



CYCLING CANADA UCI AFFILIATED TEAM

1.0 UCI Team Registration

For 2023 Cycling Canada has decided to bring the UCI Team registration process online to centralize it in one location. Once you provide us your team's name details, we will send you a link to register your team. Please submit everything all at once on CCN as it will ensure that none of your documents get lost.

Some forms will need to be submitted as a **Zip Folder**. You can learn how to make of these [here](#) (PC) or [here](#) (Mac). This is easy to do and should only take 30s to learn.

Payment will now be processed through CCN, which will have a processing fee. If you wish to pay using a physical cheque please contact us to coordinate, and we will provide you with a code to bypass the payment and which will allow you to submit the registration.

Please have all of your team documents ready to upload before beginning.

2.0 UCI Team Definition

A Union Cycliste Internationale (UCI) / Cycling Canada (CC) affiliated Trade Team must be formed by a group of athletes in the same cycling sport. Riders must be in the U23/Elite category.

3.0 Key Dates for Team Registration

SEPTEMBER 28, 2022 – Cycling Canada must submit the list of teams that it intends to register to the UCI on September 30. This means that at a minimum, we need to know the name of the team.

OCTOBER 18, 2022 – This is the **FINAL DATE** that all final documents will be accepted by Cycling Canada. Applications received after this date will not be processed and will not be submitted to the UCI.

NOVEMBER 1, 2022 – You must wire the UCI fee to the UCI bank by this date.

NOVEMBER 10, 2022 – Cycling Canada must submit all completed and verified continental team registration information through DataRide to the UCI on/before this date.

NOVEMBER 26, 2022 – Bank guarantees are due to Cycling Canada by this date. If rolling over a prior year guarantee, any amount required in excess of the rolled over amount is also due on this date. **All other fees to Cycling Canada are due on this date.**

JANUARY 2023 – Publication of UCI Continental Teams on the UCI website.

JUNE 1 - July 15, 2023 – All 2022 UCI rider transfers will take place during this period.

July 25, 2023 – Addition of U23 "trainee" riders to the team roster must be submitted through the DataRide platform for review by Cycling Canada prior to the UCI deadline of August 1.



4.0 Services & Support

It is a priority for CC to continue to develop policies, programs, and services to support UCI teams. CC is making a concerted effort to encourage affiliation by providing a direct communication link to support and facilitate the related administration of these teams.

CC will be able to provide affiliated CC UCI Trade Teams with the following services:

- Access to participation statistics of national events;
- Notification about invitational competition opportunities forwarded to CC by other cycling federations and international organizers;
- A copy of CC companion guide to the current UCI regulations;
- A 36 meter square technical space allocated at National Calendar events site – (electricity, water and security at the cost of the team); 55 meter square technical space at Canadian Championships and Canada Cup races;
- UCI team visibility must be approved by CC staff; not applicable at major multi-sport events
- Mention of the UCI Team on the “Teams” section of CC website;
- As a registered Cycling Canada UCI Team you have access to CC special rates from [official sponsors and partners](#). For more details contact josh.peacock@cyclingscanada.ca;
- Preferred access to be a ride leader on Zwift for CC’s Weekly Tune-Up Rides, contact esports@cyclingscanada.ca
- Mention of the UCI Team on the official results list during National events;
- Allowed to enter a car in the caravan at elite and junior Canadian Road Championships;
- The team manager will have one free access to the Caravan Driver online course (Road) (value of \$25);
- CC will issue a press release in late February announcing the UCI teams;
- Other specific benefits per discipline, gender and categories (see CC);
- 2023 Calendar will be shared with the teams at the same time it is shared with Provincial Cycling Associations;

5.0 Nationality of a Team

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
Canada	4
USA	3
New Zealand	3
Qatar	1
Total	11



The Team has Canadian nationality

IMPORTANT

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



6.0 Required Documents

Documents and information that need to be uploaded/submitted to CCN are:

- Exact Name of Team
- E Representation letter to Cycling Canada
- 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
- Complete list of riders
- Complete list of staff and anyone involved with the running of the team
- Original Contracts/agreements signed with riders and acknowledgement and recognition of ethical principles (3.1), 3.6 page 21
- Original Contracts/agreements signed with staff and acknowledgement and recognition of ethical principles (3.1), 3.6 page 21
- 3.2 Team Managers Statement signed by the Team Manager
- C-1 Budget for the Season to which the application for registration refers
- C-2 Instructions for drawing up a budget for the season
- C-3 Calculation of the minimum amount of the bank guarantee
 - Copy of the bank guarantee of UCI women's team via UCI DataRide platform
 - Copy of the calculation of the minimum amount of the bank guarantee by email
- Bank Guarantee as per article 2.17.017
- Proof that the insurance coverage specified in article 2.17.031 has been taken out for every rider on the team (3.7 page 22)
- Copy of Sponsorship contract(s) or any other document attesting to the income of the team
- L List of Equipment used by teams in 2023
- Signed Code of Conduct from the Team Manager
- CCES certificates ([Untracked version](#) or [Tracked version](#); certificates prepared in zip folder) for all Canadian Riders and Staff
- NCCP numbers to check [Safe Sport Training](#) completion for all Canadian Riders and Staff
 - All team members (staff and riders) should have the course completed by time of registration.
*Safe Sport Training is valid for 3 years
- [Background Checks](#) for all Staff
 - Valid for 3 years, please fill out the [online declaration](#) if you have already submitted a background check to Cycling Canada within the last 3 years.

**All staff will be asked to complete a short Offence Declaration to affirm that nothing has changed regarding your background check since the last time it was submitted. You will be prompted to sign after uploading your files and before payment.*



7.0 Registration

The team will be officially registered when all documents have been received. There will be no exceptions.

A memo will be circulated to all Provincial Association offices advising them of the affiliated status and naming the team members. This will facilitate the licensing process under the registered name of the UCI team.

Should you have any questions or require assistance, please do not hesitate to contact Cycling Canada.

8.0 Contacts

Registration: tradeteams@cyclingscanada.ca

9.0 Policies:

During the season, no rider already registered with a UCI road team for the current season may join another UCI road team outside the transfer period from **1 June to 15 July** as per UCI regulations (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 with a UCI team can join a team at any time during the year, as long as his contract finishes on 31 December.

Each UCI team is permitted to add 2 trainee riders under 23 to its team, between 1 August and the end of the year subject to the following regulatory conditions below :

- The rider is from the U23 category (UCI men's teams only)
- The rider is from the U23 or is in the second year of junior category (UCI women's teams only)
- The rider may not previously have ridden for a UCI road team;
- The CC/UCI team must notify Cycling Canada of the identity of the riders before August 1st



- Such riders shall obtain the authorisation of their national federations and may be associated with only one CC/UCI team during this period
- Upon authorisation of his new team, a trainee rider may continue to participate in events of his club team.

All rider contracts must contain the following text:

"I specifically agree that as a member of the National Athlete Pool (NAP) in my sport I am subject to the Canadian Anti-Doping Program (CADO) and accordingly shall be bound by all the anti-doping rules and responsibilities contained in the CADP.

I agree that I have been educated regarding the anti-doping rules and violations contained in the CADP."