IMPORTANT MEMORANDUM

To: Provincial / Territorial Associations

From: Cycling Canada (CC) Office

Date: November 18, 2026

Subject: Issuing of 2027 Licences

Notes: All 2027 updates are in red

This memo contains a summary of the key regulations and principles with regard to the issuing of licences. The content of this memo is not intended to replace the specific wording of the UCI regulations, but rather, is intended to more clearly define the "guiding principles" and to establish a consistent interpretation across Canada.

In order to comply with UCI regulations and to maintain consistency at an international level, all Canadian licences must be coded to properly reflect the established international age-based categories.

The UCI ID is based on the assignment of a 'lifetime' unique identification number – 11 digits – for each UCI licence holder. The UCI ID is provided by the UCI to the national federation at the time of the first licence application by the rider. The use of the UCI ID is common to all cycling disciplines and is used for all official purposes: registration, results, rankings, anti-doping etc.

The UCI ID must appear on the front of the licence. All UCI licence applications must include and obtain applicant acceptance of the UCI declaration as per Article 1.1.023 on the UCI General Regulations (The language in the article has been updated by the UCI)

Note: A special abbreviated version of the UCI declaration must appear on the back of each UCI licence.

All member and licence applications must also include a statement and applicant acceptance to the effect that membership related personal data will be shared by the relevant Provincial/Territorial Association, Cycling Canada and the UCI.

Two important notes within the UCI regulation:

1. National Federations shall ensure that all licence-holders are given a UCI ID, which will appear on the licence. The UCI ID is provided by the UCI to the National Federation at the time of the first licence application and shall appear on any licence that the person concerned may hold, regardless of the category or the National Federation issuing the licence. National Federations are then responsible ensuring that the **UCI ID of a licence-holder remains the same** (1.1.09)
2. National Federations shall ensure that the UCI ID and relevant contact details, such as address, email address and emergency contact of all licence-holders are disclosed to the UCI and that such information is maintained and up to date (1.1.028).

~~**Clarification from the UCI:**~~

~~*With regard to the information to be transmitted to the UCI when the information is transferred by UCI DataRide, National Federations are also required to provide the contact details* **of all the licence holders in order to enable the UCI to govern the sport of cycling.**~~

~~**Cycling Canada will be instructing CCN (Interpodia) Uplifter to make the following 2 changes:**~~

1. ~~PTSO members must be given a UCI ID and this must be displayed on the UCI licence or Provincial membership card, regardless of if the member holds a UCI licence or PTSO membership.~~
2. ~~All submissions to the UCI DataRide for all members of any Canadian Cycling PTSO must now include the email address, the address of the licence holder and an emergency contact.~~

Note: For 2027, we will continue to exclude General Members and Mini-Membership from the obligation. That said want to capture the General Members and the Mini-Membership in the Cycling Canada database (CC Hub). For purpose of clarification, General Members are a membership that only lets you participate in club rides, etc., but not events/competitions/officiating/coaching.

~~**DIGITAL LICENCES**~~

~~We introduced digital licences in 2020 for all Provincial/Territorial Associations licence members. If a member would like a hard licence, they can either go to their Provincial/Territorial Association to print (for a fee) or CCN can print and mail for a fee (which will be charged to the applicant).~~

RESIDENCY VS NATIONALITY

Any rider may apply for a licence from the federation where they have their main residence, irrespective of nationality (1.1.033)

Note: The same principles concerning residence should be applied within Canadian borders. A rider must take out a licence in the Province/Territory of residence.

All licence-holders shall be assigned the sporting nationality corresponding to their nationality, regardless of the national federation that issues the licence. The sporting nationality shall be

assigned upon issuance of the first licence. A rider holding multiple nationalities shall be required to choose between them on the occasion of first applying for a licence. A stateless licence-holder shall be assigned the sporting nationality of the country in which he has continuously resided since at least five years.

