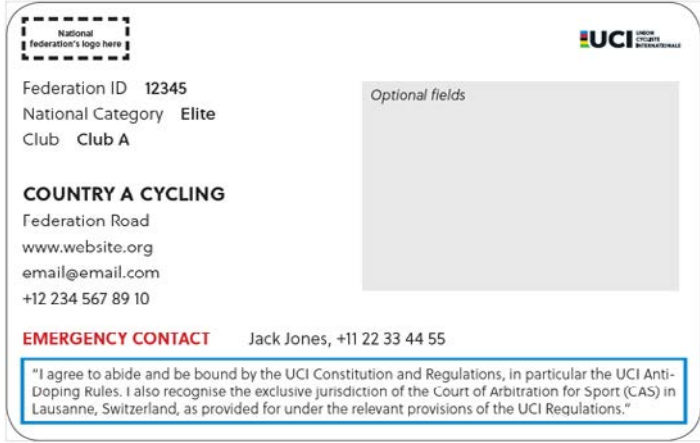
In order to avoid any confusion when athletes participate under UCI Regulations (in UCI teams or mixed teams), it is very important to clearly specify on the licence, as shown in the example below, the UCI Team to which the athlete belongs and, if appropriate, his or her club of affiliation.

The licence is printed on a card the size of a credit card:

**1.1.024 Form of licence**  
The licence shall be in the form of a credit card.  
It shall include the following data:  
On the front



On the back



All National Federations must produce licenses which are materially the same as the format presented above. The license year must be in the position and of the font size shown. If a Federation wishes to issue licenses with a QR code or a bar code, space is provided on the reverse of the license for this purpose.

National Federations may issue electronic licenses (i.e. smart phone compatible) in place of material licences. Electronic licences shall feature the same licence format as presented above.

National Federations shall be responsible for ensuring the validity of electronic licences and every aspect related to security pursuant to the relevant applicable laws.

*(text modified on 06.10.97; 01.01.04; 13.08.04; 15.10.04; 01.01.17; 01.01.18; 01.10.18; 05.02.19; 01.01.20)*



The line "Team" can only be used to indicate the name of a UCI Team (UCI Women's WorldTeam, UCI WorldTeam, UCI ProTeam, UCI Continental Team and UCI Women's Continental Team). The line "club" can only be used to indicate the name of a team registered exclusively in a National Federation.

- **Should the photograph not be required, the holder must always be able to present his licence together with another ID document bearing his photo.**
- The holder agrees to abide by the regulations of the UCI and of the National Federations.
- He accepts anti-doping and blood tests provided by the rules and the sole competence of the CAS.

The licence must be written in French or English. Other language versions of its text may also appear. (see art. 1.1.025 of the UCI Regulations).



IMPOR-  
TANT

**No physical licence can be issued until the information have been previously filled-in by the National Federation on the UCI DataRide - Licensees platform.**

#### 6.4. UCI ID



IMPOR-  
TANT

**Every UCI Team member must have a UCI ID. The UCI ID is mandatory for every rider and staff member of the team. The National Federation is responsible for ensuring that all team members are given a UCI ID, which will appear on their licence (1.1.009 bis).**

If a rider or a staff member is not part of the database (UCI DataRide - Licensees), we kindly invite the teams to contact the National Federation in charge of issuing the licence.

As the information regarding licensees belong to National Federations, each addition or amendment of these data in the system is under their responsibility.

#### DOUBLE ENTRIES

IMPOR-  
TANT

**If there are several people with the exact same information (first name, last name, date of birth, nationality) or if the same person appears with two (or more) different UCI IDs, please make sure to send a print screen to the UCI ([ucidataridehelp@uci.ch](mailto:ucidataridehelp@uci.ch)) as well as a copy of the license, showing the UCI ID to keep, so that we can merge both entries and only have the correct one left.**



If you cannot find a person in the database after having searched, we kindly invite you to contact the relevant National Federation, that will be able to issue the correct license. A UCI ID will then be created and the person will be available in the database.

## 6.5. RIDER CATEGORY

As a reminder of the regulations (*arts. 1.1.036 and 1.1.037*), the various rider categories that should be indicated on licences are given below:

### MEN

<p><b>1.1.036</b></p>	<p><b>Men</b></p> <p><b>Youth</b> This category denotes riders aged 16 years or under and is controlled by national federations, except as provided for BMX and Para-cycling in article 1.1.035.</p> <p><b>Junior (MJ: Men Junior)</b> This category shall comprise riders aged 17 and 18.</p> <p><b>Under 23 (MU: Men Under 23)</b> This category shall comprise riders aged 19 to 22.</p> <p><b>Elite (ME: Men Elite)</b> This category shall comprise riders aged 23 and above.</p> <p><b>Masters (MO: Men Open)</b> This category shall comprise Men Masters with the addition of all riders who are not eligible to compete in Women Masters events pursuant to the UCI Regulations. This category shall comprise riders of 30 years and above who elect this status. The choice of masters status shall not be open to a rider belonging to a team registered with the UCI.</p> <p><b>Para-cyclists</b> This category shall comprise riders with disabilities as specified by the UCI functional classification system described in part 16, chapter V. A para-cyclist may, or may not for health and safety reasons, be issued with an additional category from the current list, regarding the established integration procedure. This depends on the degree and nature of the disability.</p> <p><i>(text modified on 01.01.03; 01.01.04; 01.01.05; 25.06.07; 01.07.13; 01.01.15; 01.03.16; 01.01.19; 10.06.21; 17.07.23)</i></p>
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### WOMEN

<p><b>1.1.037</b></p>	<p><b>Femmes</b></p> <p><b>Jeunesse</b> Cette catégorie désigne les coureurs de 16 ans ou moins, et est régie par les fédérations nationales, à l'exception de ce qui est prévu pour le BMX et le Paracyclisme à l'article 1.1.035.</p> <p><b>Juniors (WJ : femmes Juniors)</b> Cette catégorie désigne les coureurs de 17 et 18 ans.</p> <p><b>Moins de 23 ans (WU : femmes moins de 23 ans)</b> Sauf disposition contraire dans le Règlement UCI, cette catégorie désigne les coureurs de 19 à 22 ans.</p> <p><b>Elite (WE : femmes Elite)</b> Cette catégorie désigne les coureurs de 23 ans et plus.</p> <p><b>Master (WM : femmes Master)</b> Sauf disposition contraire du Règlement de l'UCI, cette catégorie désigne les coureurs de 30 ans et plus qui choisissent ce statut. Le choix de statut de master n'est pas laissé à un coureur qui fait partie d'une équipe enregistrée auprès de l'UCI.</p> <p><b>Paracyclistes</b> Cette catégorie désigne des coureurs présentant des handicaps conformément au système de classification fonctionnelle UCI décrit au titre 16, chapitre V. Un paracycliste pourrait ou non, pour des raisons de santé et de sécurité, se voir délivrer une licence supplémentaire appartenant à la présente liste, selon la procédure d'intégration établie. Cela dépendra du degré et de la nature de son handicap.</p> <p><i>(texte modifié aux 01.01.03; 15.10.04; 25.06.07; 01.07.13; 01.01.17; 01.01.19; 10.06.21)</i></p>
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Please note that Masters riders are not authorised to participate in road events on the international calendar unless they hold an Elite licence.



**A rider belonging to a team registered with the UCI cannot carry out another role (see art. 1.1.010).**

## 7. MEDICAL MONITORING

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Programme of medical examinations for fitness to take part in cycling for riders in UCI Continental Teams and UCI Women's Continental Teams.

