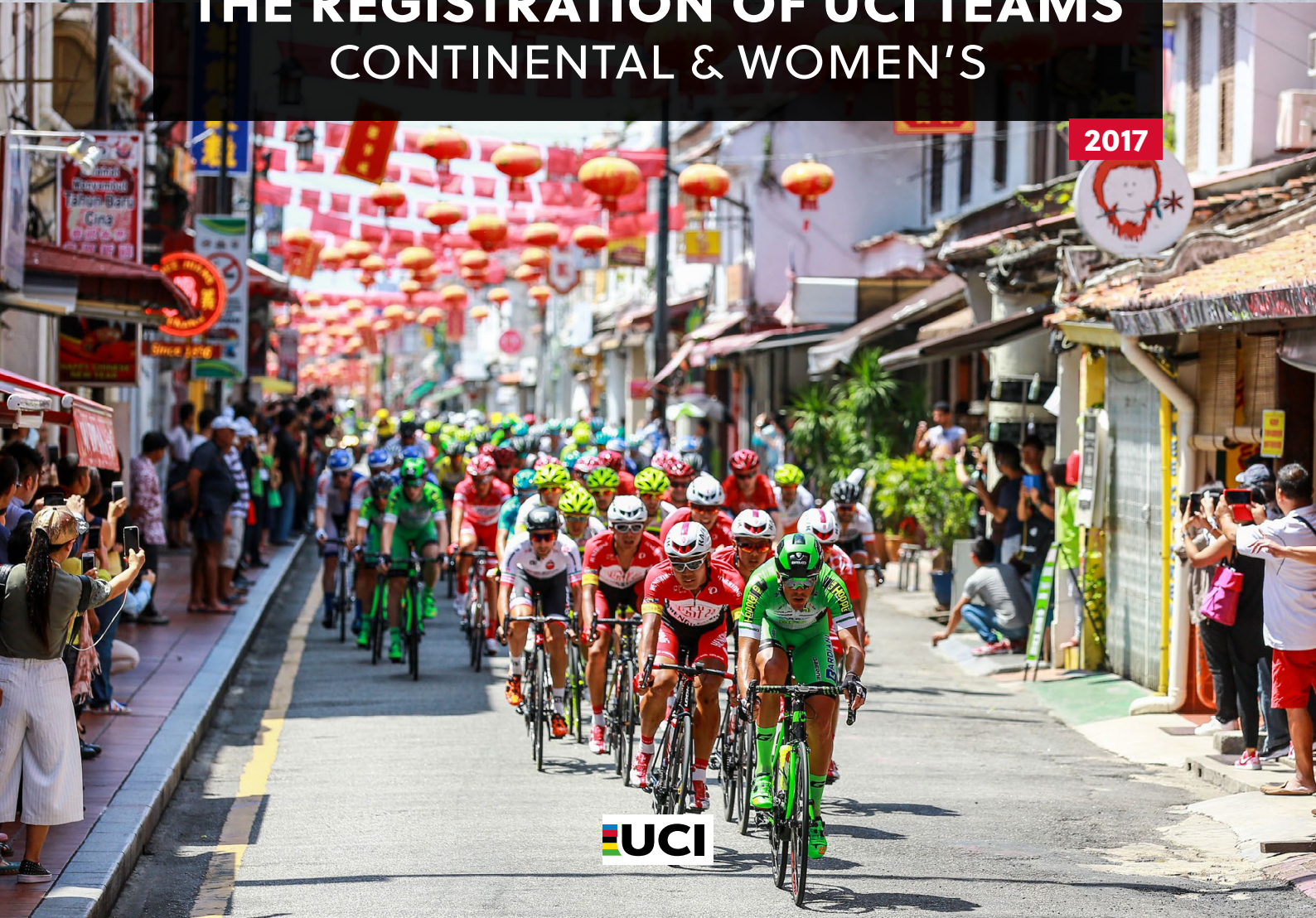




INSTRUCTIONS FOR THE REGISTRATION OF UCI TEAMS CONTINENTAL & WOMEN'S



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Dear Presidents, Dear Federations,

The Union Cycliste Internationale (UCI) has the pleasure of sending you the new registration handbook for UCI Continental and Women's Teams for the 2017 season. This handbook contains the information you will need to properly register teams with the UCI.

Please note that there are no significant changes to the regulations for the 2017 season regarding the registration of these teams. Please refer to the introduction of annexe A to find a link to the UCI Regulations and the latest changes which will be in force from 1st January 2017.

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, provided that the UCI criteria are respected. The UCI will check that the dossier of the teams registered conforms to the 2017 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.

UCI Women's Teams play an important role in the structure of women's road cycling. The UCI Women's WorldTour was successfully launched in 2016, and will continue to grow in 2017. To have access to this series, the UCI international calendar and the team time trial event at the UCI Road World Championships, we encourage the registration of UCI Women's Teams for the 2017 season. UCI Women's 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 guidelines for UCI logos, and the rights and obligations of the series leaders' for the overall and best young rider classifications. These details will be sent to teams in October. 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 UCI Women's Teams and to have access to the UCI Women's WorldTour calendar.

UCI Continental Teams, known as third division teams, remain the crucial platform for the development of men's cycling and we encourage you to register them for the 2017 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.

Furthermore, we insist on the fact that the registration deadlines be duly respected. Indeed, it is essential that their registration is approved within the deadline, namely **by 1st December 2016** at the latest in order for your UCI Continental and/or Women's Teams to be considered in the 2017 provisional ranking used to draw up invitations, as per UCI Regulations 2.1.007bis and 2.13.004.

I would also take this opportunity to mention the development teams affiliated with a UCI WorldTeam or UCI Professional Continental Team 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.

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 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.

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



Matthew Knight, UCI Head of Road

1. ROLES AND RESPONSABILITIES

1.1.

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. The table below summarises to whom the various tasks are allocated.

1.2.

TABLE OF ALLOCATION OF TASKS

WHO TASK	REF. ARTICLE FEDERATION REGULATION	UCI	NATIONAL FEDERATION	UCI TEAM
Regulations	Title 2 Chapter 17	Draws up the regulations	Draws up national rules and can submit proposals to the UCI	Can submit proposals to the National Federation (NF) and to the UCI
Registration procedure (with the National Federation)	2.17.012 to 2.17.016	Sets the minimum requirements for the NF as regards procedure and checks. Ensures compliance with these requirement by the NF	Appoints qualified independent people, sets up the appropriate procedures	
Information on the regulations, procedures and deadlines		Keeps the NF regularly up to date, organise training if necessary	Keeps the UCI Teams regularly up to date, organise training if necessary	
Deadlines for the registration procedure	2.17.033	Sets the maximum deadlines (no later than 10.12.2016)	Sets deadlines applicable to its teams, within the limits set by the UCI	
Criteria for registration	2.17.001 at 2.17.006	Sets the minimum criteria for registration as a UCI Team	Sets the criteria applicable to its teams, including at least the basic criteria set by the UCI	
Application for registration	2.17.033		Issues an application for registration to new UCI Teams which request it	Submits the application to the NF

WHO TASK	REF. ARTICLE FEDERATION REGULATION	UCI	NATIONAL FEDERATION	UCI TEAM
Submission of documentation	2.17.033		Check that the complete documentation has all been submitted before the deadline	Submits the complete documentation required within the time limit set by the NF
Checks on documentation			Checks that the documentation meets the registration criteria and the regulations	Provides the additional information and documents required by the NF
Registration of the UCI Team	2.17.034 at 2.17.037	Receives the report from the NF on the registration decision (with annexe)	Registers the UCI Team if the criteria have been met and the regulations respected, and draws up the report	Receives the report from the NF on the registration decision
Registration of the UCI Team with the UCI		Notes the contents of the report from the NF and rules on the registration	Is informed of the UCI's decision	Is informed of the UCI's decision
Significant events or changes concerning the UCI Team	2.17.007 2.17.034 2.17.039 2.17.040	Determines any measures to be taken against the UCI Team if the criteria and regulations are not respected	Checks that the criteria and regulations are always respected, confirms this to the team and notifies the UCI in the event of a problem	Informs the NF immediately
Calling up the bank guarantee	2.17.023 at 2.17.028	Is informed of cases where the bank guarantee is called up	Calls up the bank guarantee when requested (unless grounds are not adequate)	Reconstitutes the bank guarantee if necessary
Issuing of licences to riders	1.1.001 at 1.1.033		Issues the licence after the UCI Team has been registered	