For any cycling event where a rider represents his national team, he may only be selected by the federation of his sporting nationality. A rider shall be subject to the regulations and disciplinary procedures of the national federation of his nationality in all matters concerning his selection for the national team (1.1.033)

Foreign riders
A rider must apply for a licence from the federation where he/she has their main residence. Foreign riders are not allowed to compete in races outside their country unless they have a UCI international licence issued by their national cycling federation. Foreign Domestic Licence holders are not permitted to compete in races in Canada and may not purchase a one-day permit.

Every year we face situations where USA riders are registering in Canadian events with a Domestic Licence. To allow these riders to participate*, even when selling a one-day permit, is against UCI rules and puts the rider at risk since they are not covered under USA Cycling's insurance policy outside the USA.* CC insurance associated with one-day permit does not provide medical coverage for non-residents.

~~USA Cycling expects Canadian officials and organizers to follow the UCI rules and not let USA riders with a Domestic Licence compete in races in Canada and have recently written to CC with their concerns.~~

Foreign riders residing in Canada
Every year there are a few foreign riders residing in Canada. The Provincial/Territorial Association must notify the national office as soon as possible when issuing a licence to a foreign rider as CC is required to advise the appropriate foreign national federation within one month (1.1.020).

The Provincial/Territorial Association should not issue a licence without:

1. Having a letter from the foreign national federation confirming that the **licence holder** is in good standing, and
2. Proof that the **licence holder** is adequately insured against accidents and civil responsibility in every country where the licence holder practices competitive cycle sport (1.1.006).

Note: A non-Canadian rider is not eligible for National Team selection. Please refer to the Canadian Championships Technical Guide for the participation eligibility criteria of foreign riders residing in Canada for the Canadian Championships events.

UCI INTERNATIONAL AGE CATEGORIES & ELIGIBILITY

For the purpose of category eligibility at major competitions, all athletes must be given the correct UCI age category. The competition age of an athlete is most easily determined by subtracting the year of birth from the current calendar year. For example, 2022-2000=22 years.

CATEGORY NATIONAL

Should only include codes as shown on the licensing codes circulated with this memo.

SEE 2027 LIST OF CODES FOR EACH DISCIPLINE - CATEGORY AND SECTOR

HopOn Mini Membership
The HopOn Mini Membership is exclusively for riders registered in the HopOn Community Program. The cost of the membership can be included in course cost and would provide insurance for the duration of the Program.

Youth
Riders aged 16 years or under (U16), except BMX and Para-cycling see article 1.1.035.
Please refer to the Licence code sheets for all youth categories.

Junior
Junior/U19 (MJ men under 19).
Male athlete only 17-18 years of age as of December 31, 2027 ~~2026~~ ~~(born in 2009 and 2008)~~

Junior/U19 (WJ women under 19).
Female athlete only 17-18 years of age as of December 31, 2027 ~~2026 (born in 2009 and 2008)~~

U23
Under 23/U23 (MU men under 23) for Road, MTB XC, BMX and CX only.
Male athletes only 19 to 22 years of age as of December 31, 2027 ~~2026 (born in 2004, 2005, 2006 or 2007).~~

Under 23/U23 (WU women under 23) for Road, MTB XC, BMX and CX only.
Female athletes only 19 to 22 years of age as of December 31, 2027 ~~2026 (born in 2004, 2005, 2006 or 2007).~~

Elite
(ME Men elite)
Male athletes between the ages of 23 to 34 years, inclusive, as of December 31, 2027 ~~2026, (born between 1992 and 2003 inclusive).~~ It is possible for a rider of 35+ to ask for an Elite licence if they wish to compete in the Elite calendar.

Note: For Elite men's disciplines of Downhill, 4X, Enduro, Trials and Track there is no U23 category.

Note: For BMX Freestyle Men Elite – aged 15 and over

(WE women elite)
Female athletes between the ages of 23 to 34 years, inclusive, as of December 31st, 2027 ~~2026, (born between 1992 and 2003 inclusive)~~. It is possible for a rider of 35+ to ask for an Elite licence if they wish to compete in the Elite calendar.