### 7.1. GENERAL COMMENTS

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#### 7.1.1

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In the context of its policy for prevention and the protection of the riders' health, the Medical Commission (MC) recommends to National Federations that have not hitherto made such arrangements to implement a programme of medical examinations to ascertain fitness to practice cycling prior to issuing a licence.

#### 7.1.2

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This recommendation is based on an admittedly limited medical assessment, but which represents the minimum that can be considered to confirm medical fitness for competition. Should some National Federations already have set up a more comprehensive programme, they should continue to run it, while improving any aspects.

#### 7.1.3

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This medical check-up, and the examinations recommended, are intended for riders who are members of a UCI team and are intended to bring to highlight any physical or biological anomalies which might contraindicate the practice of cycling at this level.

#### 7.1.4

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The medical check-up and the examinations recommended will be carried out by a sports physician with solid experience in monitoring high-level athletes, at best recognised by the National Federation. The National Federation shall be responsible for ensuring, by such means as it may make provision for, that these requirements are respected before it issues a licence to a rider who is a member of a UCI team.

#### 7.1.5

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In order to be admitted to a UCI team, the medical examination for fitness as well as the complementary examinations must be carried out within a period not exceeding 3 months before the application for a licence.

#### 7.1.6

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The doctor who carries out the check-up will also be required to draw up and retain a medical record, which may with the permission of the rider, be passed on to the medical authorities of the National Federation or of the UCI in strict accordance with medical confidentiality rules. In case of change of team, this medical record will need to be forwarded to the doctor in charge of the medical follow-up of the new team. This record will be forwarded respecting the medical confidentiality rules.

## 7.2. PREVENTION OF SUDDEN DEATH IN COMPETITIVE SPORTS

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### 7.2.1

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We have now strong scientific evidence that the risk of sudden cardiac death in athletes can be largely minimized by a medical examination, comprising especially a cardiovascular screening. There is now a large consensus between the main scientific and medical associations to consider that a cardiovascular medical evaluation is the best way to minimize the risk of sudden cardiac death in athletes.

### 7.2.2

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The purpose of this recommendation is to identify, as accurately as possible, athletes at risk of cardiovascular accidents on the field in order to advise them accordingly.

### 7.3. EXAMINATIONS FOR FITNESS TO PRACTICE CYCLING

#### 7.3.1

Before a licence is issued by a National Federation, the rider must have had a medical consultation confirming the absence of any contraindication to the practice of competition sport. A guide on this medical check is proposed below:

<b>PERSONAL HISTORY</b>
Have you ever fainted or passed out when exercising?
Do you ever have chest tightness, at rest or in activity?
Have you ever had abnormal shortness of breath, cough, wheezing. which made it difficult for you to perform in sports?
Have you ever been treated/ hospitalized for asthma?
Have you ever had a seizure?
Have you ever been told that you have epilepsy?
Have you ever been told to give up a sport because of health problems?
Have you ever been told you have high blood pressure?
Have you ever been told you have high cholesterol?
Have you ever been dizzy during or after exercise?
Have you ever had chest pain during or after exercise?
Do you have or have you ever had irregular or abnormally fast heartbeats (depending on the intensity of the exercise)?
Do you get tired more quickly than your friends/team-mates do during exercise?
Have you ever been told that you have a heart murmur?
Do you have any other history of heart problems?
Have you had a severe viral infection (for example myocarditis or mononucleosis) within the last month?
Have you ever been told you had rheumatic fever?
Do you have any allergies (cutaneous, respiratory or others)?
Are you taking any medications at the present time?
Have you routinely taken any medication in the past two years?

<b>FAMILY HISTORY:</b>
Has anyone in your family less than 50 years old:
<i>Died suddenly and unexpectedly?</i>
<i>Been treated for recurrent fainting?</i>
<i>Been diagnosed with a heart or vascular disease (still before 50 years old)?</i>
<i>Drowned while swimming for no apparent reason?</i>
<i>Had an unexplained car accident?</i>
<i>Had a heart transplant?</i>
<i>Had a pacemaker or defibrillator implanted?</i>
<i>Been treated for an irregular heartbeat?</i>
<i>Had heart surgery?</i>
In your family is there a history of experienced sudden infant death (cot death)?
Has anyone in your family been told they have Marfan syndrome?

<b>FULL PHYSICAL EXAMINATION:</b>
General: morphology: weight, height
Cardiovascular examination
<i>Radial and femoral pulses</i>
<i>Check for clinical symptoms of Marfan syndrome</i>
<i>Cardiac auscultation</i>
<i>Heart rate at rest</i>
<i>Murmur: systolic/diastolic</i>
<i>Systolic click</i>
<i>Blood pressure on both arms</i>
Pulmonary examination with check for clinical symptoms of asthma
Examination of locomotor system
Neurological examination with check for vision and balance problems
Check of dental condition
Other systems: complete examination

<b>PARACLINICAL EXAMINATION</b>
12-lead rest ECG

<b>BIOLOGICAL EXAMINATIONS</b>
Blood analysis including:
<i>Complete haemogram</i>
<i>Ferritin</i>
<i>Testosterone</i>
<i>Cortisol</i>
<i>Creatinine</i>
Urine dipstick

## 7.3.2

Knowing the cardiovascular origin in sudden death is high on young sportsman (around 90%), it is highly recommended to ask for a cardiological assessment in case:

- a doubt on a cardiovascular pathology of hereditary origin;
- an unusual symptom arises;
- an abnormal cardiac auscultation;
- any anomaly detected on the electrocardiogram.

Additional examinations can then be carried out by a sports cardiologist.



**For any further information, please contact: [medical@uci.ch](mailto:medical@uci.ch)**



## 8. CLOTHING AND EQUIPMENT

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### 8.1. CLOTHING

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Under article 1.3.035, "(...) Other teams shall submit for approval their clothing to the national federation of the team at the moment of the team registration no later than 10 December before the year in question".

**IMPOR-  
TANT**

The team must submit the jersey design on the UCI DataRide - Teams platform, **before production**. The National Federation must check it (see below) and reject the design if the team needs to correct it.

In any case, the National Federation must have validated the jersey design, checked and corrected if needed, on the UCI DataRide - Teams platform, **by 10 December 2023**.

**The team must not start production of its jersey until the design is validated on the UCI DataRide - Teams platform, by both the National Federation and the UCI.** If an uncompliant and/or non-validated jersey is produced, the team shall be subject to the sanctions set out in article 1.3.072. Furthermore, this does not exempt the team from correcting the jersey and producing it again.

## CHECKS TO BE PERFORMED BY THE NATIONAL FEDERATION

**IMPOR-  
TANT**

Before validating the jersey design and thus providing the UCI with it, the National Federation must imperatively perform the following checks:

**The non authorised use of the "rainbow colours" is strictly prohibited under article 1.3.060.** "The right to the "rainbow colours" is the exclusive property of the UCI. Any commercial use of the rainbow colours is strictly prohibited";

At least one of the main sponsors as defined in article 1.3.038 and indicated by the team on the UCI DataRide - Teams platform must be preponderant and placed in the upper part of the jersey, both on the front and the back of the jersey;

The use of a brand of tobacco, spirits (content of alcohol of 15% or more), pornographic products or any other products that might damage the image of the UCI or the sport of cycling in general is strictly prohibited (see art. 1.1.089).

The use of any country pipping is not authorised, except for riders who are former National Champions.