1.3.**DEADLINES FOR REGISTRATION**

DEADLINE	WHAT	WHO	TO WHOM
08.2016	Send the instructions and forms to applicant teams for the registration	NF	TEAMS
01.10.2016 -01.12.2016	Send the complete registration file to UCI	NF	UCI
31.10.2016	Send the list of teams proposed for registration	NF	UCI
25.11.2016	Payment of the registration fee	TEAMS	UCI
10.12.2016	Last deadline for sending the registration file to UCI	NF	UCI
02.01.2017	Publication of the UCI Continental and Women's Teams on the UCI website	UCI	-
10.01.2017	Provisional ranking of the Women Elite used for the invitation for the UCI Women's WorldTour and class 1 events *a)	UCI	-
01.2017	Provisional ranking of the UCI Continental Teams according to article 2.1.007bis *b)	UCI	-
01.06.2017 - 25.06.2017	Transfer period	NF	UCI
01.08.2017	Possibility to engage 2 under 23 riders as trainees	NF	UCI

*** IMPORTANT NOTE**

- a) The first 20 UCI Women's Teams will be invited to rounds of the UCI Women's WorldTour on the basis of the ranking of registered teams on 10 January 2016. Teams registered after this date cannot be included in this first ranking used to draw up invitations (Article 2.13.004).
- b) The 3 best UCI Continental Teams from their continent will be automatically invited to the following events on their own continents between 1 March and 31 December.
- Class 2 Europe Tour events for the top three European Continental Teams,
 - Class 1 and 2 events for the top three Continental Teams in each of the following Circuits: Africa Tour, America Tour, Asia Tour and Oceania Tour.

As a result, we recommend that all National Federations take steps to ensure that the UCI is sent complete documentation of UCI Continental and Women's Teams **by 1st December 2016** so that these teams may be considered in the first provisional rankings used for drawing up invitations.

2. 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.

2.1. 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 according to the UCI form
 - Exact name of the team
 - The address to which all communications to the team can be sent
 - The 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 the UCI Regulations
- Documents to be submitted with the application
 - Originals of contracts/agreements signed with the riders
 - Originals of contracts/agreements signed with the other employees
 - Budget for the season to which the application for registration refers (as per the UCI model)
 - 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)
 - 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
 - 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 other persons responsible for the operations of the team
 - Representation letter signed by the team representative

FOR THE FIRST APPLICATION (1st SEASON)

The team representative shall additionally provide:

- For individuals
 - Proof of residence
- For incorporated bodies and other entities (associations, etc.)
 - Constitution
 - Certification of entry on the business register or any other official register
 - List of officers or directors with full name and address

Any change taking place after initial registration must be notified to the National Federation.

2.2**COMPOSITION AND NATIONALITY OF THE TEAM**

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:

Chapter XVII WOMEN'S AND CONTINENTAL TEAMS**§ 1 General Conditions**

2.17.004 A continental or women's team will comprise riders who may or may not be professional, in the elite and/or under 23 men's categories for a continental team and elite women's category for a women's team. It must have between 8 and 16 riders.

However, a 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, ~~madison~~, omnium, ~~team pursuit~~) as long as the riders in question are among the top 150 of the ~~last~~ final UCI individual classification ~~of the last season for their specialist discipline in the year before the date of the registration of the team by the national federation.~~

A women's 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 100 of the final UCI individual classification for that discipline.

(article modified on 1.07.09; 1.07.12; 1.01.17).

Trainees

2.17.008 In the period between 1 August and the end of the year, each continental or women's team may engage two under-23 riders as trainees on the following conditions:

- The rider may not previously have ridden for a UCI road team;
- The UCI continental or women's 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.

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:

NATIONALITY	NUMBER OF RIDERS
France	6
USA	5
Portugal	2
Qatar	1
Total	14
The team has French nationality	

NATIONALITY	NUMBER OF RIDERS
France	5
USA	5
Portugal	2
Qatar	2
Total	14
No majority nation – not permitted	

2.3. ORGANISATION, STRUCTURE, STAFF

NAME

The name of the team shall be that of the company or brand name of the principal partner or that of one of both of the two principal partners, or any other denomination connected to the team project (maximum 2 names).



IMPORTANT NOTE According to art. 2.2.001, **riders belonging to teams with the same paying agent or main partner may not compete in the same race.** In addition, the participation of both a UCI WorldTeam and the development team supported by this same UCI WorldTeam in accordance with art. 2.15.130 is prohibited.

TEAM REPRESENTATIVE

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 may be a person with the power to hire staff. He shall sign the contracts with the team's riders and other employees. It may be an individual or an incorporated body (trading company, association, foundation, etc.) (art. 2.17.010).

STAFF

As well as the representative and the riders, the team must take on one main sports director. **In accordance with article 1.1.010**, a rider belonging to a team registered with the UCI may not carry out another role.

2.4.

CHANGES TO TEAM COMPOSITION DURING THE SEASON

Teams must submit any amendment to their registration form to the UCI **via their National Federation** for approval immediately (particularly the addition or removal of riders). In order to allow the registration of a new rider or any other change to the team, **the National Federation must send the duly completed documentation to the UCI** (*registration form signed by the president and scanned should be sent by email → annexe G.1*) **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.

During the season, no rider already registered with a UCI road team for the current season may join a UCI Continental or Women's Team outside the transfer period **from 1 to 25 June** as per UCI Regulations (*article 2.17.007*), except cyclo-cross riders.

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 at the end of the season.

Each UCI Continental Team or Women's 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 the end of the year, each continental or women's team may engage **two under-23 riders** as trainees on the following conditions:*

- *The rider may not previously have ridden for a UCI road team;*
- *The UCI continental or women's team must notify the UCI of the identity of the riders before 1 August; -> **using the G-2 form**;*
- *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."*

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.

2.5. FINANCE

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*), 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 debit, the team shall provide guarantees to show its ability to meet its current and future financial obligations.

2.6. CONTRACTS AND/OR AGREEMENTS

A UCI Continental or Women's Team is registered for one year, i.e. from 1st January to 31 December of the same year (article 2.17.001).

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.

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

The UCI Regulations set out minimum provisions and conditions for contracts/agreements with riders. These "standard" terms 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.
- **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.
- **Status:** amateur or professional.
- **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 (remunerated riders and non-professional riders) containing the minimum provisions requires 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 the laws shall remain the responsibility of the teams.

WITH OTHER EMPLOYEES

The regulations do not set out any minimum provision for other employees (sports director, mechanics, doctors, etc.). However, a contract or agreement in writing must be signed with each employee 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 employee, one for the National Federation).

2.7. 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 to be fully insured against the risks inherent in their sporting activity.

Insurance against the following risks is compulsory, with no limit to the total amount or geographical restriction (unlimited worldwide coverage) for all events occurring in the course of the rider's activities for the team (racing, training, travel, promotion, etc.):

- Civil responsibility (of the rider)
- Accidents (full costs of treatment until recovery)
- Sickness (costs of treatment and hospitalisation abroad)
- Repatriation (unlimited coverage)

Further, a professional rider must be provided with social insurance providing at least the level of the obligatory social security regime in his country of residence or in the country of the team representative. 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 National Federations concerned confirming the risks covered and any restrictions.

With the application for registration the team representative shall produce a list of the insurance coverage for each rider, which shall be signed to certify that he has properly checked the existence of the coverage and its compliance with the regulations (*art. 2.17.031*), and confirming his responsibility in the matter (*annexe D.1*).

The National Federation should also check that the sports directors and other team members have appropriate insurance coverage.

2.8. 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*)

NEW

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 at the latest as of 1st 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.