Note: For BMX Freestyle Women Elite – aged 15 and over

Note: For women's disciplines of Downhill, 4X, Enduro, Trials and Track there is no U23 category.

Master (Men Open)
This category shall comprise Men Masters with the addition of all riders who are not eligible to compete in Women Masters events pursuant to the UCI Regulations.

Master (MM men master and WM women master)
Male and female athletes aged 35 or older as of December 31, 2027 ~~2026, (born in 1991 or earlier)~~ who elect this status.

An athlete aged 35 years old must decide whether he/she will compete in the Elite or Master category for the entire season. This choice must be made each year at the time of application (1.1.036). All PTSO's should verify within their systems that athletes aged 35 years old and older are asked to confirm their selection of the Masters category and not assign it by default. The UCI category corresponds to the rider's choice to race in the Elite or Master category for national and international events*, regardless of age. The choice of Master status shall not be available for riders belonging to a UCI trade team.

*If an athlete aged 35 years old or over and wants to race in the Elite category for provincial events, but wants to race Master for national and international events, he/she must take a Master licence and ask the Provincial Association to produce an upgrade letter to participate in Provincial events in the Elite category.

Note: Championship events are based on age group categories as defined by the UCI. A Master athlete licenced as Elite is not eligible to compete as a Master at National Championships.

DUAL DISCIPLINE CATEGORIES

Many riders compete in more than one discipline. For example, an athlete competing in both road and MTB events. This can be confusing as the UCI categories for road and MTB have some variation. Please refer to the 2027 licence codes for each discipline.

PERMANENT ABILITY CATEGORY UPGRADES

Athletes may receive a permanent upgrade in an ability sub-category at any time during the season. This most often takes place when a rider has accumulated sufficient points to warrant an upgrade to a higher ability category. The upgrading criteria is determined and administered by the relevant Provincial/Territorial Association.
The athlete should submit his/her licence to the Provincial/Territorial Association for updating. The original licence should be retained and a new licence issued reflecting the new upgrade information.

In the case that there is an anticipated delay in the process of updating a licence, the Provincial/Territorial Association may issue a temporary letter as confirmation of upgrade status. Such letters should only be valid for a maximum of two weeks. The use of an expiry date is recommended.

TEMPORARY AGE & ABILITY CATEGORY UPGRADES

Athletes may be granted a temporary upgrade to compete in a higher or more difficult category with a letter of endorsement from the relevant cycling authority. However, letters of upgrade must only be considered in **exceptional circumstances** and with the support of an approved NCCP coach and the Provincial/Territorial Association.

Note: The licence must always reflect the correct UCI age category of the athlete.

Note: In the case that a younger age category is not recognized, a rider will not receive an upgrade to the first available age category.

Administrative procedure for upgrade

Provincial upgrade -Any athlete requesting to ride in a higher category must apply (in writing) to his/her Provincial/ Territorial Association for approval. The Provincial/Territorial Association is responsible for issuing a letter of upgrade for the athlete in question. **This letter will be considered valid at Provincial calendar events only**, or based on the specifications outlined in the letter. For example, upgrading may apply to specific events only.

National upgrade -Any athlete seeking for a permission to race in a higher category at a national or international event, he/she must obtain written approval from CC. The athlete will be asked to complete a Temporary Age and Ability Upgrade Form which will need to be approved by the Provincial/Territorial Association. The form must be submitted to CC, at least two weeks prior to the competition date. This does not guarantee the rider will be granted an upgrade status, as specific competition requirements, or other factors may negate the possibility. Upgraded riders must present a copy of the CC letter along with their current licence when registering at sanctioned events.

Note: CC will only consider upgrade requests to a higher age category when the athlete is in the last year of eligibility of his/her present age category. Eligibility for upgrade is often mentioned in the event technical guide.

