



Cycling Canada UCI AFFILIATED TEAM

1.0 UCI Team Registration

For 2024 Cycling Canada has decided to continue 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, 2023- 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 1-18, 2023- Teams to complete registration on DataRide platform and submit all documents to Cycling Canada

OCTOBER 18, 2023- 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.

OCTOBER 18-OCTOBER 31, 2023- Rider Contracts will be reviewed by a lawyer, bank guarantees will be reviewed by an accountant and Insurance, CCES, Safe Sport, Background Checks and OSIC will be reviewed by Cycling Canada Staff

NOVEMBER 1, 2023- You must wire the UCI fee to the UCI bank by this date.

NOVEMBER 1, 2023- You must make your payment to the lawyer for contract reviews

NOVEMBER 1, 2023- Clothing designs due, Early to Cycling Canada

NOVEMBER 10, 2023- Cycling Canada must submit all completed and verified continental team registration information through DataRide to the UCI on/before this date.

NOVEMBER 30, 2023- Equipment list is due to the UCI

DECEMBER 1, 2023- Clothing designs are due, Final to Cycling Canada

JANUARY 2024- Publication of UCI Continental Teams on the UCI website.

JUNE 1 - JULY 15, 2024- All 2022 UCI rider transfers will take place during this period.

July 25, 2024- 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 Associated Fees for Team Registration

OCTOBER 18, 2023- Payment of \$1100 to be paid to Cycling Canada for UCI Team Registration (On CCN registration platform)

NOVEMBER 1, 2023- Payment of \$500 plus tax will be invoiced to you from our Lawyer

NOVEMBER 1, 2023- Wire transfer Registration fee to the UCI, 6500 EU (4250 EU UCI and 2250 EU Contribution to the CADF)



5.0 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 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@cyclingcanada.ca;
- Access to 50% discount for first season of use on [Link My Ride](#). Contact chris.tabri@cyclingcanada.ca for more details.
- 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);
- 2023 Calendar will be shared with the teams at the same time it is shared with Provincial Cycling Associations.

6.0 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.

7.0 Required Documents

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

- Exact Name of 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
- Original Contracts/agreements signed with riders and acknowledgement and recognition of ethical principles (3.1), 3.6 page 21 (Contracts signed virtually must be completed with a verified signature (Ex. DocuSign, SignNow) or by hand and scanned)
- Original Contracts/agreements signed with staff and acknowledgement and recognition of ethical



principles (3.1), 3.6 page 21 (Contracts signed virtually must be completed with a verified signature (Ex. DocuSign, SignNow) or by hand and scanned)

- Budget for the season to which the application for registration refers (annexe C-1)
- Proof that the insurance coverage specified in article 2.17.031 has been taken out for every rider in the team. **This should be provided to the lawyer with the contracts**
- 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 (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 and anyone involved with the running of the team
- Team Manager statement signed by the team manager (annexe E)
- Acknowledgment and recognition of ethical principles (annexe A-3.2)
- Teams applying for the first time will also need to submit:
 - Statutes
 - Certificate of registration in the commercial register or any other official register
 - List of managers or directors with name and full address
- *New in 2024- **Cycling Canada is a Program Signatory of the Office of the Sport Integrity Commissioner (OSIC)**. As such, All Canadian staff and athletes member of a Canadian UCI Team will need to sign the OSIC consent form. More information about this can be found here. This agreement will be sent to each team member by Cycling Canada; that member cannot be recognized as being part of the team until this agreement is signed.
 - This requirement could also include staff and riders from other countries (we will provide an update on this in the coming weeks).
 - All contracts must be signed with a verified signature (Eg. DocuSign, Adobe Sign) or if signed by hand, scan and send over.
- CCES certificates ([Untracked version](#) or [Tracked version](#); certificates prepared in zip folder) for all Canadian Riders and Staff
- **Mandatory Safe Sport Training for ALL Riders and Staff**. The Safe Sport Training module developed by the Coaching Association of Canada (CAC) will help everyone involved in sport identify and prevent situations on maltreatment (This is a free module)
 - **ALL** Riders and Staff will need to provide their NCCP numbers to check [Safe Sport Training](#) completion by time of registration. Safe Sport Training is valid for 3 years
 - If there is a Safe Sport equivalent in a rider or staff country of residence this will also be accepted.
 - Non-Canadian riders and staff can register for a Locker account through the Coaching Association
- [Background Checks](#) for all Staff
 - Valid for 3 years; a renewal form will be sent to you upon registration if you have already submitted a background check to Cycling Canada within the last 3 years.
 - All staff will be sent an "Application" form as well as a "Declaration" form upon application. These will then need to be returned before the staff's documents are considered complete. These are to ensure that background checks received align with the OSIC process described above.

8.0 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.

Cycling Canada – 2197 Riverside Drive, Suite 203, Ottawa, Ontario, K1H 7X3

E-mail: tradeteams@cyclingcanada.ca



9.0 Contacts

Registration: tradeteams@cyclingscanada.ca

10.0 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 team will be allowed to add up to 4 riders during the season at no additional cost, any additional riders that join the team will incur a \$100 fee per rider and all contracts will have to be reviewed by our lawyer. Please allow up 10 days for this to be processed.

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:

As an athlete on a Cycling Canada UCI Team, I will:

- Comply with the anti-doping rules of the UCI, IOC, IPC, CCES and Cycling Canada, including submitting to announced and unannounced doping control testing when required by the NSO, UCI, CCES, WADA or any other agency authorized to conduct testing;
- complete the CCES online anti-doping courses as required by the Cycling Canada, CCES, and/or Sport Canada, as applicable;
- participate, if asked by Cycling Canada, in doping control and/or education programs exclusively when they have been developed in co-operation with Sport Canada and the CCES;
- abide by the CADP as administered by the CCES;
- refuse to enter into any relationship with a coach, support staff or person who the Athlete knows is under sanction by the NSO, the IF or an anti-doping agency for a doping-related offence;
- not use banned substances that contravene the rules of the IOC, IPC, IF or the CADP; and not supply such substances to others directly or indirectly, nor encourage or condone their use by knowingly aiding in any effort to avoid detection.