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 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 1st 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 a 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*

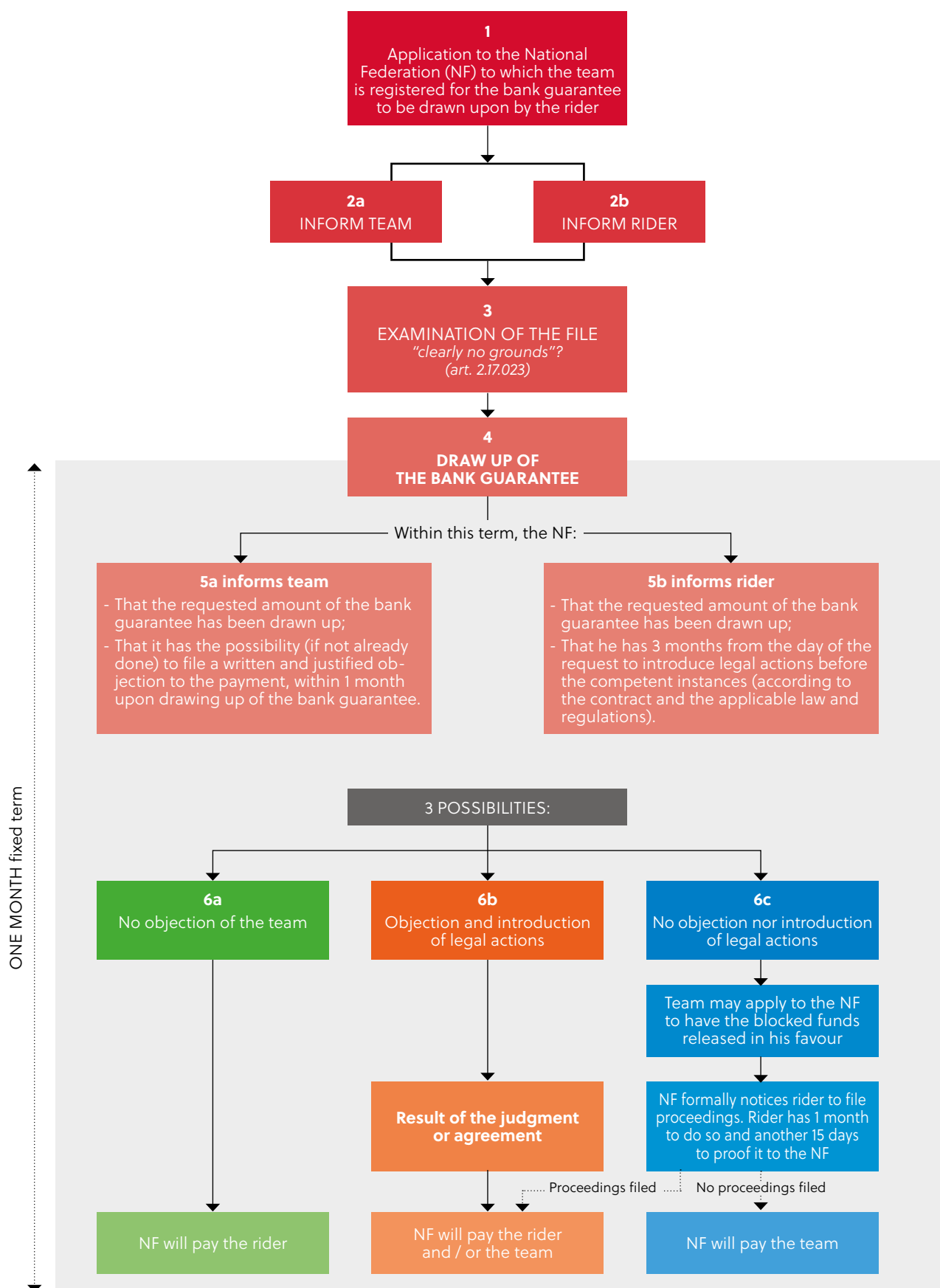
The creditor must, within three months from the date of his request to call up the guarantee, make a claim in law before the court that he considers competent.

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.

In case of contest of the team, 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.



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.

3. 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 manual 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 part 3 of the Manual, and send it to candidate teams with the required annexes (*Annexes A, B, C, D, E, G and K*).

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.

3.1.

DEADLINES AND PAYMENT OF THE REGISTRATION FEE

The application for registration must be made on the UCI forms provided for this purpose and must be accompanied by the original annexes required in this manual (*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 31 October	Article 2.17.033	The National Federation sends the UCI the list of teams which intends to register as UCI Continental or Women's Teams for the following year.
From 1 October to 10 December	Article 2.17.033	The complete set of registration documents must arrive at the UCI, via the National Federation.
No later than 25 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 K*).

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

3.2. FORMS TO BE USED

The use of standard forms makes it possible to save time at each stage of the procedure, facilitates checks and comparisons, and thus contributes to ensuring that teams are treated equitably. The UCI makes standard electronic documents available to teams that must be used (as they stand or as adapted by the National Federation). All these documents supplement the official request for registration for which the UCI form is also to be used.

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

By completing the check-list the team can be certain that all the required documents are being submitted. The document also serves as a counterfoil for the documents sent to the National Federation.

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.

LIST OF RIDERS AND LIST OF INSURANCE POLICIES (*annexe D.1*) LIST OF OTHER STAFF (*D.2*)

These lists include all the information required by the regulations on riders (surname, first name, date of birth, nationality, licence number and status of the rider), the evidence of checks that obligatory insurance coverage has been taken out, and the list of other staff.

MODEL BANK GUARANTEE (*art. 2.17.029 UCI Regulations*)

The bank guarantee form must be used unaltered. Please refer to point 2.8 of this manual.

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 are 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. PROCEDURE TO BE FOLLOWED

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.

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.

This framework is described below; it constitutes the minimum requirements to be met by a National Federation in order to propose the registration of UCI Teams to the UCI.

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. 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.

4.1. RESPONSIBILITY OF THE NATIONAL FEDERATION

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.

4.2. STRUCTURE, ORGANISATION

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, and provide the names and contact details of the people in charge of the registration procedure (*annexe H*).

4.3.

POWERS AND INDEPENDENCE OF THE BODY

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

- 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 the UCI Continental/Women's Team.

The National Federation shall provide the UCI with confirmation that these basic rules are respected (*annexe H*).

4.4.

INFORMATION FOR APPLICANT TEAMS

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

The National Federation will provide the UCI its annual schedule for the procedure implemented, with the deadlines (*e.g. as suggested in the annexe H*).

4.5.

CHECKS THAT THE UCI TEAM HAS RESPECTED THE CRITERIA

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 (*annexe I*) will be sent to the UCI, duly completed and signed, by the National Federation along with the report on the registration of the UCI team.

Controls relate to respect for the minimum criteria set out in point 3 of this manual.

4.6.

NATIONAL FEDERATION'S REPORT ON THE REGISTRATION OF THE UCI TEAM

The National Federation will draw up a report for each team that has applied for registration with the UCI. This report will cover the following points:

- **a.** Formal request for registration of the UCI Team (or in the event of an irreconcilable problem revealed by the checks: withdrawal of the application for registration).
- **b.** Confirmation from the National Federation that it has checked that the team respects the minimum criteria for registration, namely:
 - Deadlines respected
 - Full documentation
 - Minimum criteria as per the regulations in regards to:
 - composition and nationality of the team
 - organisation, structure, staff
 - finance
 - contracts and/or agreements with riders and other staff
 - insurance coverage for riders
 - bank guarantee
- **c.** Confirmation from the National Federation that it has checked that the team respects applicable national legislation
- **d.** Observations (conclusions following checks), as appropriate:
 - The checks have not revealed any anomalies
 - The checks have revealed:
 - Blocking problems (serious non-compliance likely to rule out registration)
 - Anomalies (problems to be resolved by the team within in a set time limit, under the responsibility of the National Federation)
 - Aspects about which the National Federation wishes to provide additional information to the UCI
- **e.** Confirmation from the National Federation that it has taken appropriate measures to check the documentation, that the people dealing with registration meet the requirements for qualifications and independence, and that the team is completely independent of its National Federation.
- **f.** Confirmation from the National Federation that it will immediately inform the UCI of any change to the team or any anomaly observed or arising concerning the team
- **g.** Confirmation from the National Federation that it is solely responsible for checking and registration
- **h.** Signatures of the President of the National Federation and of the person in charge of the ad hoc body

The report will be drawn up in two original copies following the model (*annexe F*): the first will be sent to the UCI with the check-list of controls (*annexe I*); the second will be sent to the team representative.

The UCI provides National Federations with a table (*annexe J*) to help them to classify any problems arising on the basis of their severity (critical problems, errors, additional information).

