



CYCLING CANADA TRADE TEAM

1.0 Registration Process

For 2024 Cycling Canada has decided to keep the registration process online centralize it in one location. [Teams can submit their applications on CCN here](#). Please submit everything all at once on CCN as it will ensure that none of your documents get lost. If you are having difficulties uploading your documents, please contact tradeteams@cyclingscanada.ca and we would be happy to work out a solution.

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

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

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

2.0 Trade Team Definition

A Trade Team is an incorporated or registered organization whose purpose is to promote itself, its sponsors and/or members through cycling events.

Typically, riders would enter into a contractual relationship with the team / business in order to outline matters of mutual expectation and compensation.

Cycling Canada (CC) affiliated Trade Team must be formed by a group of athletes in the Junior, U23/Elite category. A maximum of 50% of the team may be comprised of Master riders. Riders can participate for the same team in all cycling sports. A minimum of 75% of the team must be comprised of Canadian riders.

A Cycling Canada affiliated Trade Team must be formed by a group of athletes in the same cycling sport. Riders must be in the U23/Elite category.



Note to teams: A Trade Team name must be different from your club name; a rider who is not on a trade team should have a different team name reflected. The difference does not need to be large but must be distinct. EX) "Canadian Cycling Club – comp" vs "Canadian Cycling Club". The jersey should be different in some way as well.

Who is a staff: All team staff and regular volunteers should be noted in the registration package. Requirements were determined based on [Cycling Canada's Screening Risk Matrix](#); Cycling Canada reserves the right to require additional documents beyond what is outlined in the matrix. An overview can be found in the table below; additional details can be found under Required Documents.

Role	UCI License	NCCP Safe Sport Training	Signed OSIC Form	CCES Tue Sport Clean (Untracked)	Background Check
Coach	Y	Y	Y	Y	Y
Directeur Sportif	Y	Y	Y	Y	Y
Manager	Y	Y	Y	Y	Y
Mechanic	Y	Y	Y	Y	Y
Owner	Y	Y	Y	Y	Y
Any other full-time staff	Y	Y	Y	Y	Y
Regular volunteers who have direct, unsupervised contact with athletes and/or some kind of authority	N	Y	Y	N	Y
Informal or non-regular volunteers with no direct authority or private access to athletes	N	Y	N	N	N

3.0 Services & Support

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

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

- Access to participation statistics of national events;



- Notification about invitational competition opportunities forwarded to CC by other cycling federations and international organizers;
- A copy of CC companion guide to the current UCI regulations;
- A 36 meter square technical space allocated at National Calendar events site – (electricity, water and security at the cost of the team); 55 meter square technical space at Canadian Championships and Canada Cup races;
- Trade team visibility must be approved by CC staff; not applicable at major multi-sport events
- Mention of the Trade Team on the “Cycling Canada Trade Teams” section of CC website;
- As a registered Cycling Canada Trade Team you have access to CC special rates from [official sponsors and partners](#). For more details contact josh.peacock@cyclingscanada.ca;
- Access to club pricing & free trial for [Link My Ride](#). Contact chris.tabri@cyclingscanada.ca for more details.
- Mention of the Trade Team on the official results list during National events;
- Allowed to enter a car in the caravan at elite and junior Canadian Road Championships;
- The team manager will have one free access to the Caravan Driver online course (Road) (value of \$25);
- Cycling Canada will cover up to two staff members to receive a background check (value of \$50). Contact tradeteams@cyclingscanada.ca for access;
- Registration for MTB world cups done directly through CC;
- Publication of CC Trade Team Canada Cup Ranking;
- CC Road Trade teams will receive priority invitation to national calendar events, over clubs;
- Other specific benefits per discipline, gender and categories (see CC);
- 2024 Calendar will be shared with the teams at the same time it is shared with Provincial Cycling Associations;
- A free premium/preferred space in the Team Expo area;
- Mention in end-of-season Cycling Canada media posting celebrating successes of Trade Teams.

4.0 CC Trade Team Quotas

Cycling Canada Trade team quotas have been simplified. A Cycling Canada Trade team must:

- Have a minimum of 4 riders total
- Have a maximum of 24 riders total
- Be comprised of no more than 50% Master riders

There are no minimums per age category or for number of men/women on a team. **When selecting their rosters, Trade Teams should carefully consider the events they plan to participate in and any team composition requirements that they may have.**

If a team has both male and female riders, Cycling Canada strongly recommends that the team have both male and female staff. This helps align with the [Rule of Two](#), which is considered to be best practice.



5.0 Application Deadlines

Road	February 20, 2024
Mountain Bike	February 20, 2024
Track	February 20, 2024
BMX	February 20, 2024
Cyclo-cross	August 7, 2024
All the teams that submit documents past the deadline will be fined 250\$	

6.0 Application Instructions

Please use one team registration form per team. Be sure to indicate which disciplines you will be participating in using the checkboxes within the registration form. This should also be noted on the athlete list.

**Example*

Track team = 1 form

Road team = 1 form

One fee per team wearing identical jersey, for all cycling sports, category or gender. Additional fee applies for different jersey.