**Uci  
CTW**

In addition, please note that pantones or similar pantones of the UCI Women's WorldTour leader jerseys hereafter can't be used as the main color of a UCI Women's Continental Team jersey.

**In order to avoid any difficulty or delay in the approval procedure, we encourage teams not to chose violet or pink as main color of their jersey.**

In case one of these colors is used, the design of the jersey must be different enough from the UCI Women's WorldTour leader jersey. We strongly advise teams to contact us as soon as possible in order to ensure it.

In addition, we invite teams to avoid the use of designs that were previously used by other teams, included on lower levels.

UCI WOMEN Raspberry		UCI WOMEN Light Blue	
			
<b>RGB</b> 142 18 99	<b>RGB</b> 181 0 108	<b>RGB</b> 102 150 200	<b>RGB</b> 36 96 149
<b>CMYK</b> 36 100 25 4	<b>CMYK</b> 9 100 15 0	<b>CMYK</b> 78 28 3 0	<b>CMYK</b> 96 58 15 2
<b>PANTONE®</b> 234	<b>PANTONE®</b> 226	<b>PANTONE®</b> 7688	<b>PANTONE®</b> 7691



**In case of any doubt, we kindly invite National Federations to contact us before approving the team jersey design.**

Only one . high quality pdf document (not more than 3mb) must be uploaded on the UCI DataRide - Teams platform and must contain the design of the jersey and short design, front and back.

(see articles 1.3.035 - 1.3.043)

IMPOR-  
TANT

### MANDATORY

We inform you that only the logos as per the [appropriate guidelines](#) must be used. **Please ensure the jerseys are approved by the UCI before any production.** We draw your attention to the fact that a lack of reply from the UCI must not be considered as an approval. The placement of the corresponding UCI logo for each team category remains unchanged, in the below specified area.



The UCI Women's Continental Team logo is used above for illustration purpose. Please ensure you use the logo corresponding to your team category.

IMPOR-  
TANT

In order to allow teams with tighter deadlines for the production of their jerseys to be on time, **two windows for submission and approval of jerseys will be in place.**

→ from 1st to 10 November

→ from 15 November to 10 December

In order for the National Federations and the UCI to control these jerseys, information on the main sponsors must be available.

IMPOR-  
TANT

Each Road team may use an alternative design of clothing at a maximum of **three full events each year**. Such alternative clothing must be submitted for approval to the UCI, at least 60 days before the start date of the event at which it shall be worn. The UCI will provide the team with an answer no later than 30 days prior to the start date of the event in question.

Applications either for a permanent or temporary change will be considered in the order in which they are received by the UCI. Applications may be rejected for reasons considered valid, including without being limited to similarity to other team's clothing, similarity to leaders' jerseys, ill-compliance with UCI regulations pertaining to jerseys, potential harm to image of cycling, the events or the UCI. (art. 1.3.036)

## 8.2. EQUIPMENT

Equipment used in competition by teams shared with the UCI must comply with **Articles 1.3.001 through 1.3.034 of UCI Regulations**. Compliance with these rules by all concerned parties is a token of sporting fairness and safety in competitions.

Teams must share the equipment which will be used in road races or time trials during 2024 by 30 November 2023, at the latest. Collection is done through the [Online Form](#) done by the Innovation Unit in the form of [an excel template](#). Teams are also encouraged to provide any technical documents as annexes.

Click [here](#) to download the excel template.

Click [here](#) to download the online form.

The Innovation Unit will ensure the compliance of the declared equipment to develop the list of authorised equipment for the 2024 season UCI races.

**IMPORTANT** Any equipment which has not been previously shared with the UCI may not be used in competition, in accordance with Article 1.3.005 of the UCI Regulations.

Teams wishing to use new equipment during the year must present it to the Innovation Unit no later than one month before the first scheduled use. The Innovation Unit will then assess the compliance of this new equipment based on the requirements of the UCI Regulations and the Clarification Guide of the UCI Technical Regulations. If it is considered compliant by the Innovation Unit, it may be used in competition, subject to respecting the requirements of **Article 1.3.006**, which determines the obligations relating to the commercialisation of equipment.

In the same way, if a team would like to use a prototype in competition, this will need to be presented at the UCI and will need to follow the dedicated registration process as per **Article 1.3.006**.

The Clarification Guide of the UCI Technical Regulations is available online and it aims to help to ensure that the technical regulations are applied in a consistent manner by the whole cycling family.

You may download it at [Equipment | UCI](#).

For any other questions or additional information, please contact [materiel@uci.ch](mailto:materiel@uci.ch).

### UCI HEIGHT EXEMPTION LIST

Riders in the height range of 180.0 cm – 189.9 cm and 190.0 cm or taller are eligible to request an exemption to be added to Category 2 & Category 3 respectively (**Article 1.3.023**).

A rider must provide a one-time medical Attestation signed by the Head Medical Director of the team where the height is clearly stated.

To add the rider to the UCI List of riders in height Categories 2 and 3, the Attestation must be completed and submitted via Online Form at [Equipment | UCI](#) (UCI Online Application Form for the submission of the height attestation) no later than 15 days before the intended UCI-sanctioned event.

Click [here](#) to download the Attestation template.

Please note, that riders are no longer required to verify their height with the UCI Commissaire on-site, where the UCI Commissaire reserves a right to verify the height of the rider.

## 9. INVITATIONAL RANKINGS

IMPOR-  
TANT

**We kindly remind you that according to the provisions of article 2.17.040 of the UCI Regulations, only the teams duly registered through the UCI at the beginning of the calendar year can benefit from the mandatory invitations. To avoid any difficulty, we kindly invite you to ensure with concerned teams that they have submitted an entire and compliant documentation for the 10 November.**

### UCI WOMEN'S CONTINENTAL TEAMS

IMPOR-  
TANT

**For the UCI Women's WorldTour races, the organiser must send an invitation to all UCI Women's WorldTeams and to the two best UCI women's continental teams on the basis of the first UCI women's world team ranking published after the last event of the previous season.**

In the event that the number of UCI Women's WorldTeams is less than 13, the number of obligatory invitations to the UCI Women's Continental Teams, based on the abovementioned ranking, shall be increased accordingly in order to ensure a minimum number of 15 invitations to the UCI WorldTeams and UCI women's continental teams. (art. 2.1.007bis)

The organiser must accept entries from the above-mentioned teams that have responded positively to an invitation. (art. 2.13.006).

### UCI CONTINENTAL TEAMS

IMPOR-  
TANT

**Provisions for ME and MU class2 events of the Europe Tour as well as ME and MU class 1 and class 2 events of the America Tour, Asia Tour, Africa Tour and Oceania Tour**

The organiser must invite the first 3 UCI continental teams in the classification by team for the relevant continental circuit of the event, on the last day of the previous season (in the sense of Article 2.1.001). For the application of this provision, only teams from the relevant continental circuit of which the event is part and, amongst these, only the best team of each nation is considered.

**Provisions for ME and MU class 1 and class 2 events of the Africa Tour**

The organiser must invite the first 3 national teams in the classification by nation for the UCI Africa Tour, on the last day of the previous season (in the sense of Article 2.1.001).