4.7

PROCEDURAL CHECKS BY THE UCI

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. Should documentation be missing, or if the UCI has doubts concerning the proper execution of checks, 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 retain all documents relating to the registration of teams at its offices (art. 2.17.038).

In all cases, the National Federation remains solely responsible for the registration of the team. However, the UCI can refuse 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.

5. RIDERS' LICENCES

The National Federation must guarantee that every licence holder, in other words both athletes and their staff, is in possession of the licence required by the UCI Regulations. This provision applies to the Federation's UCI teams as well as to other regional teams and clubs.

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.

The National Federation is not required to issue licences to all registered members of their teams. A licence is actually issued by the National Federation of the country in which the licence applicant has his or her main residence. The National Federation must thus check the declaration of domicile of the members of teams in order to decide whether to issue, or not issue, licences to athletes residing in the country of the team.

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 declared team members (athletes and staff) are licence holders (including those issued by another Federation).

5.1.

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.



"Federations shall issue licences according to such criteria as they may determine. They shall be responsible for monitoring compliance with these criteria. Before the licence is issued, the licence holder and the National Federation must ensure inter alia that the licence holder is adequately insured against accidents and civil responsibility in every country where he practices competitive cycling or training throughout the year for which the licence is issued." (Art. 1.1.006 UCI Regulations)

5.2. ISSUING PROCEDURE

As previously announced, the **Federation that will issue the licence is determined solely by the athlete's place of main residence.** (cf. 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 team or club, 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
Mainly resident in country B	Mainly resident in country C
→ The licence must be issued by the Federation of country B.	→ The licence must be issued by the Federation of country C.

This principle applies to all licence holders from all National Federations, irrespective of their status (professional or otherwise).

5.3. STANDARD 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 and must include the following information:

FRONT OF LICENCE:		
Union Cycliste Internationale		
Name of the National Federation		
UCI Category:	UCI Code:	Year:
National Category:	Number:	
Surname:	Date of birth:	
First name:	Address:	
Nationality:	Gender: M / F	
Team:		
Club:		
Issued on:		

BACK OF LICENCE

Union Cycliste Internationale**Name of the 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.

Signature of the President:

Signature of the holder:

The licence must be written in French or English. Other language versions of its text may also appear. In 2017, the licence will be white (*cf. Art. 1.1.028 of the UCI Regulations*).

5.4.
UCI CODE

The UCI Code takes the form of:

UCI Nationality Code + year of birth + month of birth + day of birth

Thus, in accordance with point 2 above, a country may issue a licence to a rider who is not of its nationality but who has his or her main residence in the country.

For example, a rider of Italian nationality born on 30th December 1981 (30/12/1981) but mainly resident in Germany will be issued a licence by the German Federation bearing the following UCI Code: ITA19811230 – indicating his Italian nationality even though the licence is issued by the German Federation.

5.5. 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

1.1.036

■ Youth

This category denotes riders aged 16 years or under and is controlled by national federations, except as provided for BMX in article 1.1.035.

■ Juniors (MJ: Men Juniors)

This category shall comprise riders aged 17 and 18.

■ Under 23 (MU: Men Under 23)

This category shall comprise riders aged 19 to 22.

■ Elite (ME : Men Elite)

This category shall comprise riders aged 23 and above.

■ Master (MM : Men Masters)

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.

■ Para-cyclists

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.

(text modified on 1.01.03; 1.01.04; 1.01.05; 25.06.07; 1.07.13; 1.01.15; 1.03.16).

WOMEN

1.1.037

■ Youth

This category denotes riders aged 16 years or under and is controlled by national federations, except as provided for BMX in article 1.1.035.

■ Junior (WJ: Women Juniors)

This category shall comprise riders of 17 and 18 years old.

■ Elite (WE: Women Elite)

This category shall comprise riders of 19 years and above.

■ Masters (WM: Women Masters)

This category shall comprise riders of 30 years and above who elect this status. The choice of the masters status shall not be open to a rider belonging to a team registered with the UCI.

■ Para-cyclists

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.

(text modified on 1.01.03; 15.10.04; 25.06.07; 1.07.13).



Please note that Masters riders are not authorised to participate in road events on the international calendar unless they hold an Elite licence.

6. MEDICAL MONITORING

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

6.1. GENERAL COMMENTS

6.1.1

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.

6.1.2

This recommendation is only at an early stage, and the medical examination suggested is inevitably limited, but it may develop or expand further subsequently. Should some National Federations already have set up a more comprehensive programme, they should continue to run it, while improving any aspects where this may be required.

6.1.3

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 light any physical or biological anomalies which might contraindicate the practice of the sport at this level.

6.1.4

The medical check-up and the examinations recommended will be carried out by the doctor of the rider's choice. 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.

6.1.5

In principle, the fitness check-up and the suggested examinations must be carried no more than three months before the application for a licence as a member of a UCI team.

6.1.6

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.

6.2.

PREVENTION OF SUDDEN DEATH IN COMPETITIVE SPORTS

6.2.1

It has been scientifically demonstrated that the majority of causes of sudden non-traumatic deaths of young (aged under 35) athletes can be detected by simple medical examinations (see below), and the International Olympic Committee (IOC) has published its recommendations in the document "Sudden Cardiovascular Death in Sport - Lausanne Recommendations - Preparticipation Cardiovascular Screening" (December 2004).

6.2.2

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

6.3.

EXAMINATIONS FOR FITNESS TO PRACTICE CYCLING

6.3.1

Before a licence is issued by a National Federation, the rider must undergo the following examination:

MEDICAL EXAMINATION

PERSONAL HISTORY
Have you ever fainted or passed out when exercising?
Do you ever have chest tightness?
Does running ever cause chest tightness?
Have you ever had chest tightness, 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?
Do you have trouble breathing or do you cough during or after activity?
Have you ever been dizzy during or after exercise?
Have you ever had chest pain during or after exercise?

PERSONAL HISTORY
Do you have or have you ever had racing of your heart or skipped heartbeats?
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?
Have you ever been told you have a heart arrhythmia?
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?
Are you taking any medications at the present time?
Have you routinely taken any medication in the past two years?

FAMILY HISTORY:
Has anyone in your family less than 50 years old:
<i>Died suddenly and unexpectedly?</i>
<i>Been treated for recurrent fainting?</i>
<i>Had unexplained seizure problems?</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>
Has anyone in your family experienced sudden infant death (cot death)?
Has anyone in your family been told they have Marfan syndrome?

FULL PHYSICAL EXAMINATION:
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>Rate/rhythm</i>
<i>Murmur: systolic/diastolic</i>
<i>Systolic click</i>
<i>Blood pressure</i>
Pulmonary examination with check for clinical symptoms of asthma
Examination of locomotor system
Neurological examination with check for vision problems
Other systems: complete examination

PARACLINICAL EXAMINATION:
12-lead rest ECG

BIOLOGICAL EXAMINATIONS:
Blood analysis including:
<i>Complete haemogram</i>
<i>Reticulocytes</i>
<i>Ferritin</i>
<i>γ-GT</i>
<i>ALAT (GPT)</i>
<i>ASAT (GOT)</i>
<i>Creatinine</i>
Urine dipstick

6.3.2

Following the medical examination, it is strongly recommended that any rider

- whose personal history is positive,

or

- Whose family history indicates a risk of an inherited heart disorder

or

- Whose clinical cardiovascular examination is positive,

or

- Whose ECG is positive

should undergo an additional examination by a cardiologist before being permitted to practice cycling.



For any further information, please contact: medical@uci.ch

7. CLOTHING AND EQUIPMENT

7.1. CLOTHING

Under article 1.3.036, "(...) 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 December 10th before the year in question".

(text modified on 1.01.00; 1.01.04; 1.01.05; 1.10.11, 1.01.15).

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".

(text modified on 1.10.10).

The design of the jersey for the website must be a frontal layout with visible logos (see examples below).

The 2 elements described below must be sent by email to the National Federation with the complete registration file:

- Vectorised jersey design, **illustrator file** (.ai, .eps, ou .pdf)
- Vectorised shorts design, **illustrator file** (.ai, .eps, ou .pdf)

(see articles 1.3.035 - 1.3.043)



We would like to promote the UCI Continental Circuits and UCI Women's WorldTour by incorporating the appropriate UCI logo into the design of the jersey. The logos and specific guidelines regarding the dimensions and placement will be made available to the National Federation. Please choose the appropriate logo as seen below:



The National Federation must send the jersey design by email to the UCI **by 1st December 2016** for approval before the production.

