



# CYCLING CANADA UCI AFFILIATED TEAM

## 1.0 UCI Team Registration

For 2025 Cycling Canada has decided to continue the UCI Team registration process online to centralize it in one location. Once you provide us your team's name details, we will send you a link to register your team. Please submit everything all at once on CCN as it will ensure that none of your documents get lost.

Some forms will need to be submitted as a **Zip Folder**. You can learn how to make of these [here](#) (PC) or [here](#) (Mac).

Payment is 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-which will allow you to submit the registration.

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

## 2.0 UCI Team Definition

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

## 3.0 Key Dates for Team Registration

**SEPTEMBER 28, 2024-** Cycling Canada must submit the list of teams that it intends to register to the UCI on September 30. This means that at a minimum, we need to know the name of the team.

**OCTOBER 1-16, 2024-** Teams to complete registration on DataRide platform and submit all documents to Cycling Canada

**OCTOBER 16, 2024-** This is the **FINAL DATE** that all final documents will be accepted by Cycling Canada. Applications received after this date will not be processed and will not be submitted to the UCI.

**OCTOBER 16-OCTOBER 31, 2024-** Rider Contracts will be reviewed by a lawyer, bank guarantees will be reviewed by an accountant and Insurance, CCES, Safe Sport, Background Checks and OSIC will be reviewed by Cycling Canada Staff

**NOVEMBER 1, 2024-** You must wire the UCI fee to the UCI bank by this date.

**NOVEMBER 1, 2024-** You must make your payment to the lawyer for contract reviews

**NOVEMBER 1, 2024-** Clothing designs due, Early to Cycling Canada

**NOVEMBER 11, 2024-** Cycling Canada must submit all completed and verified continental team registration information through DataRide to the UCI on/before this date.

**NOVEMBER 30, 2024-** Equipment list is due to the UCI

**DECEMBER 1, 2024-** Clothing designs are due, Final to Cycling Canada

**JANUARY 2025-** Publication of UCI Continental Teams on the UCI website.

**JUNE 1 - JULY 15, 2025-** All 2022 UCI rider transfers will take place during this period.

**July 1, 2024-** Addition of U23 "trainee" riders to the team roster must be submitted through the DataRide platform for review by Cycling Canada prior to the UCI deadline of August 1.



## 4.0 Associated Fees for Team Registration

**OCTOBER 16, 2024–** Payment of \$1100 to be paid to Cycling Canada for UCI Team Registration (On CCN registration platform)

**NOVEMBER 1, 2024–** Payment of \$500 plus tax will be invoiced to you from our Lawyer

**NOVEMBER 1, 2024–** Wire transfer Registration fee to the UCI, 6500 EU (4250 EU UCI and 2250 EU Contribution to the CADF)

## 5.0 Services & Support

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

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

- Access to participation statistics of national events;
- Notification about invitational competition opportunities forwarded to CC by other cycling federations and international organizers;
- A copy of CC companion guide to the current UCI regulations;
- A 36 meter square technical space allocated at National Calendar events site – (electricity, water and security at the cost of the team); 55 meter square technical space at Canadian Championships and Canada Cup races;
- Mention of the UCI Team on the “Teams” section of CC website;
- As a registered Cycling Canada UCI Team you have access to CC special rates from [official sponsors and partners](#). For more details contact [Ben.Lyon@cyclingcanada.ca](mailto:Ben.Lyon@cyclingcanada.ca);
- Mention of the UCI Team on the official results list during National events;
- Allowed to enter a car in the caravan at elite and junior Canadian Road Championships;
- The team manager will have one free access to the Caravan Driver online course (Road) (value of \$25);
- 2025 Calendar will be shared with the teams at the same time it is shared with Provincial Cycling Associations.
- **Access to a fundraising platform**
- Access to two background checks for team staff; contact [tradeteams@cyclingcanada.ca](mailto:tradeteams@cyclingcanada.ca) for access;

## 6.0 Nationality of a Team

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

NATIONALITY	NUMBER OF RIDERS
Canada	4
USA	3
New Zealand	3
Qatar	1
Total	11
The Team has Canadian nationality	



### IMPORTANT

Kindly be aware that trainee and specialist riders are not taken into account for the calculation of the minimum number of riders in a team or for the determination of its nationality. The UCI's definition of a Trainee rider can be found in section 2.17.008 of the [UCI regulations](#) (p. 305)