The organiser must accept entries from above mentioned teams who have responded positively to an invitation. (art. 2.1.007bis)

MÉMO

IMPOR-  
TANT

The team may only claim the rights related to the UCI continental team or UCI women's continental team status once its registration has been granted, in particular concerning the provisions set out in article 2.1.007 bis. (art. 2.17.040)



# ANNEXES

## ANNEXES

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- A-1 \_\_\_ Authentication form
- A-2.1 \_\_\_ UCI Regulations and Financial Obligations
- A-2.2 \_\_\_ [Declaration of participation in UCI ProSeries events](#)
- A-3.1 \_\_\_ Acknowledgment and recognition of ethical principles- staff UCI teams
- A-3.2 \_\_\_ Team Manager Statement
  - to be submitted on [this link](#)

## DOCUMENTS TO BE COMPLETED BY THE UCI TEAM AND SENT TO THE NATIONAL FEDERATION

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- B \_\_\_ Check-list of documents to be provided to the National Federation
- C-1 \_\_\_ Budget for the season
  - to be submitted on [this link](#)
- C-2 \_\_\_ Instructions for drawing up the budget for the season
- C-3 \_\_\_ Calculation of the minimum amount of the bank guarantee
  - to be submitted on [this link](#)
- E \_\_\_ Representation letter to National Federation

## DOCUMENTS TO BE SUBMITTED TO THE UCI BY THE NATIONAL FEDERATION

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### ADDITIONAL DOCUMENTS TO BE PROVIDED TO THE UCI BY THE NATIONAL FEDERATION FOR THE REGISTRATION OF A UCI WOMEN'S CONTINENTAL TEAM NO LATER THAN 10 NOVEMBER

- C-1 Budget for the season
  - to be submitted on [this link](#)
- C-3 Calculation of the minimum amount of the bank guarantee
  - to be submitted on [this link](#)
- GB Copy of the bank guarantee submitted to the National Federation
  - via the UCI DataRide - Teams platform

## USEFUL DOCUMENTS (FOR INFORMATION)

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## A-1. AUTHENTICATION FORM

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TO SEND TO [road@uci.ch](mailto:road@uci.ch) **BEFORE 30 SEPTEMBER**

This form must be duly filled-in, dated, signed and sent back by 30 September to [road@uci.ch](mailto:road@uci.ch).

It is composed of two parts, which enable the National Federation to:

1. Describe the role and responsibility of the people authorised by the National Federation to perform the checks on the UCI Continental Teams and UCI Women's Teams registration file.
2. Confirm the UCI Continental Teams and UCI Women's Teams it intends to register for the 2024 season (see art. 2.17.033) as well as the representative of the team authorised to receive the credentials to connect to the UCI DataRide - Teams platform.

The original must be kept by the National Federation and must be available at anytime upon request from the UCI.



**PART 1****NATIONAL FEDERATION ORGANISATION AND STRUCTURE**

In order to effectively fulfill our role and responsibilities in the registration of UCI Continental Teams and UCI Women's Continental Teams, we have made the following organisational arrangements:

**PRESIDENT OF THE NATIONAL FEDERATION**

*Body responsible for implementing and supervising the procedure*

Last name

First name

E-mail

**RESPONSIBLE FOR THE REGISTRATION OF UCI ROAD TEAMS**

*Body responsible for executing the procedure and carrying out checks*

Last name

First name

E-mail

**LAWYER**

*Body empowered to rule on team registrations*

Last name

First name

Attorney at the  
bar of

E-mail

**CERTIFIED ACCOUNTANT**

*Body empowered to rule on team registrations*

Last name

First name

E-mail

We declare that the persons responsible for handling team documentation and ruling on the acceptability of applications for registration are properly qualified and meet the criteria for independence.

We undertake to inform applicant teams in good time, and to provide them with documentation and support required.

We also undertake to carry out all the tasks allocated to us under UCI Regulations and set out in the manual for the registration of UCI Continental Teams and UCI Women's Continental Teams with due diligence.

**PART 2**

REGISTRATION INTENTIONS (if needed, please duplicate this form)

**IMPORTANT** REMINDER: the team representative is the person legally in charge of signing contracts within the team. It is also the person in charge of registering the team on the UCI DataRide - Teams platform.

I, the undersigned,  
responsible for the registration of UCI Road Teams in the National Federation, declare the intention to register the following UCI Continental Teams (up to 15 teams):

UCI CONTINENTAL TEAM		
TEAM NAME		
INTENDED TEAM CODE		NEW TEAM
Last name of the representative	First name of the representative	Email of the representative
TEAM NAME		
INTENDED TEAM CODE		NEW TEAM
Last name of the representative	First name of the representative	Email of the representative
TEAM NAME		
INTENDED TEAM CODE		NEW TEAM
Last name of the representative	First name of the representative	Email of the representative
TEAM NAME		
INTENDED TEAM CODE		NEW TEAM
Last name of the representative	First name of the representative	Email of the representative
TEAM NAME		
INTENDED TEAM CODE		NEW TEAM
Last name of the representative	First name of the representative	Email of the representative
TEAM NAME		
INTENDED TEAM CODE		NEW TEAM
Last name of the representative	First name of the representative	Email of the representative
TEAM NAME		
INTENDED TEAM CODE		NEW TEAM
Last name of the representative	First name of the representative	Email of the representative
TEAM NAME		
INTENDED TEAM CODE		NEW TEAM
Last name of the representative	First name of the representative	Email of the representative

I also declare the intention to register the following UCI Women's Continental Teams:

**UCI WOMEN TEAM**

TEAM NAME		
INTENDED TEAM CODE		NEW TEAM
Last name of the representative	First name of the representative	Email of the representative

TEAM NAME		
INTENDED TEAM CODE		NEW TEAM
Last name of the representative	First name of the representative	Email of the representative

TEAM NAME		
INTENDED TEAM CODE		NEW TEAM
Last name of the representative	First name of the representative	Email of the representative

TEAM NAME		
INTENDED TEAM CODE		NEW TEAM
Last name of the representative	First name of the representative	Email of the representative

TEAM NAME		
INTENDED TEAM CODE		NEW TEAM
Last name of the representative	First name of the representative	Email of the representative

TEAM NAME		
INTENDED TEAM CODE		NEW TEAM
Last name of the representative	First name of the representative	Email of the representative

TEAM NAME		
INTENDED TEAM CODE		NEW TEAM
Last name of the representative	First name of the representative	Email of the representative

TEAM NAME		
INTENDED TEAM CODE		NEW TEAM
Last name of the representative	First name of the representative	Email of the representative

Date

Signature  
of the  
National Federation President

Signature of the person responsible  
for the registration of UCI Road Teams  
in the National Federation

## A-2.1 UCI REGULATIONS AND FINANCIAL OBLIGATIONS



FOR TEAM'S INTERNAL USE, **NOT TO BE SUBMITTED**

### UCI REGULATIONS

TITLE 2, CHAPTER 17

You will find on the UCI website the rules relative to the 2024 registration for UCI Continental Teams and UCI Women's Teams.

The website is separated in two parts that allow you to consult the **Regulations currently in force**, on the left side, and to see the latest **Rules amendments** on the right side.

Here is the full link to the [UCI Regulations](#) welcome page.

### FINANCIAL OBLIGATIONS

ROAD 2024

The payment of the registration fee must be done on 1 November at the latest (see art. 2.17.033).