7.2. EQUIPMENT

Equipment used in competition by teams registered with the UCI must comply with **articles 1.3.001 through 1.3.025 of UCI Regulations**. Compliance with these rules by all concerned parties is a token of sporting fairness and safety in competition.

Any **technical innovation** is subject to the application of **article 1.3.004**. Such innovations can be submitted to the UCI at any point in the year. They must be approved and put on the market in accordance with **article 1.3.007** in order to be permitted for use in competition. All technical innovations not yet approved will be refused in accordance with **article 1.3.005**.

Article 1.3.018 on non-standard wheels relates only to mass-start events. In this type of event, riders currently use non-standard wheels (rims deeper than 2.5 cm; fewer than 20 spokes; spoke thickness greater than 2.4 mm). If any of these conditions is observed, the wheel is considered as a non-standard wheel and must have passed an impact test to be authorised for use in competition.

Manufacturers of wheels will notify the UCI of the names of wheels which have passed the test. These are shown in the **List of approved wheels** published under the **"Equipment"** section of the website www.uci.ch. Wheels can thus be identified unambiguously. If this is not the case, the use of the wheel in competition is not permitted.

There is from 2012 a Clarification Guide of the UCI Technical Regulations. This aim of this guide is to help ensure that the technical regulations are applied in a consistent manner by the whole cycling family. You may download it from the UCI website www.uci.ch, under the **"Equipment"** section.

Since 1 January 2011, all new models of frames and forks used by licence-holders for road, track or cyclo-cross events must be approved as per article 1.3.001bis. The awarding of a label by the UCI certifies that the new equipment meets the form requirements set out in the UCI Regulations.

As for wheels, a **List of Approved Models of Frames and Forks** is available on the **"Equipment"** page of the UCI website, where all information on the approval procedure is also available. The UCI carry out regularly unannounced inspections concerning frames and forks approval at road, track and cyclo-cross events.

The primary aim of the approval processes for frames and forks is to ensure proper compliance with UCI Regulations, while simplifying checking by commissaires, avoiding disputes over the compliance of new equipment and providing future purchasers with the assurance that they are buying a product that is within the rules.

Teams which already know which equipment for massed start races and time trials they will be using next season are requested to fill out the forms in **Annexe L** and to enclose these with their registration file going out to the UCI. Otherwise, these documents should be returned as soon as possible when the equipment is known, and before 31 December 2016.

For any other question or additional information, please contact materiel@uci.ch.

8. PROVISIONAL RANKINGS

UCI Continental Teams

A first team ranking is established in January, taking into account the individual UCI points won during the previous season of the eight best athletes from the 2017 team roster.

This ranking is used to determine which UCI Continental Teams will receive automatic invitations to participate in events on their respective Continental Circuits (article 2.1.007 bis of the UCI Regulations).

The organisers of Class 1 and Class 2 events in the UCI Continental Tours of Africa, America, Asia and Oceania are bound to invite the three best teams on their continent to participate.

The organisers of Class 2 events in the UCI Europe Tour must invite the three best European Continental Teams.

This "provisional" ranking is a true reflection of the status of the teams as of January of the current season.

This ranking is used exclusively to determine which UCI Continental Teams will receive automatic invitations and should not be confused with the Continental Rankings published on the 25th of each month.

UCI Women's Teams

A first team ranking is established in January, taking into account the individual UCI points won during the previous season of the four best athletes from the 2017 team roster. The UCI points won during the Road World Championships are also included for UCI Women's Teams.

On the basis of this ranking, the best teams will automatically be invited to participate in the major events on the calendar, in line with articles 2.1.007bis and 2.13.004 of the UCI Regulations.



2.13.004

The UCI Women's WorldTour events shall be open to national teams and UCI women's teams.

For one-day events the organiser must send an invitation:

- to the first 20 UCI women's teams in the first elite women's classification by team published in the year of the event. This ranking is published at the latest on 10th January, based on a sport evaluation made by the UCI administration on the teams registered. This ranking is the only one used during the season for the invitation. .

For stage race events the organiser must send an invitation:

- to the first 15 UCI women's teams in the first elite women's classification by team published in the year of the event. This ranking is published at the latest on 10th January, based on a sport evaluation made by the UCI administration on the teams registered. This ranking is the only one used during the season for the invitation.

The organiser must accept entries from above-mentioned teams who have responded positively to the an invitation.

(text modified on 1.01.04; 1.01.05; 1.1.06; 1.01.07; 1.01.09; 1.07.10; 1.07.11; 1.07.12; 1.01.16).

9. CONTACTS

For any further information you may require about the registration procedure, please contact us:

Union Cycliste Internationale

Ch. de la Mêlée 12

CH – 1860 Aigle

Phone: +41 24 468 58 11

Fax: +41 24 468 58 12

E-mail : road@uci.ch

Web : www.uci.ch

10. ANNEXES

- A** UCI Regulations – title 2, chapter XVII

DOCUMENTS TO BE COMPLETED BY THE UCI TEAM

- B** Check-list of documents to be provided to the National Federation
- C.1** Budget
- C.2** Instructions for drawing up the budget
- C.3** Calculation of the minimum amount of the bank guarantee
- D.1** List of riders (with check on insurance coverage)
- D.2** List of other staff
- E** Representation letter to the National Federation
- L** List of equipment used by teams in 2017

DOCUMENTS TO BE SUBMITTED TO THE UCI BY THE NATIONAL FEDERATION NO LATER THAN 10 DECEMBER

- F** National Federation's report on the registration of the UCI Team
- G** Registration form
- G.3** If applicable and known at the time of registration, application for articles 2.2.001 and 2.15.130
- H** National Federation's organisational arrangement for registration
- I** Check-list of controls carried out on registration documents

USEFUL DOCUMENTS (FOR INFORMATION)

- J** Table of anomalies
- K** UCI Financial Obligations

DOCUMENTS TO BE USED DURING THE SEASON

- G.1** Registration form for the addition or removal of riders/other persons during the season
- G.2** Registration form for the addition of trainees

A. UCI REGULATIONS – TITLE 2, CHAPTER XVII

You will find on the UCI website the rules relative to the 2017 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 amendements** on the right side.

Here is the full link to the UCI Regulations welcome page : <http://www.uci.ch/inside-uci/rules-and-regulations/regulations/>

Please take note of the following regulatory changes that will be effective on 1st January 2017:

2.17.005 [abrogated on 1.01.17].

~~For continental teams, the majority of the riders must be under the age of 28. However, the national federation may lower this age threshold. This article does not apply to women's teams.~~

~~(text modified on 1.10.13).~~

§ 2 Requirements imposed on the team by the national federation

Bank guarantee

2.17.022 ~~This bank guarantee must be valid from 1st January of the registration year until 31 March of the following year.~~

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 at the latest as of 1st 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.

(text modified on 1.07.10; 1.01.17).

§ 3 Obligations of the national federation towards the UCI

2.17.035 The application for registration must be sent by email (original signed and scanned forms) ~~accompanied by the original annexes~~ as requested by the UCI continental and women's teams registration handbook. Only the forms from the corresponding season's registration handbook are accepted.

(text modified on 1.07.09; 1.01.17).