## 7.0 Required Documents

**Documents and information that need to be uploaded/submitted to Cycling Canada via CCN are:**

Submit to Cycling Canada	Submit on DataRide
<ul style="list-style-type: none"><li>Exact name of the team</li><li>The address to which all communications to the team can be sent</li><li>Name and address of the Sports Director</li><li>Surnames, first names, addresses, nationalities and dates of birth of all riders</li><li>Complete list of team staff and anyone involved with the running of the team</li><li>The allocation of tasks referred to in article 2.17.001</li><li>Original Contracts/agreements signed with riders and acknowledgement and recognition of ethical principles (3.1), 3.6 page 21 (Contracts signed virtually must be completed with a verified signature (Ex. DocuSign, SignNow) or by hand and scanned)</li><li>Original Contracts/agreements signed with staff and acknowledgement and recognition of ethical principles (3.1), 3.6 page 21 (Contracts signed virtually must be completed with a verified signature (Ex. DocuSign, SignNow) or by hand and scanned)</li><li>Budget for the season to which the application for registration refers (annexe C-1)</li><li>Proof that the insurance coverage specified in article 2.17.031 has been taken out for every rider in the team. <b>This should be provided to the lawyer with the contracts</b></li><li>Copy of the sponsorship contract(s) or any other document attesting to the income of the team</li><li>Bank guarantee as per article 2.17.017</li><li>Team Manager statement signed by the team manager (annexe E)</li><li>Acknowledgment and recognition of ethical principles (annexe A-3.2)</li><li></li></ul>	<ul style="list-style-type: none"><li>The address to which all communications to the team can be sent</li><li>Name and address of the Sports Director</li><li>Surnames, first names, addresses, nationalities and dates of birth of the riders</li><li>Original Contracts/agreements signed with riders and acknowledgement and recognition of ethical principles (3.1), 3.6 page 21 (Contracts signed virtually must be completed with a verified signature (Ex. DocuSign, SignNow) or by hand and scanned)</li><li>Original Contracts/agreements signed with staff and acknowledgement and recognition of ethical principles (3.1), 3.6 page 21 (Contracts signed virtually must be completed with a verified signature (Ex. DocuSign, SignNow) or by hand and scanned)</li><li>Declaration of participation to UCI ProSeries events (if applicable)</li><li>Team jersey</li></ul>



- All Canadian staff and riders must complete the [CCES True Sport Anti-Doping Untracked module](#) each season they register; to be submitted in a Zip folder through CCN.

- Safe sport information and documents outlined below

**Teams applying for the first time will also need to submit:**

- Statutes
- Certificate of registration in the commercial register or any other official register
- List of managers or directors with name and full address

### **Safe Sport and OSIC requirements – Read carefully**

Cycling Canada is a Program Signatory of the Office of the Sport Integrity Commissioner (**OSIC**). Cycling Canada takes its responsibility to ensure a safe environment seriously and requires additional items from certain team members.

- **ALL staff and riders** of a Cycling Canada Trade Team will need to sign the UCCMS consent form. Teams are responsible for ensuring their members complete the form; members cannot be recognized as being part of the team until this agreement is signed. **This form only needs to be completed once and is valid indefinitely upon signing.** To sign, create an account at [sportconsent.ca](https://sportconsent.ca) and select "Cycling Canada".
- **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's 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;** background checks must be completed every three years
  - [Background checks can be completed here;](#)
  - Contact [tradeteams@cyclingcanada.ca](mailto:tradeteams@cyclingcanada.ca) to be set up with the two included background checks
- Individuals who have submitted a background check previously within the last three years will be asked to provide a renewal form (sent by CC directly to staff)

NOTE: UCI team visibility must be approved by CC staff; not applicable at major multi-sport events

## **8.0 Registration**

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

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

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



## 9.0 Contacts

Registration: [tradeteams@cyclingcanada.ca](mailto:tradeteams@cyclingcanada.ca)

## 10.0 Policies:

During the season, no rider already registered with a UCI road team for the current season may join another UCI road team outside the transfer period from **1 June to 15 July** as per UCI regulations (2.17.007), except cyclo-cross riders who can be transferred from 15 March to 15 April.

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

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

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

- The rider is from the U23 category (UCI men's teams only)
- The rider is from the U23 or is in the second year of junior category (UCI women's teams only)
- The rider may not previously have ridden for a UCI road team;
- The CC/UCI team must notify Cycling Canada of the identity of the riders before August 1<sup>st</sup>
- Such riders shall obtain the authorisation of their national federations and may be associated with only one CC/UCI team during this period.
- Upon authorisation of his new team, a trainee rider may continue to participate in events of his club team.

### **All rider contracts must contain the following text:**

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

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