You will find the National Federations' classification system as well as the Financial Obligations on the [UCI Website](#):

REGISTRATION FEE			
UCI CONTINENTAL TEAMS	UCI	CONTRIBUTION TO THE ITA	TOTAL
Federation - Group 1	4,250 €	2,250 €	6,500 €
Federation - Group 2	2,975 €	1,575 €	4,550 €
Federation - Group 3	1,700 €	900 €	2,600 €
Federation - Group 4	850 €	450 €	1,300 €

UCI WOMEN'S CONTINENTAL TEAMS	UCI	CONTRIBUTION TO THE ITA	TOTAL
Federation - Group 1	4,250 €	2,250 €	6,500 €
Federation - Group 2	2,975 €	1,575 €	4,550 €
Federation - Group 3	1,700 €	900 €	2,600 €
Federation - Group 4	850 €	450 €	1,300 €

## A-3.1. ACKNOWLEDGMENT AND RECOGNITION OF ETHICAL PRINCIPLES - STAFF UCI TEAMS



**TO SUBMIT TO THE NATIONAL FEDERATION WITH EACH RIDER/STAFF CONTRACT**

**NOTE:** *These declarations may be signed in English or in French.*

As a member of a UCI Team, I recognise the risks associated with the practice of cycling and the importance of respecting and acting at all times in accordance with the highest ethical standards in terms of respect for the individual. I hereby confirm and agree to respect at all times the following principles including general principles and a reminder of the rules of conduct of the UCI Code of Ethics, the importance of which is particularly high in view of my function.

**I undertake to perform my duties in a dignified manner** and to demonstrate the highest degree of honesty, impartiality, integrity and credibility (*see article 5, paragraph 2 UCI Code of Ethics*).

**I pledge to respect and treat with dignity** all the people with whom I come into contact within the framework of my functions and particularly the members (staff and riders) of my team as well as those of other teams. I am aware that any behaviour that is disrespectful or compromises the integrity or dignity of a person may give rise to contractual, ethical or disciplinary measures on the part of my employer or any governing body (UCI, National Federation, National Olympic Committee, etc.).

**I pledge to respect and help protect the privacy and safety** of my team members (staff and riders).

**I acknowledge the prohibition and condemn the harassment and abuse, emotional or sexual, and bullying in all its forms** and pledge to protect the members of my team and in particular the minors (under 18 years) of any risk of bullying, abuse or harassment (*see article 6.4 UCI Code of Ethics*). I recognise the fact that situations of harassment, abuse and bullying regularly result from an abuse of a position of authority, or inappropriate use of a position of influence, power or authority by an individual to another.

I acknowledge and accept the following definitions derived annexe 1, article 2 of the UCI Code of Ethics related to harassment and abuse:

- Harassment: includes psychological abuse, physical abuse, sexual harassment and abuse.
- Physical abuse: refers to any intentional act that is not desired (e.g. punching, kicking, any form of stroke, biting, burning, etc.) that causes physical injury or injury. Such an act may also be the result of forced or inappropriate physical activity (e.g., improper training load for age or ability or physical fitness, or due to injury or pain), alcoholic restraint or doping products.
- Sexual abuse: refers to any verbal or physical action of a sexual nature, which is not desired, or where consent is obtained under duress, manipulated or cannot be given. Sexual harassment is a form of sexual abuse.
- Neglect: Neglect is a form of abuse and refers to any failure of a coach or other person with a duty of care to an athlete to provide him / her with a minimum of care and, as a result, to harm the athlete, to cause him harm, or creates imminent danger.

**I undertake not to adopt an attitude, nor use disparaging words or any other means** likely to undermine the dignity of a person or a group of persons because, in particular, of the colour of their skin, race, religion, ethnic or social background, political opinion, sexual orientation, disability or any other ground that offend human dignity (see Article 6.1 UCI Code of Ethics)..

**I undertake never to abuse my function**, particularly for private purposes or to derive any personal benefit (see article 5, paragraph 3 UCI Code of Ethics).

**I undertake never to take any action to promote, facilitate, associate with, or otherwise support** any behaviour or action that contravenes the provisions and spirit of the UCI Anti-Doping Regulations (see article 8.2 UCI Code of Ethics).

**I undertake to report to the International Testing Agency (ITA)** ([report-doping@ita.sport](mailto:report-doping@ita.sport)) any element of which I am aware that would constitute or could reasonably be considered a violation of the UCI Anti-Doping Regulations.

**I undertake to report to the UCI Ethics Commission** ([secretariat@uci-ethics.ch](mailto:secretariat@uci-ethics.ch)) any element of which I am aware that would constitute or could reasonably be considered a violation of the Code of Ethics of the UCI.

**I also acknowledge that any and all incidents of abuse, harassment or bullying** to may be reported to the [UCI reporting platform](#). I understand that in such cases no action will be taken against me providing I am acting in good faith and not making malicious reports.

**I agree to abide by and observe all relevant national laws in relation to the safeguarding and protection of others.**

By signing this declaration, I understand that I will be held accountable for any actions that are contrary to the principles outlined above and accept the disciplinary competence of the UCI's judicial bodies – and any other decision-making body that may be competent - for any such breach.

I  
member of the team

the undersigned,

Date

Signature

## A-3.1. DÉCLARATION DE RECONNAISSANCE DES PRINCIPES ÉTHIQUES - STAFF ÉQUIPES UCI



**TO SUBMIT TO THE NATIONAL FEDERATION WITH EACH RIDER/STAFF CONTRACT**

**NOTE:** *These declarations may be signed in English or in French.*

En tant que membre d'une équipe UCI, je reconnais les risques liés à la pratique du sport cycliste ainsi que l'importance de respecter et d'agir en tout temps en conformité avec les meilleurs standards éthiques en termes de respect de la personne. Par la présente, je confirme accepter et m'engage à respecter en tout temps les principes ci-dessous incluant des principes généraux ainsi qu'un rappel des règles de conduite du Code d'éthique de l'UCI dont l'importance est particulièrement élevée au regard de ma fonction.

**Je m'engage à exercer mes fonctions de manière digne** et à faire preuve du plus haut degré d'honnêteté, d'impartialité, d'intégrité et de crédibilité (*cf. art. 5, al. 2 Code d'éthique UCI*)

**Je m'engage à respecter et à traiter avec dignité** toutes les personnes avec lesquelles j'entre en contact dans le cadre de mes fonctions et particulièrement les membres (staff et coureurs) de mon équipe ainsi que ceux d'autres équipes. Je suis conscient(e) qu'un comportement irrespectueux ou portant atteinte à l'intégrité ou la dignité d'une personne pourra donner lieu à des mesures contractuelles, éthiques ou disciplinaires de la part de mon employeur ou de toute instance gouvernante (UCI, fédération nationale, comité national olympique, etc.).

**Je m'engage à respecter et à aider à protéger la vie privée et la sécurité** des membres de mon équipe (staff et coureurs).

**Je prends acte de l'interdiction et condamne le harcèlement et les abus, émotionnels ou sexuels, et les intimidations sous toutes ses formes** et m'engage à protéger les membres de mon équipe et en particulier les mineurs (moins de 18 ans) de tout risque d'intimidation, d'abus ou de harcèlement (*cf. art. 6.4 Code d'éthique UCI*). Je reconnais le fait que les situations de harcèlement, d'abus et d'intimidation découlent régulièrement d'un abus d'une position d'autorité, soit d'une utilisation inappropriée d'une position d'influence, de pouvoir ou d'autorité par un individu envers un autre.