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

UCI TEAM NAME

For each season

DOCUMENT REQUIRED	NO	OK / NOK NOT APPLICABLE	COMMENT
Application for registration according to the UCI form			
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			
Documents to be submitted with the application			
Original of contracts/agreements signed with riders			
Original of contracts/agreements signed with other staff			
Budget for the season to which the application for registration refers (<i>as per the UCI model</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			
Liste complète des autres personnes assurant le fonctionnement de l'équipe			
Déclaration d'intégralité signée par le représentant			

For the first application (1st season)

DOCUMENT REQUIRED	NO	OK / NOK NOT APPLICABLE	COMMENT
For individuals			
For incorporated bodies and other entities			
For incorporated bodies and other entities			
Statuts			
Attestation d'inscription au registre du commerce ou tout autre registre officiel			
Liste des gérants ou administrateurs avec nom et adresse complète			

C-1. BUDGET FOR THE SEASON

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

2017 Budget

	Ref. instructions	2017 budget	Previous year	Difference	% difference	Comment
Income						
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		
Total income		550 000	460 000	+ 90 000	+ 19,6 %	
Expenditure						
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		
Total staff expenses		185 000	160 000	+ 25 000	+ 15,6 %	
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		
Total other expenditure		328 000	291 000	+ 37 000	+ 12,7 %	
Gross operating surplus		37 000	9 000	+ 28 000	+ 311,1 %	
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 %	
Taken from reserves (+)	22	-	-	+ 0		
				+ 0		
Net result		21 000	1 000	+ 20 000	+ 2000,0 %	
Other information		2017	Comments and information on finance			
Planned investments						
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					
Total		25 000				
Changes in capital and reserves (incorporated bodies)						
Capital and reserves as per last annual accounts (2015)	24	(5 000)	Deficit following losses in 2015			
Estimated result for 2016 (forecast or budget)	24	1 000	See above			
Other movements	24		For example contribution from owner (+) or dividend to shareholder (-)			
Projected year end total 2016		(4 000)	Will be covered by the 2017 result			

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

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

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		26 250	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			

D-1. LIST OF RIDERS FOR THE 2017 SEASON

TEAM :								
No	Surname	First name	Date of birth	Nationality	Licence number	Paid (Y/N)	Employed /Self-employed	Annual pay (if Pro) Currency: EUR
1	XXX	ZZZ	dd.mm.yyyy	Country	XXXXXXXXXXXX	Yes	Employed	15 000
2	YYY	ZZZ	dd.mm.yyyy	Country	XXXXXXXXXXXX	Yes	Employed	15 000
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
								30 000

D-1. CHECK ON INSURANCE FOR THE 2017 SEASON

TEAM :		Insurance coverage								Comment
No	Surname	First name	Civil liability		Sickness		Accident		Repatriation	
			Insurance	Proof	Insurance	Proof	Insurance	Proof	Insurance	Proof
1	XXX	ZZZ	National federation Germany	Certificate from national federation	National federation Germany	Certificate from national federation	National federation Germany	Certificate from national federation	Generali	Team policy
2	YYY	ZZZ	AXA	Copy of policy	AXA	Copy of policy	AXA	Copy of policy	Generali	Team policy
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

The legal advisor to the team/representative confirms that the information above is accurate:

Surname of the advisor

Date

Signature

D-2. LIST OF OTHER STAFF FOR THE 2017 SEASON

TEAM :								Annual pay (if Pro) Currency: EUR
No	Surname	First name	Date of birth	Nationality	Position	Paid (Y/N)		
1	XXX	ZZZ	dd.mm.yyyy	Country	Sports director	Yes	20 000	
2	XXX	ZZZ	dd.mm.yyyy	Country	Masseur	No	-	
3	XXX	ZZZ	dd.mm.yyyy	Country	Mechanic	No	-	
4								
5								
6								
7								
8								
9								
10								
							20 000	

E . REPRESENTATION LETTER TO NATIONAL FEDERATION

UCI TEAM NAME

While checking our registration documents for the 2017 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 2017 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 2017 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 2017 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

F. NATIONAL FEDERATION'S REPORT ON THE REGISTRATION OF THE UCI TEAM

Must be drafted on the letterhead of the National Federation, by modifying/ticking the indications in yellow color.

I the undersigned, (surname and first name of the President), President of the National Federation of (name of country), hereby apply for the registration of the UCI Continental Team/UCI Women's Team:

Or (in the event of serious irregularities in the application papers):

I the undersigned, (surname and first name of the President), President of the National Federation of (name of country), hereby withdraw the application for registration of the UCI Continental Team/UCI Women's Team:

Name of the team

In the context of this application for registration, I confirm that my National Federation has carried out every check required to confirm the good repute of the team's members and administrators and that the UCI Regulations, regulations of the National Federation and laws in force in our country have been complied with.

I furthermore confirm that my federation has made provision for and fully executed the checking procedure provided for under the UCI Regulations and specified in the Manual for the registration of UCI Continental Teams and Women's Teams. These procedures include the verification of the minimum criteria for registration, namely:

- deadlines respected
- full documentation
- minimum criteria as per the regulations as regards:
 - composition and nationality of the team
 - organisation, structure, staff
 - finance
 - contracts and/or agreements with riders and other staff
 - insurance coverage for riders
 - bank guarantee

On the basis of the checks carried out, I would like to make the following observations:

☐ The checks have not revealed any anomalies

☐ The checks have revealed:

- Blocking problem(s): (details of problems noted, conclusion of the National Federation)
- Anomaly(-ies): (details of problems noted, conclusion of the National Federation)
- Aspect(s) concerning which we would like to give additional information: (details

I certify that the persons appointed or mandated by the National Federation to check the registration papers meet the requirements for qualifications and independence. I furthermore undertake to immediately inform the UCI of any change to the team or any anomaly observed or arising concerning the team.

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.

I attest that the UCI Continental Team/UCI Women's Team is completely independent from its National Federation.

I acknowledge that the National Federation is responsible for the registration of the team under the UCI Regulations.

Signed in witness whereof:

Place and date

The President

Signature

Stamp of the Federation

Annexe: check-list of controls carried out, duly completed (*annexe I*)

Copy for information: team representative

The form duly completed, signed and scanned must be returned to the UCI by **email: road@uci.ch**

G. REGISTRATION FORM FOR A UCI CONTINENTAL OR WOMEN'S TEAM 2017

For reasons of readability, all informations on the form must be typed.

First main sponsor	
Second main sponsor	

If existing team, name of the team in 2016	
---	--

Exact name of the Continental / Women's Team *	
--	--

** the name of the team must be that of the company or brand of the main partner or two main partners, or one of the two, or any other denomination connected to the team project, art. 2.17.003.*

Preferred abbreviation (3 letters). (The choice will be respected so far as possible).	
---	--

I. Administration & Contact

Name and address of the representative of the team (as per UCI Regulations)	
Surname and title (Mr., Ms., etc.)	
First name	
Street	
City	
Zip Code	
Country	
Nationality	
Mobile Phone +	
E-mail	

Address at which all information for the team can be send (published on UCI website)	
Exact wording / name	
Street	
City	
Zip Code	
Country	
Phone +	
E-mail	
Website	
Language of correspondence	French English

Initials of the National Federation's President:

Exact name of the Continental / Women's Team *

II. Staff

Name and address of the main sports director (as per UCI Regulations)	
Surname and title (Mr., Ms., etc.)	
First name	
Street	
City	
Zip Code	
Country	
Nationality	
Mobile Phone	+
E-mail	

If applicable, name and address of the assistant sports director	
Surname and title (Mr., Ms., etc.)	
First name	
Street	
City	
Zip Code	
Country	
Nationality	
Mobile Phone	+
E-mail	

If applicable, name and address of an other person (specify job title)	
Surname and title (Mr., Ms., etc.)	
First name	
Street	
City	
Zip Code	
Country	
Nationality	
Mobile Phone	+
E-mail	

If applicable, name and address of an other person (specify job title)	
Surname and title (Mr., Ms., etc.)	
First name	
Street	
City	
Zip Code	
Country	
Nationality	
Mobile Phone	+
E-mail	

Initials of the National Federation's President:

Exact name of the Continental / Women's Team *

III. Riders (minimum 8, maximum 16)

Personal details of the rider and address of official residence	
Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01f)	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	

Personal details of the rider and address of official residence	
Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01f)	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	

Initials of the National Federation's President:

Exact name of the Continental / Women's Team *

Personal details of the rider and address of official residence
Surname
First name
Date of birth (dd/mm/yy) / /
Nationality held towards UCI
Federation issuing the licence (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01f)
Street
City
Zip Code
Country
Phone +
E-mail

Personal details of the rider and address of official residence
Surname
First name
Date of birth (dd/mm/yy) / /
Nationality held towards UCI
Federation issuing the licence (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01f)
Street
City
Zip Code
Country
Phone +
E-mail

Initials of the National Federation's President:

Exact name of the Continental / Women's Team *

Personal details of the rider and address of official residence
Surname
First name
Date of birth (dd/mm/yy) / /
Nationality held towards UCI
Federation issuing the licence (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01f)
Street
City
Zip Code
Country
Phone +
E-mail

Personal details of the rider and address of official residence
Surname
First name
Date of birth (dd/mm/yy) / /
Nationality held towards UCI
Federation issuing the licence (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01f)
Street
City
Zip Code
Country
Phone +
E-mail