Upgrades, as a general rule, are not accepted by the **UCI for UCI events, World Cups and World Championship events.** The UCI may consider upgrades for other international events; however, these requests must be put forward by the National Federation.

PERMISSION LETTERS

This administrative procedure is required for all non-UCI trade team riders (independents) intending to compete outside of Canda. The request must be submitted to CC by the athlete, team manager or province/territory and contain such details as:

1. A copy of the rider's licence information
2. Duration of stay (date specific)
3. List of specific race names and competition dates
4. The name of any foreign club or team the rider intends to join

Note: A copy of the letter will be prepared to accompany the athlete, a copy will be kept on file at CC, and a copy will be sent to the appropriate foreign federation. As a rule, letters are not required for the United States, or if representing the National Team.

Requests must be made no later than one week prior to travel. Please use this form.

LETTERS OF RELEASE

Any time a rider, who currently belongs to an affiliated club or team, wishes to join another affiliated club or team to compete in an event, he/she is obligated to obtain a 'letter of release' from the primary club or team. The letter of release must specify the specific event(s) and/or timeframe for which the rider may be attached to a secondary club or team.

The letter of release should be prepared on official letterhead and signed by the club president or paying agent.

Note: This does not guarantee the rider will be granted registration to the event as specific competition requirements or other factors may negate the possibility. For events on the UCI calendar, unless otherwise specified in the technical guide of the event, riders must race with the club/team as shown on their licence.

Note: There are specific regulations, which apply to riders belonging to UCI affiliated teams. Any special requirements or restrictions stated in regulation must be observed.

CLUBS AND TRADE TEAMS

An athlete may only belong to one team and/or one club per discipline, both of which may be printed on the licence. A Trade Team must be recognized as a team composition by the UCI or a National Federation, or in Canada, a Provincial/Territorial Association. If a trade team affiliation cannot be verified, then only a 'club' name may be printed on the licence.

At the time of licence application, athletes are responsible to provide proof that they belong to a trade team and that the team is affiliated with a recognized cycling body. Usually, a letter from the trade team is sufficient to verify these details. Verification for UCI, USA, and CC trade teams can be often obtained from the respective websites.

Trade Team (definition):

Any registered organization or business entity, whose purpose is to promote itself, its sponsors and/or members through cycling events (ownership). The riders are selected and signed by the team in return for some form of compensation (contractual relationship). A trade team is a privately run organization that may operate for profit.

For licencing purposes, the name of a trade team is restricted to a maximum of two (2) names, either major sponsors or owners.
Provincial/Territorial Trade Team:

- Focus is on competition with a restricted/selected membership.
- Compete in Regional, Provincial/Territorial and National level events.

- **Comprised of Canadian and permanent residents of Canada ~~predominantly~~ ~~from the same Province~~** with at least 90% of roster riders licensed and are residents in the same Province/Territory as the team's registration and resident within 75km of any provincial/territorial border adjoining the Province/Territory.
- **Foreign riders are not permitted.**
- Represents a broad spectrum of rider categories

Recommended Age Group Guidelines:

- Provincial/Territorial Trade Teams are generally recommended to focus on athletes in the U17 category and above (turning 15 by December 31 of the current licensing year).
- Riders below U17 are generally recommended to maintain a Club affiliation, with their development supported through club-based programming and appropriate provincial development pathways.
- Where a Provincial/Territorial Trade Team intends to include younger athletes, it is recommended that appropriate development structures, athlete support and internal governance/oversight are in place.
- Provincial/Territorial Associations may consider discipline-specific variations to these recommendations, recognizing that athlete development pathways and typical ages of participation differ across Road, Track, MTB XC, DH, Enduro and BMX.