Je reconnais et accepte les définitions suivantes découlant de l'annexe 1, article 2 du Code d'éthique de l'UCI en lien avec les comportements de harcèlement et d'abus :

- Harcèlement : inclut les abus psychologiques, les abus physiques, le harcèlement sexuel et la maltraitance.
- Abus physique : se réfère à tout acte intentionnel qui n'est pas souhaité (par ex. coup de poing, coup de pied, toute forme de coup, morsure, brûlure, etc.) et qui cause une lésion physique ou une blessure. Un tel acte peut également provenir d'une activité physique forcée ou inadaptée (p.ex. charge d'entraînement inappropriée pour l'âge ou la capacité ou forme physique, ou dû à une blessure ou douleur), une consommation contrainte d'alcool ou de produits dopants.
- Harcèlement sexuel : se réfère à toute action verbale ou physique d'une nature sexuelle, qui n'est pas souhaitée, ou lorsque le consentement est obtenu sous la contrainte, manipulé ou ne peut être donné. Le harcèlement sexuel est une forme d'abus sexuel.

— Négligence : la négligence est une forme de maltraitance et se réfère à tout manquement d'un coach ou d'une autre personne avec un devoir de diligence envers un athlète de lui fournir un minimum de soin et qui, de ce fait, cause un tort à l'athlète, permet de lui causer du tort, ou crée un danger imminent.

**Je m'engage à ne pas adopter une attitude, ni utiliser un propos dénigrant** ou tout autre moyen susceptible de porter atteinte à la dignité d'une personne ou d'un groupe de personnes en raison, notamment, de la couleur de sa peau, sa race, sa religion, ses origines ethniques ou sociales, ses opinions politiques, son orientation sexuelle, un handicap ou tout autre motif portant atteinte à la dignité humaine (cf. art. 6.1 Code d'éthique UCI).

**Je m'engage à ne jamais abuser de ma fonction**, notamment à des fins privées ou pour en tirer un quelconque avantage personnel (cf. art. 5, al. 3 Code d'éthique UCI).

**Je m'engage à ne jamais entreprendre une quelconque action de promotion**, facilitation, association avec, ou de soutien de toute autre manière, de comportements ou d'actions contrevenant aux dispositions et à l'esprit du Règlement antidopage de l'UCI (cf. art. 8.2 Code d'éthique UCI).

**Je m'engage à rapporter à l'Agence de Contrôles Internationale (ITA)** ([report-doping@ita.sport](mailto:report-doping@ita.sport)) tout élément dont j'aurais connaissance et qui constituerait ou pourrait raisonnablement constituer une violation du Règlement antidopage de l'UCI.

**Je m'engage à rapporter à la Commission d'éthique de l'UCI** ([secretariat@uci-ethics.ch](mailto:secretariat@uci-ethics.ch)) tout élément dont j'aurais connaissance et qui constituerait ou pourrait raisonnablement constituer une violation du Code d'éthique de l'UCI.

**Je reconnais également que je m'engage à signaler tout incident d'abus, de harcèlement ou d'intimidation** à la [plateforme de signalement de l'UCI](#). Je comprends que dans de tels cas, aucune mesure ne sera prise à mon encontre, à condition que j'agisse de bonne foi et que je ne fasse pas de rapport malveillant.

**J'accepte de respecter et d'observer toutes les lois nationales pertinentes en matière de sauvegarde et de protection d'autrui.**

Par la signature de la présente déclaration, je reconnais être entièrement responsable de toute action qui serait contraire aux principes stipulés ci-dessus et accepte la compétence disciplinaire des organes juridictionnels de l'UCI (et de toute autre instance décisionnelle qui pourrait être compétente) en lien avec toute violation.

Je soussigné(e) \_\_\_\_\_,

membre de l'équipe

Date

Signature



## A-3.2. TEAM MANAGER STATEMENT

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**TO SUBMIT THROUGH THIS LINK**

**NOTE:** *These declarations may be signed in English or in French.*

As the Team Manager of a UCI Team (according to Title 2 of the UCI Regulations), I recognise that it is my special responsibility owing to my position and declare the following:

**I undertake to regularly and adequately inform** all members of the staff and riders of my team of the importance of ethical behaviour in all circumstances and to respect the dignity and integrity of individuals with whom they come into contact as part of their cycling activities. This awareness will aim to ensure that members of my team acquire an appropriate knowledge of the standards in this area and are duly informed of the possible consequences in case of non-compliance.

**I undertake to appoint a contact person** within the team or independent from the team who can gather in strict confidentiality any information related to unethical behaviour. This person should be able to advise the team members on the steps they could take, including reporting of such incidents and concerns, taking into account the importance of respect for confidentiality.

Where any concerns regarding the ethical behaviour arises, **I undertake to ensure that appropriate reports are made and advice given** (as set out in Team Statement). I will not ignore any reports or concerns raised with me regarding the ethical behaviour of my team.

By signing this declaration, I understand that I will be held accountable for any actions that are contrary to the principles outlined above and accept the disciplinary competence of the UCI's judicial bodies – and any other decision-making body that may be competent - for any such breach.

I \_\_\_\_\_ the undersigned,  
member of the team

Date

Signature

## A-3.2. DÉCLARATION DU RESPONSABLE D'ÉQUIPE



**TO SUBMIT THROUGH THIS LINK**

**NOTE:** *These declarations may be signed in English or in French.*

En tant que responsable d'une équipe UCI (selon le Titre 2 du Règlement UCI), je reconnais ma responsabilité toute particulière du fait de ma position et déclare ce qui suit :

**Je m'engage à informer régulièrement de manière adéquate** tous les membres du staff et coureurs de mon équipe de l'importance d'adopter un comportement éthique en toutes circonstances et d'agir dans le respect de la dignité et l'intégrité des personnes avec lesquelles ils entrent en contact dans le cadre de leurs activités liées au cyclisme. Cette sensibilisation aura pour but d'assurer que les membres de mon équipe acquièrent une connaissance appropriée des standards en la matière et soient dûment informés des possibles conséquences en cas de non- respect.

**Je m'engage à nommer une personne de contact** au sein de l'équipe ou indépendante de celle-ci qui puisse recueillir de manière strictement confidentielle d'éventuelles informations liées à des comportements contraires à l'éthique. Cette personne doit pouvoir conseiller les membres de l'équipe sur les démarches qu'ils pourraient entreprendre, y compris le signalement de ces incidents et préoccupations, en tenant compte de l'importance du respect de la confidentialité.

En cas d'inquiétude concernant le comportement éthique, **je m'engage à faire en sorte que des rapports appropriés soient établis et que des conseils soient donnés** (comme indiqué dans la déclaration d'équipe). (comme indiqué dans la déclaration d'équipe). Je n'ignorerai pas les rapports ou les préoccupations qui me sont adressés concernant le comportement éthique de mon équipe.

Par la signature de la présente déclaration, je reconnais être entièrement responsable de toute action qui serait contraire aux principes stipulés ci-dessus et accepte la compétence disciplinaire des organes juridictionnels de l'UCI (et de toute autre instance décisionnelle qui pourrait être compétente) en lien avec toute violation.