Example:

Identical jersey +	Same owner +	Track Team and Road Team	1 fee
Different jersey +	Same owner +	Track Team and Road Team	2 fees

7.0 Required Documents

- Registration fee payable to CC for the amount of \$850 plus \$47.00 processing fee (1 per team with a different jersey, no matter what the sport, category or gender).
- Copy of the business registration documents with provincial and federal authority (*to verify the existence of a legal administrative and financial structure supporting the team*) (1 per team in each sport).
- Team registration package (1 per team in each sport).
- Team declaration forms (1 per team in each sport; completed within the online registration)
- Official team logo (JPEG or PNG) - 1 per team in each sport.
- Copy of the team jersey artwork (JPEG) (front of the jersey - 1 per team in each sport)
- Proof of valid third-party liability insurance (minimum recommended coverage per occurrence: \$5,000,000) - 1 per team in each sport



- Liability insurance can be purchased from Cycling Canada. See the separate document on this process. This insurance is only available to national level teams. If the team already has insurance, please provide CC with a Certificate of Insurance.
- Copy of each team riders' contract (confidential to CC). Contracts signed virtually must be completed with a verified signature (Ex. DocuSign, SignNow) or by hand and scanned/pictured
- Copy of UCI license from select team members: owners, staff, and non-Canadian riders. UCI ID's for all team members must be included in the registration form.
- **Cycling Canada is a Program Signatory of the Office of the Sport Integrity Commissioner (OSIC)**. As such, All Canadian staff and athletes member of a Canadian UCI Team will need to sign the OSIC consent form. More information about this can be found here. This agreement will be sent to each team member by Cycling Canada; that member cannot be recognized as being part of the team until this agreement is signed.
 - This requirement could also include staff and riders from other countries
 - All agreements must be signed with a verified signature (Eg. DocuSign) or if signed by hand, scanned and sent over. We will require athlete and staff email addresses to be included in the Registration Package.
- **Mandatory Safe Sport Training for ALL Riders and Staff.** [The Safe Sport Training module](#) developed by the Coaching Association of Canada (CAC) will help everyone involved in sport identify and prevent situations on maltreatment (This is a free module)
 - ALL Riders and Staff will need to provide their NCCP numbers to check Safe Sport Training completion at registration. Safe Sport Training is valid for 3 years
 - If there is a Safe Sport equivalent in a rider or staff country of residence this will also be accepted.
 - Non-Canadian riders and staff can register for a Locker account through the Coaching Association
- Background Check for all staff, <https://mybackgroundcheck.sterlingbackcheck.ca/> (email tradeteams@cyclingscanada.ca for 2 free codes)
 - Background checks must be completed every 3 years
- Race Clean Declaration form- including certificate of completion of [CCES True Sport untracked anti-doping module](#). Race Clean Declaration can be signed directly within the registration.
 - Please indicate athletes who have submitted this separately to Cycling Canada as part of other projects.
- Signed Code of Conduct for the team (included in online registration form)



8.0 Registration

The team will be officially registered when all documents have been received. There will be no exceptions. Files submitted past the deadline will incur a \$250 fine.

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

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

9.0 Contacts

Registration: tradeteams@cyclingscanada.ca

10.0 Policies:

Riders that want to race another discipline:

If a member of a Cycling Canada Trade Team wants to race in a discipline in which their team is not currently registered, they must race as an individual (in a plain jersey).

Guest Riders

Guest riders can only be added to teams in specific circumstances. A trade team can add a development rider to their roster if the following conditions are met:

- The rider cannot be a member of another CC trade team
- They have a waiver from their current club/team
- The team must submit, along with the "Add Rider" form:
 - Rider contract
 - UCI license (license should reflect the team that they will be guest-riding for)
 - Certificate of completion of the CCES anti-doping and NCCP # for Safe Sport completion. Riders will also be required to sign any relevant OSIC-related forms (to be sent directly to rider by Cycling Canada)

Requests to add a guest rider are not guaranteed and should be submitted a minimum of two weeks before the event. Cycling Canada will work to support the development of riders.



Remove/Add rider:

- When a rider is removed from the roster, the “Remove/Add Rider” form must be submitted. A signature is needed from the team and the athlete.
- When a rider is added midway through the season, the team must submit, along with the “Remove/Add Rider” form:
 - Rider contract
 - UCI license
 - Certificate of completion of the CCES anti-doping and NCCP # for Safe Sport completion

*During the season, no rider already registered with a CC/UCI team for the current season may join another CC/UCI team outside the transfer period from **1 June to 15 July** (except cyclo-cross riders).

A rider who has not previously been registered with a CC/UCI team can join a team at any time during the year, as long as their contract finishes at the end of the season. The provincial association or club may request an official release.

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

- The rider may not previously have ridden for a CC/UCI road team
- The CC/UCI team must notify Cycling Canada of the identity of the riders before August 1st
- Such riders shall obtain the authorisation of their national federations and may be associated with only one CC/UCI team during this period
- Upon authorisation of his new team, a trainee rider may continue to participate in events of his club team.



All rider contracts must contain the following text:

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

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