**Receives services from the Provincial/Territorial Association office. (please refer to your Provincial/Territorial Association for more details)*

National (CC) Trade Team:

- Focus is on competition with a restricted/selected membership.
- Contracts are often in place between athletes and the team.
- Compete in Provincial/Territorial, National, and International level events.
- Comprised of athletes from any number of Provinces or Territories.
- **No more than 25% of the Trade Team (Elite & U23) riders can be foreign riders.**
- Represents primarily top Junior and Senior categories, except that no rider may be affiliated with a National Trade Team until reaching U17 (turning 15 by December 31 of the current licensing year).

**Receives services from the National Association office.*

Club (definition):
A non-profit organization, controlled by its own members that should/could be under the society act. The rider would join the club. (*member relationship*)

Cycling clubs fall under the Provincial/Territorial Association jurisdiction and must comply with their Provincial/Territorial Association rules and regulations. Please click here for specific requirements for each Provincial/Territorial Association including cycling club regulations when operating youth programming.

A Trade Team may formally be associated or have a relationship with one or more affiliated clubs. Such relationships should be documented (e.g., a simple letter of understanding) and may include:

- Coaching support or shared coaching resources.
- Pathway agreements describing how a club athlete may transition to the Trade Team once age and readiness criteria are met.

- Equipment, sponsorship, or financial support flowing to the club rather than to individual underage athletes.

These relationships do not change the rider's club-based licensing status prior to reaching U17 status, nor do they authorize the Trade Team to select, contract, or directly manage riders below that threshold.

The fundamental difference between the structure of teams and clubs is the concept of ownership. A Trade Team is a privately owned entity with a self-selected group of athletes and a Club belongs to its members.

- A rider will be affiliated to a club (membership status) or will be under a contractual agreement (written or verbal) with a Trade Team.
- A rider may be a member of **one** cycling club (or independent where permitted) and can ride only for **one Trade Team.**

National and International Trade Teams must register directly through CC. The Teams must comply to CC and UCI rules, policies and registration process. CC will remit to the Provincial/Territorial Associations the equivalent provincial club fee, or to the UCI, the international registration fee.

The UCI rulebook outlines the regulations regarding Trade Team registration for Road, Track and MTB Teams. Please refer to these rules for any further clarification.

In summary, UCI & CC Trade Teams should register directly with Cycling Canada and comply with the above requirements.

OTHER LICENCE DESIGNATIONS
All persons involved in the competitive aspects of cycling, and especially at sanctioned events, must take out a licence validating their status as a member and confirming their designation.

Not all support positions have clearly defined requirements. As a basis for competency and accountability considerations it is important that all designations conform to some minimum qualification standard. CC offers the following guiding principles.

Representatives of the Association/Administrator:
All representatives of CC, at the Provincial, National, and International level, must be licenced at all times.

Commissaire:
All cycling officials must follow a structured course plan to qualify as a commissaire. In Canada, we recognise officials at the Provincial, National, and International level. Each level offers sub-designations and is discipline specific. The status of a commissaire must be recorded by the Provincial Associations as verification of the level achieved. Commissaires will not be permitted to officiate at events without a valid licence.

Ride Leader:

To be designated and recognized as a ride leader, minimum training requirements must be established. While ride-leader training varies across P/T Associations, the core responsibility remains consistent: ensuring the safe guidance of a cycling club group ride. Ride leaders are not instructors or coaches and do not provide cycling-skills training. All ride leader training programs must be approved and tracked by the respective P/T Association, and the minimum age requirement for ride leaders will be determined by P/T Associations in early 2027.

Coach:

In Canada, all coaches must follow a structured course plan as outlined by the Coaching Association of Canada (CAC). All coaches must meet NCCP requirements with a minimum Community Coach Trained status standing as part of the NCCP to receive a coaching designation on a licence. The CAC maintains a record of coaching status for verification purposes.

We are recommending that Coaches follow an *introductory commissaire course* to ensure a basic understanding of competition requirements.