Je soussigné(e) \_\_\_\_\_,

membre de l'équipe

Date

Signature

## B. CHECK-LIST OF DOCUMENTS TO BE PROVIDED TO THE NATIONAL FEDERATION FOR THE PURPOSES OF REGISTRATION



TO SUBMIT TO THE NATIONAL FEDERATION **ONLY**

### UCI TEAM NAME

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### For each season

DOCUMENT REQUIRED	NO	OK / NOK NOT APPLICABLE	COMMENT
<b>Application for registration according to the UCI form</b>			
Exact name of the team			
The address to which all communications to the team can be sent			
Name and address of the team representative			
Name and address of the sports director			
Surnames, first names, addresses, nationalities and dates of birth of the riders			
The allocation of tasks referred to in article 2.17.001			
<b>Documents to be submitted with the application</b>			
Original of contracts/agreements signed with riders and acknowledgment and recognition of ethical principles (new version in this guide)			
Original of contracts/agreements signed with other staff and acknowledgment and recognition of ethical principles (new version in this guide)			
Budget for the season to which the application for registration refers ( <i>annexe C-1</i> )			
Proof that the insurance coverage specified in article 2.17.031 has been taken out for every rider in the team			
Copy of the sponsorship contract(s) or any other document attesting to the income of the team			
Bank guarantee as per article 2.17.017			
Copy of last annual accounts ( <i>if the team representative is legally required to draw up accounts</i> )			
Copy of the auditor's report on the last annual accounts ( <i>if the team representative is legally required to have the accounts audited</i> )			
Complete list of riders			
Complete list of staff and anyone involved with the running of the team			
Team Manager statement signed by the team manager ( <i>annexe E</i> )			
Acknowledgment and recognition of ethical principles ( <i>annexe A-3.2</i> )			

**IMPOR-  
TANT**

### For the first application (1<sup>st</sup> season)

DOCUMENT REQUIRED	NO	OK / NOK NOT APPLICABLE	COMMENT
<b>For individuals</b>			
For incorporated bodies and other entities			
<b>For incorporated bodies and other entities</b>			
Statuts			
Certificate of registration in the commercial register or any other official register			
List of managers or directors with name and full address			

## C-1. BUDGET FOR THE SEASON



**TO SUBMIT THROUGH THIS LINK** BY THE NATIONAL FEDERATION



**CLICK HERE TO DOWNLOAD THE EXCEL FILE**

### ANNEX C-1 Budget for the 2024 season

UCI Continental Teams and UCI Women's Continental Teams

TEAM :

The figures are expressed in (EUR, USD, or other) :

1

EUR

The figures for the previous year are those for the (budget/projection/estimate):

2

2024 Budget

	Ref. instructions	2024 budget	Previous year	Difference	% difference	Comment
<b>Income</b>						
Sponsors (cash)	4	300 000	200 000	+ 100 000	+ 50,0 %	new main sponsor for a period of 3 years
Gifts, subsidies and other (cash)	5	200 000	240 000	- 40 000	- 16,7 %	
Services in kind	6	for the record only	for the record only			cycles provided by XXX cycling
Other income (specify)	7	50 000	20 000	+ 30 000	+ 150,0 %	merchandising
	8			+ 0		
<b>Total income</b>		<b>550 000</b>	<b>460 000</b>	<b>+ 90 000</b>	<b>+ 19,6 %</b>	
<b>Expenditure</b>						
Riders' salaries and expenses	9	150 000	130 000	+ 20 000	+ 15,4 %	
Salaries and expenses for other staff	10	25 000	20 000	+ 5 000	+ 25,0 %	
Other pay (bonuses, etc.)	11					
Social charges	12	10 000	10 000	+ 0	+ 0,0 %	
Transport costs repaid	13			+ 0		
	8			+ 0		
<b>Total staff expenses</b>		<b>185 000</b>	<b>160 000</b>	<b>+ 25 000</b>	<b>+ 15,6 %</b>	
Insurance	14	5 000	3 000	+ 2 000	+ 66,7 %	
Competition expenses	15	75 000	70 000	+ 5 000	+ 7,1 %	
Vehicle expenses	16	50 000	48 000	+ 2 000	+ 4,2 %	
General and administration expenses	17					
Subscriptions, licences, etc.	18	12 000	10 000	+ 2 000	+ 20,0 %	
	8	1 000		+ 1 000		
<b>Total other expenditure</b>		<b>328 000</b>	<b>291 000</b>	<b>+ 37 000</b>	<b>+ 12,7 %</b>	
<b>Gross operating surplus</b>						
		<b>37 000</b>	<b>9 000</b>	<b>+ 28 000</b>	<b>+ 311,1 %</b>	
Financial expenses (-)	19	(1 000)	(1 000)	+ 0	+ 0,0 %	
Financial income (+)	20	-	-	+ 0		
Depreciation (-)	21	(10 000)	(2 000)	- 8 000	+ 400,0 %	
Allocation to reserves (-)	22	(5 000)	(5 000)	+ 0	+ 0,0 %	
Taken from reserves (+)	22	-	-	+ 0		
				+ 0		
<b>Net result</b>		<b>21 000</b>	<b>1 000</b>	<b>+ 20 000</b>	<b>+ 2000,0 %</b>	
<b>Other information</b>						
		2024	Comments and information on finance			
<b>Planned investments</b>						
Equipment (cycles, workshop, etc.)	23	10 000	financed wholly by partners (not included in budget)			
Vehicles (cars, bus, etc.)	23	15 000	leasing, the cost of annuities is included in the budget			
Miscellaneous	23					
<b>Total</b>		<b>25 000</b>				
<b>Changes in capital and reserves (incorporated bodies)</b>						
Capital and reserves as per last annual accounts (2022)	24	(5 000)	Deficit following losses in 2022			
Estimated result for 2023 (forecast or budget)	24	1 000	See above			
Other movements	24		For example contribution from owner (+) or dividend to shareholder (-)			
<b>Projected year end total 2023</b>		<b>(4 000)</b>	Will be covered by the 2024 result			

## C-2. INSTRUCTIONS FOR DRAWING UP THE BUDGET FOR THE SEASON



FOR TEAM'S INTERNAL USE, **NOT TO BE SUBMITTED**



[CLICK HERE TO DOWNLOAD THE EXCEL FILE](#)

### ANNEX C-2 Instructions for drawing up the budget for the 2024 season

UCI Continental Teams and UCI Women's Continental Teams

TEAM :

- 1 Indicate the currency in which the budget is made out (in principle the currency of the country of the team representative). The figures can be expressed in thousands, in which case this must be specified (thousand EUR or KEUR, for example)
- 2 The budget must be presented along with the figures for the preceding (current) season for comparison. If possible, the team will draw up an annual projection (estimate) on the basis of the documents in its possession at the time that the registration documentation is being prepared. Otherwise, comparisons will be made with the budget for the current season.
- 3 For each item where it is necessary to understand the budget, the team will make a brief comment on the heading concerned. In particular, justification should be given for significant differences from the figures for the preceding season.
- 4 Indicate the total cash contributions to be received from sponsors during the season (must correspond to the total of the contracts of which a copy is included in the documentation). If there are multiple sponsors, it is worth drawing up a list of the sums to be received from each.
- 5 Same remark as for the sponsors.
- 6 Services in kind are in principle not valued, but are mentioned purely for the record, indicating the type of services which are covered by a contract "in kind".
- 7 Specify the subject. In principle, the budget must rely solely on secure income (e.g. contracts signed with sponsors). Income which is uncertain or conditional (e.g. bonus from a sponsor on the basis of results) should be excluded, unless they cover expenditure of the same type (e.g. bonuses for riders).
- 8 Some lines are left free for headings which are not included in the standard model - and can be used as desired by teams (stating the type of income or of expenditure).
- 9 Total gross salaries payable by the team under the contracts and agreement signed. May include a reserve for future commitments. The total amount under this heading must correspond to the total from the list of riders (D-1).
- 10 Ditto for other persons employed by the team. May include a reserve for ad hoc services (temporary staff, etc.).
- 11 Other remuneration due under contracts, in particular premiums and bonuses that the team has undertaken to pay on the basis of results.
- 12 Employer's contribution to the staff's social charges (corresponds in general to the contributions which are due by law under the social security system).
- 13 Reimbursement of expenses to riders and other staff of expenses arising from their activity for the team (travel, hotels, meals, etc.)
- 14 Bonuses paid by the team, in particular the insurance coverage required under the UCI Regulations: treatment costs for sickness or accident, repatriation, civil responsibility.
- 15 Training camps, races, equipment, clothing, food, medical monitoring, etc.
- 16 Fuel, insurance and taxes, maintenance, accessories, rental, etc. (excluding depreciation, which has its own separate heading).
- 17 Office expenses, rental, fees, taxes, etc.
- 18 Subscriptions and licence fees paid to the national federations, the UCI and other sports bodies.
- 19 Interest and charges paid to the bank and other providers of finance.
- 20 Interests received on bank deposits, income from the assets of the team.
- 21 Depreciation on vehicles and equipment belonging to the team (investments are to be shown under a separate heading).
- 22 Increases and reductions in reserves for contingencies and expenses (e.g. provision for dispute with a rider).
- 23 Information on the investments planned for the team's activities. In all cases, an explanation of how these assets are to be financed is required.
- 24 Makes it possible to check that the team's own funds are adequate.