Initials of the National Federation's President:

Exact name of the Continental / Women's Team *

Personal details of the rider and address of official residence
Surname
First name
Date of birth (dd/mm/yy) / /
Nationality held towards UCI
Federation issuing the licence (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01f)
Street
City
Zip Code
Country
Phone +
E-mail

Personal details of the rider and address of official residence
Surname
First name
Date of birth (dd/mm/yy) / /
Nationality held towards UCI
Federation issuing the licence (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01f)
Street
City
Zip Code
Country
Phone +
E-mail

Initials of the National Federation's President:

Exact name of the Continental / Women's Team *

Personal details of the rider and address of official residence
Surname
First name
Date of birth (dd/mm/yy) / /
Nationality held towards UCI
Federation issuing the licence (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01f)
Street
City
Zip Code
Country
Phone +
E-mail

Personal details of the rider and address of official residence
Surname
First name
Date of birth (dd/mm/yy) / /
Nationality held towards UCI
Federation issuing the licence (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01f)
Street
City
Zip Code
Country
Phone +
E-mail

Initials of the National Federation's President:

Exact name of the Continental / Women's Team *

Personal details of the rider and address of official residence
Surname
First name
Date of birth (dd/mm/yy) / /
Nationality held towards UCI
Federation issuing the licence (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01f)
Street
City
Zip Code
Country
Phone +
E-mail

Personal details of the rider and address of official residence
Surname
First name
Date of birth (dd/mm/yy) / /
Nationality held towards UCI
Federation issuing the licence (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01f)
Street
City
Zip Code
Country
Phone +
E-mail

Initials of the National Federation's President:

Exact name of the Continental / Women's Team *

Personal details of the rider and address of official residence
Surname
First name
Date of birth (dd/mm/yy) / /
Nationality held towards UCI
Federation issuing the licence (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01f)
Street
City
Zip Code
Country
Phone +
E-mail

Personal details of the rider and address of official residence
Surname
First name
Date of birth (dd/mm/yy) / /
Nationality held towards UCI
Federation issuing the licence (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01f)
Street
City
Zip Code
Country
Phone +
E-mail

Initials of the National Federation's President:

Exact name of the Continental / Women's Team *

Personal details of the rider and address of official residence
Surname
First name
Date of birth (dd/mm/yy) / /
Nationality held towards UCI
Federation issuing the licence (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01f)
Street
City
Zip Code
Country
Phone +
E-mail

Personal details of the rider and address of official residence
Surname
First name
Date of birth (dd/mm/yy) / /
Nationality held towards UCI
Federation issuing the licence (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01f)
Street
City
Zip Code
Country
Phone +
E-mail

Initials of the National Federation's President:

Exact name of the Continental / Women's Team *
--

IV. Riders specialized in other disciplines (in addition to maximum limit - 4 max)

Personal details of the rider and address of official residence	
Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01f)	
Specialized in (Art. 2.17.004)	Cyclo-cross Track (point race, scratch, individual pursuit, omnium) MTB (race of cross country)
Race Type	
Placing at the final UCI individual ranking of the discipline in 2016:	
Street	
City	
Zip Code	+
Country	+
Phone	
E-mail	

Initials of the National Federation's President:

Exact name of the Continental / Women's Team *

Personal details of the rider and address of official residence	
Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license (licence issued by the Federation of the country where the applicant has his main residence, art. 11.011)	
Specialized in (Art. 2.17.004)	Cyclo-cross Track (point race, scratch, individual pursuit, omnium) MTB (race of cross country)
Race Type	
Placing at the final UCI individual ranking of the discipline in 2016:	
Street	
City	
Zip Code	+
Country	+
Phone	
E-mail	

Personal details of the rider and address of official residence	
Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license (licence issued by the Federation of the country where the applicant has his main residence, art. 11.011)	
Specialized in (Art. 2.17.004)	Cyclo-cross Track (point race, scratch, individual pursuit, omnium) MTB (race of cross country)
Race Type	
Placing at the final UCI individual ranking of the discipline in 2016:	
Street	
City	
Zip Code	+
Country	+
Phone	
E-mail	

Initials of the National Federation's President:

Exact name of the Continental / Women's Team *

V. Verification and conformity statement

Address of the National Federation and contact details of the person in charge of the file			
Exact wording / name			
Street			
City			
Zip Code			
Country			
Phone	+		
Mobile phone of contact	+		
E-mail			
Site web	www.		
Language of correspondence	French	English	

In order to be accepted by the UCI, the mentions hereunder must appear. Moreover, each page of the form must be initialled by the President of the National Federation	
Date (dd/mm/yy)	/ /
Stamp of the Federation	
Signature of the President of the Federation <i>preceded by the hand-written mention "verified and deemed in conformity with the applicable provisions"</i>	

The form duly completed, signed and scanned must be returned to the UCI by email: road@uci.ch

Initials of the National Federation's President:

G-1. CHANGES DURING THE SEASON UCI CONTINENTAL OR WOMEN'S TEAM 2017

National Federation responsible for the Continental / Women's Team and name of the person in charge of the file		Exact name of the Continental / Women's Team	
ADDITION OF REMOVAL OF			
Rider		Other person (please specify his/her position)	
Personal details and address of official residence (Please spell names correctly and fill in the correct date of birth in order to expedite the process.)			
Surname		I confirm that my National Federation has fully executed the checking procedure provided for under the UCI Regulations and that the minimum criteria as per the UCI Regulations are respected	
First name		Date (dd/mm/yy) / /	
Date of birth (dd/mm/yy) / /		Stamp of the Federation	
Nationality		Signature of the President of the Federation preceded by the hand-written mention "verified and deemed in conformity with the applicable provisions"	
Federation issuing the license (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01)			
Specialized in (art. 2.17.004)		Cyclo-cross Track (point race, scratch, individual pursuit, omnium) MTB (race of cross country)	
Street			
City			
Postal Code			
Country			
Phone +			
E-mail			

Important notes: When transferring teams, the rider must first be removed from the current team before being transferred to the new team. Changes will not be made unless this form is duly signed and stamped by the NF President. It must be sent to the UCI directly from the National Federation.

The form duly completed, signed and scanned must be returned to the UCI by email: road@uci.ch

G-2. ADDITION OF TRAINEES FROM 1st AUGUST UCI CONTINENTAL OR WOMEN'S TEAM 2017

National Federation responsible for the Continental / Women's Team and name of the person in charge of the file		Exact name of the Continental / Women's Team	
ADDITION OF			
Trainee			
Personal details and address of official residence		I confirm that my National Federation has fully checked that the minimum criteria as per the UCI Regulations are respected: <ul style="list-style-type: none"> ■ This rider is under 23 ■ This rider has not previously have ridden for a UCI road team ■ This rider has obtained the authorisation of his National Federation ■ This rider is associated with only one UCI team during this period ■ The team has no more than 2 trainees 	
Surname		Date (dd/mm/yy)	/ /
First name		Stamp of the Federation	
Date of birth (dd/mm/yy)	/ /	Signature of the President of the Federation	
Nationality		preceded by the hand-written mention "verified and deemed in conformity with the applicable provisions"	
Federation issuing the license (licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.01)			
Street			
City			
Postal Code			
Country			
Phone	+		
E-mail			

The form duly completed, signed and scanned must be returned to the UCI by email: road@uci.ch

G-3. APPLICATION FOR ARTICLES 2.2.001 AND 2.15.130

If applicable and known at the time of registration, list the teams with the same paying agent or main partner:
(for the application of articles 2.2.001)

Team Name
Nationality
Category/ Division
Team Representative
Contact e-mail

If the Continental Team is a development team supported by a UCI WorldTeam or UCI Professional Continental Team, list the team providing the support:
(for the application of articles 2.2.001 and 2.15.130)

Team Name
Nationality
Category/ Division
Team Representative
Contact e-mail

The form duly completed must be returned to the UCI **by email: road@uci.ch**

H. NATIONAL FEDERATION'S ORGANISATIONAL ARRANGEMENT FOR REGISTRATION

NATIONAL FEDERATION

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

TASK	POSITION	SURNAME, FIRST NAME	EMAIL ADDRESS
Body responsible for implementing and supervising the procedure	The President of the National Federation		
Body responsible for executing the procedure and carrying out checks	<i>The "road racing" manager (internet)</i>		
Body empowered to rule on team registrations	<i>Licence issuing committee (external)</i>	<i>Lawyer</i> <i>Accountant</i> <i>Former President of the National</i>	<i>Federation</i>

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.