PMBIA – Level One

Professional Mountain Bike Instructor Association (PMBIA) and Cycling Canada have a reciprocal agreement for coach training courses. The PMBIA Level One course is equivalent with Basic Cycling Skills and PMBIA coaches can apply their Level One to their NCCP pathway. Cycling Canada receives a list from PMBIA quarterly for those instructors who would like the Level One transferred to the CAC locker for their NCCP pathway.

Team Staff:

The following categories/function qualify as Team Staff (Role) – General Manager, Team Manager, Coach, Doctor, Mechanic, Driver, Soigneur.

Manager:

Currently there is no specific course or program offered for individuals seeking designation as a team manager for a provincial trade team or club. That said, it is strongly recommended that anyone requesting the designation of manager (DS) follow the Directeur Sportif course offered by Cycling Canada.

CC Trade Teams, UCI Continental & Women's Teams:

The Directeur Sportif course offered by Cycling Canada is currently under review for Team Managers associated with a Cycling Canada Trade Teams or UCI Continental (men) and/or Women's Team (road). Once the review is completed, it will be made mandatory. In addition, the Team Manager must also complete the online Cycling Canada Caravan Driver Training.
**Team managers who have completed the training provided by the UCI will be exempted.*

The NCCP coaching status of Community Trained or Competition Introduction Trained is strongly recommended but is not a requirement.

Organiser:

Anyone undertaking the organisation of a sanctioned cycling event must be licenced. There is no specific requirement to be granted the status of organiser; however, it is recommended that all organisers follow an introductory commissaire course to ensure a basic understanding of

competition requirements.

Organisers should also be encouraged to attend any event workshops offered through the Provincial or National Association.

Soigneur:
Only a registered professional may receive this designation. For example; massage therapist, physiotherapist, paramedical assistant, etc.

Doctor:
Only a registered medical practitioner may receive this designation.

Driver:
Anyone wishing to obtain the designation "Driver" on his/her licence and/or wishing to drive a vehicle in a cycling caravan must have completed the online training for Caravan Drivers administered by Cycling Canada or obtained a driver certificate issued by the UCI.

Mechanic:
Anyone acting in the capacity of team mechanic at a sanctioned event must be licenced. Although there is no specified requirement to receive this status, race mechanics should demonstrate certain competencies consistent with the demands of competition. It is recommended that individuals seeking the status of mechanic undertake an industry recognized certification.

For further clarification with any aspect of the licensing process, please do not hesitate to contact CC for assistance.

**For International events, the UCI may have additional requirements.*

Personal Information Collection Best Practices
More than ever, it can be beneficial to collect additional membership information to better understand your organization and the composition of your membership. Along with the existing required information for membership, you may also want to consider asking individual if they identify as:

- Indigenous Peoples (First Nations, Inuit, Métis)
- Black/Racialized
- Person with a Disability
- Non-binary/Gender Diverse (**Non-UCI licences only**)

With the above, it would be best practice to ask for individual's preferred pronouns. The above items would not be reflected on produced licences.

COMMON LICENCE CONSIDERATIONS

UCI ID	Unique identification number provided by the UCI to the national federation. The UCI ID must appear on any licence.
Date of birth format	Year – month – day 19761230.
Nationality	Passport, birth certificate, permanent resident card, IMM 1000.
Category	Note new list of licence category codes. Codes for both age and ability.
Trade Team name	The rider's team must be listed on his/her licence. Any team changes must be accompanied by a letter stating that he/she is part of the team. The letter must outline that there is a two-week processing time to update a UCI licence.
One licence per rider	A rider may only be issued one UCI licence. All disciplines and categories that the rider will compete in will be listed by code on the licence.
Upgrades	It is vital that the athlete surrenders his/her licence to the PSO before an ability upgrade is registered on a new licence.
Licence photos	Since 2007, in order for a licence to be valid the bearer will be required to affix a current photo of themselves to the licence To verify a UCI licence for medical controls or other reasons holders may be asked to produce, on demand, current and valid photo identification such as a passport, drivers' licence or citizenship card.

Form of Licence

On the front



On the back



Please ensure this language is up to date.