## C-3. CALCULATION OF THE MINIMUM AMOUNT OF THE BANK GUARANTEE FOR THE SEASON



TO SUBMIT THROUGH [THIS LINK](#) BY THE NATIONAL FEDERATION



[CLICK HERE TO DOWNLOAD THE EXCEL FILE](#)

**ANNEX C-3**  
**Calculation of the minimum value of the bank guarantee for the 2024 season**  
 UCI Continental Teams and UCI Women's Continental Teams

TEAM : \_\_\_\_\_

EUR \_\_\_\_\_

*The figures are expressed in (EUR, USD, or other) :*

Calculation of the bank guarantee		Basis	Guarantee required	Comment
A	Salaries and other pay as per budget	175 000		
	Amount of the guarantee under the regulations	15%	26 250	
B	Minimum value of the guarantee under the regulations	20 000		
	Amount of the guarantee under the regulations		20 000	
-> The highest figure of A or B			<b>26 250</b>	Minimum value of the guarantee
Financing of the bank guarantee		Financing mode of the bank guarantee		Comment
How is the bank guarantee financed ? Remark : should the bank guarantee requires a deposit at the bank, the amount to be blocked must be covered by a sufficient margin on the budget				

## E. REPRESENTATION LETTER TO NATIONAL FEDERATION



TO SUBMIT TO THE NATIONAL FEDERATION **ONLY**

UCI TEAM NAME

While checking our registration documents for the 2024 season, we declare that we have to the best of our knowledge provided the information set out below. We are aware that we are responsible for drawing up the budget and collating the documents for the registration of our team with the National Federation and the UCI.

We confirm that these documents are correct, complete and in compliance with requirements, in particular the documents relating to the budget, to the contracts/agreements with riders and team staff, with riders' insurance and the bank guarantee. All documents have been prepared in accordance with the current relevant regulations (National Federation, UCI and national law).

We confirm that all aspects likely to influence the operations of our team during the 2024 season have been taken into account and carefully assessed.

We also declare that all the riders with whom we have concluded a contract or agreement for the 2024 season are beneficiaries of the minimum insurance coverage provided for under UCI Regulations.

I attest that the UCI Continental Team\*/ the UCI Women's Team\* is financially, logistically and sportingly completely independent from another UCI Continental Team\*/ the UCI Women's Team\*.

We shall notify you immediately of any new event that may need to be taken into consideration of which we may become aware between now and the end of the 2024 season.

Place and date

Team

Name of representative

Valid signature

*This document forms part of the documentation to be submitted to the National Federation for the registration of the team.*

\* indicate what is appropriate/delete what is not appropriate

## J. TABLE OF ANOMALIES WHICH MAY BE FOUND ON ANALYSIS OF UCI TEAMS FILES, WITH AN ASSESSMENT OF DEGREE OF SEVERITY (for information only, the national federation alone is responsible for assessment of the risk)



**FOR NATIONAL FEDERATION'S INTERNAL USE, NOT TO BE SUBMITTED**

PROBLEM	BLOCKING PROBLEM (non-conformity which could jeopardise the team's registration)	ANOMALY (less serious problem to be resolved by the team within a period set by the NF)	OTHER FINDINGS (particular points to which the NF would like to draw attention)
Documentation	The documentation received from the team is to a large extent incomplete, does not enable the NF to make a decision	Certain documents are still awaiting finalisation (signatures, corrections to be made, etc.)	The documentation arrived very late, making it difficult for the NF to make checks
	Certain basic documents are missing (e.g. bank guarantee, rider contracts)		
Team structure	According to UCI Regulations, the team nationality is not that of the NF to whom the file has been submitted	The legal form is incorrect, or the team name is not that of a partner	
	The team does not have enough riders	The team has too many riders, some contracts are in the process of being cancelled	
Accounts, finances	The team does not have a main sports director.		
	The balance sheet shows a significant level of indebtedness, the representative does not propose any restructuring measures, survival of the team is threatened	The team has not been able to submit annual accounts in proper and due form (if required by law)	The balance sheet shows indebtedness, but the necessary restructuring measures have been implemented
Budget	The auditor's report mentions serious irregularities or difficulties, the financial equilibrium is not guaranteed	The auditor's report has not been presented (if required by law)	
	The budget is not balanced, the operation of the team for the season is not guaranteed		The budget has a deficit but capital and the representative's funding allow sufficient coverage
	Taking into account the necessary investments, the financial equilibrium is not guaranteed		A balanced budget is not guaranteed, but the team is covered by a guarantee given by the main sponsor
	The level of conditional income (e.g. payment undertakings, merchandising, etc.) is too high, sufficient coverage for expenditure is not guaranteed		
	The budget is not plausible (e.g. the operating costs of the team are under-estimated), the budgeted income is probably inadequate		



PROBLEM	BLOCKING PROBLEM (non-conformity which could jeopardise the team's registration)	ANOMALY (less serious problem to be resolved by the team within a period set by the NF)	OTHER FINDINGS (particular points to which the NF would like to draw attention)
Sponsors	Contracts with the main partners have not been submitted or signed, budget equilibrium cannot be guaranteed	Some contracts are missing or cause problems, but these do not account for a significant proportion of the income (budget not in danger)	The contract with the sponsor contains conditional or special clauses
Contracts	The team has not presented a contract or agreement to the riders (or no contract has been signed, or only a reduced number of contracts have been filed) The contracts do not contain the minimum clauses required by the regulations, and do not guarantee the rights of the riders The contracts do not comply with labour law (serious violations) The insurance coverage specified by the regulations has not been set up or checked by the team	The contracts of 2 or 3 riders have not yet been finalised Some contracts must be completed/corrected Riders XYZ are not on the list of riders	The contracts are not entirely compliant, but the team undertakes in writing to observe the minimum requirements of the UCI
Insurance	The insurance coverage specified by the regulations has not been set up or checked by the team	The insurance coverage is insufficient or non-compliant for riders Y, B and D The insurance contracts are being finalised, which is confirmed by the insurance company	
Bank guarantee	The bank guarantee has not been supplied, or the amount is clearly inadequate The text of the guarantee does not comply with the example The bank providing the guarantee is not offering all pledges of security/reputation	The amount of the guarantee is insufficient, the team has produced a letter from the bank confirming that an amendment is in progress The text of the guarantee does not comply with the example, the bank confirms that the amendment is in progress	The bank is not on the list presented by the UCI, but its reputation and solidity are beyond doubt



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