The specialists are:

SPECIALIST	SURNAME, FIRST NAME	QUALIFICATIONS, EXPERIENCE	EMAIL ADDRESS
Legal		<i>Attorney at the bar of</i>	
Financial		Certified accountant	

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 Teams with due diligence.

Please find attached the schedule set for the 2017 season.

Place and date

National Federation

The President

Signature

The form duly completed, signed and scanned must be returned to the UCI by email: road@uci.ch

Suggested schedule for the 2017 season (to be seen as information)

DEADLINE	TASK	RESPONSIBLE
01.08.2016	Preliminary information to current UCI teams on the procedure and conditions to be met (criteria)	National Federation
15.08.2016	Send out instructions and forms for the registration documentation to interested teams	National Federation
30.09.2016	Submission of applications for registration with full documentation and bank guarantee to the National Federation	UCI Team
07.10.2016	Check that documentation is complete, UCI team asked to provide missing documents	National Federation
21.10.2016	Final deadline for submission of all required documentation to the National Federation	UCI Team
31.10.2016	Send the UCI the list of teams registered or proposed for registration as UCI teams for 2017.	National Federation
07.11.2016	The National Federation's licensing manager sends the documentation to the members of the committee responsible for ruling on registration, with his preliminary opinion	National Federation
21.11.2016	Committee meeting to rule on registrations	National Federation
01.12.2016 at the latest	Submission of the complete registration documentation to the UCI. The team receives a copy of the National Federation's report on the registration of its team.	National Federation

I. CHECK-LIST OF CONTROLS CARRIED OUT ON REGISTRATION DOCUMENTS

TEAM			
National Federation			
CRITERION	THE NATIONAL FEDERATION HAVE CHECKED THAT:	YES	NO
Documents to be submitted with the registration's application	The documentation is complete (<i>corresponding to check-list, annexe B</i>).		
	The concluding declaration has been submitted.		
	In case of a first-time application, the additional documents have been submitted.		
Composition, nationality and structure of the team	The number of riders within the range is permitted under the regulations (<i>8 to 16, apart from permitted exceptions</i>).		
	The nationality can be clearly established (<i>majority of the riders</i>).		
	The name of the team is that of the principal partner or that of the two principal partners, or one of the two, or any other denomination connected to the team project.		
Contracts/agreements with riders	The team has at least one main sports director.		
	The signed originals of all contracts/agreements have been received.		
	The information given in the list of riders (<i>annexe D.1</i>) is complete and plausible.		
	The contracts include all the minimum provisions required under UCI Regulations.		
	The contracts comply with the laws in force (<i>labour law, collective agreements, etc.</i>).		
Contracts/agreements with other staff	The signed originals of all contracts/agreements have been received.		
	The information given in the list of other staff (<i>annexe D.2</i>) is complete and plausible.		
Insurance	The contracts comply with the laws in force (<i>labour law, collective agreements, etc.</i>).		
	All the insurance coverage required under the regulations has been provided for all riders.		
	The riders are registered with the social security system of the country of the team or that of their country of residence.		

CRITERION	THE NATIONAL FEDERATION HAVE CHECKED THAT:	OUI	NON
Finances	The representative has presented the annual accounts (if applicable).		
	The auditor's report has been presented (if applicable).		
	The structure is viable (even in case of any sum in debit or any losses carried over).		
	The budget has been drawn up using the required form and it is adequately explicit (comments, comparisons, etc.).		
	The budget is balanced or serious guarantees have been presented.		
	The budget is plausible (comparison with preceding financial year, comparison with other teams who have submitted application documents).		
	The expenditure is covered by secure income (in particular: existing sponsorship contracts, gifts, subsidies).		
	Contracts with sponsors/main partners are clear and definitive and the related income is confirmed.		
	The figures for "Riders' pay and expenses" are plausible by comparison with the list of riders.		
	Ditto for the heading "Pay and expenses for other staff".		
Bank guarantee	The planned investments are covered by the team's cashflow.		
	The original bank guarantee has been submitted.		
	The text of the bank guarantee corresponds exactly to the model in the UCI Regulations (if not, it is advisable to require that it be redrafted in compliance with the regulations).		
	The amount of the guarantee is at least that required under the regulations.		
	The dates of validity are correct.		
	The bank which has issued the guarantee is acceptable.		

ANY SERIOUS PROBLEM MUST BE EXPLAINED IN THE NATIONAL FEDERATION'S REPORT (annexe F).

Comment

The person responsible for checking documentation

Signature

The President

Signature

Place and date

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**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)

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)
Documenta- tion	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	
	The team does not have a main sports director.		
Accounts, finances	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
	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)	
Budget	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 of 2 or 3 riders have not yet been finalised	
	The contracts do not contain the minimum clauses required by the regulations, and do not guarantee the rights of the riders	Some contracts must be completed/corrected	The contracts are not entirely compliant, but the team undertakes in writing to observe the minimum requirements of the UCI
	The contracts do not comply with labour law (serious violations)	Riders XYZ are not on the list of riders	
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 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 text of the guarantee does not comply with the example, the bank confirms that the amendment is in progress	
	The bank providing the guarantee is not offering all pledges of security/reputation		The bank is not on the list presented by the UCI, but its reputation and solidity are beyond doubt

K. UCI FINANCIAL OBLIGATIONS

REGISTRATION FEE

UCI CONTINENTAL TEAMS	UCI	CONTRIBUTION TO THE CFAD	TOTAL
Federation - Group 1	3,750 €	2,250 €	6,000 €
Federation - Group 2	3,000 €	1,800 €	4,800 €
Federation - Group 3	1,500 €	900 €	2,400 €
Federation - Group 4	750 €	450 €	1,200 €

UCI WOMEN'S TEAMS	UCI	CONTRIBUTION TO THE CFAD	TOTAL
Federation - Group 1	2,250 €	2,250 €	4,500 €
Federation - Group 2	1,800 €	1,800 €	3,600 €
Federation - Group 3	900 €	900 €	1,800 €
Federation - Group 4	450 €	450 €	900 €

Here is the full link to the UCI Road Financial Obligations welcome page
<http://www.uci.ch/news/article/uci-financial-obligations/> (see below in yellow).
 You will find as well the National Federations' classification in the same document.

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Financial Obligations

The UCI Financial Obligations, expressed in Euros unless otherwise stated, are fixed on an annual basis by the UCI Management Committee. They set out the different fees, taxes and subscriptions payable in respect of international calendar races.

Financial Obligations (in Euro)

- FO - General / 2016
- FO - Officials / 2016
- FO - National Federations / 2016
- FO - National Federations / 2017
- FO - Cycling Anti-Doping Foundation / 2016
- FO - Road / 2016
- FO - Road / 2017**
- FO - Track / 2016
- FO - MTB / 2016
- FO - Cyclo-cross / 2016 - 2017
- FO - Cyclo-cross / 2017-2018
- FO - BMX / 2016
- FO - Trials / 2016
- FO - Indoor Cycling / 2016
- FO - Para-cycling
- FO - Cycling for All / 2016
- UCI Exchange Rate / 2016

LATEST NEWS

- UCI Trials World Youth Games: Seven titles to seven different nations
09 August 2016
- Rio 2016: 10 track cycling gold medals at stake
09 August 2016
- The UCI Continental Circuits Chronicle
08 August 2016
- The UCI Mountain Bike World Cup Chronicle
08 August 2016
- Van der Breggen takes the Netherlands' second straight gold in women's Olympic road race
07 August 2016

L. LIST OF EQUIPMENT USED BY TEAMS IN 2017 (ROAD AND TIME TRIAL)

TEAM

MAIN SPORTS DIRECTOR

EQUIPMENT	BRAND	MODELS	YEAR	UCI APPROVAL CODE
FRAMES AND FORKS				
WHEELS				—
HANDLEBARS				—
HANDLEBARS EXTENSIONS (TT)				—
GROUP				—

You are kindly requested to fill out this document as precisely and completely as possible and send it back to the UCI Equipment Coordinator by email (materiel@uci.ch) before 31 December 2016.

Date : Signature :