



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

2019



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Dear National Federation,

One of the key moments of the season is receiving the instructions for registration, which is a tradition that serves as a prelude for the upcoming season.

This year, it is even more notable. After many years of dedicated service, the registration procedure has been significantly updated and improved. In substance, the requested information remains the same. However, the submission method has been nearly fully automated into dedicated software.

The UCI DataRide platform you will be using is the same software that you are already using for the UCI licensee management. The advantage of using such a platform is the continuation of the inputted data from one year to the next, as long as the information has not been amended. To introduce you to the **UCI DataRide - Teams** platform, a training session is planned on 28 September, during the UCI Road World Championships in Innsbruck (AUT). On 24 August you received an invitation for this training session, for which we highly recommend the person in charge of the registration to attend in person.

Finally, further to the automated procedure, we also committed to make the procedure streamlined and clearer to alleviate some administrative constraints.

We sincerely hope you will welcome positively this new procedure. As always, we remain available anytime to facilitate its implementation and use.

We wish you a pleasant review of this new version of the instructions for registration and are confident that the registration process will run smoothly.

The Road Team

Dear President, Dear Federation,

The Union Cycliste Internationale (UCI) has the pleasure of sending you the new registration handbook for UCI Continental Teams and UCI Women's Teams for the 2019 season. This handbook contains the information you will need to properly register teams with the UCI.

Please note that [regulation changes](#) have passed into force for the 2019 season, with special provisions pertaining to insurances.

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 throughout the registration year, provided that the UCI criteria are respected. The UCI will check that the documents of the registered teams conforms to the 2019 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.

With regard to UCI Women's Teams, they play an important role in the structure of women's road cycling. The professionalisation of UCI Women's Teams has been a paramount concern since the formation of the UCI Women's WorldTour in 2016. In order to progress and achieve longer term objective goals; from the 2018 Team Registration process forth, National Federations responsible for the registration of UCI Women's Teams have to submit to the UCI some additional documents for the registration of a team. These new requirements are marked by orange coloured shadings in the page margin where applicable. 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.

Finally, we kindly remind you that a new UCI Women's Teams category shall be created for the 2020 season: the UCI Women's WorldTeam. Teams who would like to learn more on this subject can contact the UCI.

With regard to UCI Continental Teams, known as third division teams, they remain the crucial platform for the development of men's cycling and we encourage you to register them for the 2019 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 12 November 2018** at the latest in order for your UCI Continental and/or Women's Teams to be considered in the 2019 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/team representative.

In this respect, we kindly invite you to provide us with all the information you may have, as it is now required by the regulations (see art. 2.2.001), at the beginning of the 2019 season.

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.

Finally, getting back on UCI DataRide and its implementation, please note the system will constantly be improved and we already thank you for your feedback and collaboration on this matter.

We wish you smooth teams' registration and an excellent 2019 season to your teams!



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.

UNION CYCLISTE INTERNATIONALE (UCI)

The registration procedure detailed in Title 2, Chapter 17, sets the minimum requirements the National Federations need to apply for their checks and controls for the registration of UCI Continental Teams and UCI Women's Teams. The UCI Regulations also set a registration file submission deadline for National Federations, which is 12 November 2018 (see art. 2.17.033). We kindly remind you that any delay will be subject to additional costs (see art. 2.17.040).

NATIONAL FEDERATION

The registration of UCI Continental Teams and UCI Women's Teams at the UCI is based on the rigorous checks performed by the concerned National Federations. National Federations remain sole responsible for setting up previous deadlines in order to receive the registration documents from the UCI Continental Teams and UCI Women's Teams on due course to be able to perform the checks (see art. 2.17.014). In addition, the National Federations are sole responsible for the submission of UCI Continental Teams and UCI Women's Teams registration files to the UCI (see art. 2.17.035-37).

The National Federations also remain sole responsible of the UCI Continental Teams and UCI Women's Teams it registers throughout the registration year. Thus, it must ensure the regulatory provisions are complied with, both on the registration and throughout the registration year (see art. 2.17.001 and 2.17.032). In this respect, the National Federations appoint qualified and independent persons to ensure the checks set up in the UCI Regulations are complied with. Furthermore, additional checks can be performed if the National Federations consider it is necessary.

Finally, kindly be aware the Continental Confederations have the right to ask for any registration file of UCI Continental Teams or UCI Women's Teams registered by one of their National Federations (see art. 2.17.041).

UCI CONTINENTAL TEAMS AND UCI WOMEN'S TEAMS

Firstly, a UCI Continental Team or UCI Women's Team must inform its intention to be registered as such to its National Federation. It must also comply with the UCI Regulations requirements as well as additional procedure set up by the National Federation. Then, the UCI Continental Team or UCI Women's Team is responsible to prepare the registration file and submit it to its National Federation. In this respect, the UCI Continental Team or UCI Women's Team must appoint a responsible (representative), who will be in charge of the communication with the concerned National Federation (see art. 2.17.010).

NEW

Following the implementation of the digital platform UCI DataRide for the teams' registration, a responsible for the registration of the UCI Continental Team or UCI Women's Team must be appointed and will be in charge of the completion and submission of data to the National Federation. In addition, the National Federation must also appoint a responsible for UCI DataRide - Teams platform, as per the form duly filled-in and submitted to the UCI.

1.2.
DEADLINES FOR REGISTRATION

DEADLINE	TASK	WHO	TO WHOM
08.2018	Send the instructions for registration to the National Federations	UCI	NF
08.2018	Send the instructions for registration to UCI Continental Teams and UCI Women's Teams candidates for the registration	NF	TEAMS
NEW 30.09.2018	Send the list of UCI Continental Teams and/or UCI Women's Teams candidates for registration	NF	UCI
01.10.2018 - 12.11.2018	Submission of the complete registration file	NF	UCI
01.11.2018	Payment of the registration fee	TEAMS	UCI
Beginning of January 2019	Publication of the UCI Continental Teams and UCI Women's Teams on the UCI website	UCI	-
Second Sunday of January 2019	Elite Women's classification by team used for the invitation for the UCI Women's WorldTour and class 1 events *a) Rolling classification by team for the relevant continental circuit *b)	UCI	-
01.06.2019 - 15.07.2019	Transfer period	NF	UCI
01.08.2019	Possibility to engage 2 under 23 riders as trainees	NF	UCI

As a result, we recommend that all National Federations take steps to ensure that the UCI receives complete documentation of UCI Continental Teams and UCI Women's Teams **by 12 November 2018** so that these teams may be considered in the rankings used for drawing up invitations.



Delays in the submission of the documents to the UCI may be invoiced up to 100.-CHF per file per additional day (2.17.040).

*** IMPORTANT NOTE**

- a) The first 15 UCI Women's Teams will be invited to events of the UCI Women's WorldTour on the basis of the ranking of registered teams on the second Sunday of January 2019. 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 (2.1.007bis).

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 through UCI DataRide - Teams platform:
 - Exact name of the team as well as the 3-letter code;
 - Address to which all communications to the team can be sent;
 - Last name, first name, UCI ID and address of the team representative (see art. 2.17.010);
 - Last name, first name, UCI ID and address of the head sports director and assistant sports directors;
 - Last name, first name, UCI ID, address, nationality and date of birth of all the riders;
 - Allocation of tasks referred to in the UCI Regulations (see art. 1.1.082).
 - For UCI Women's Teams, please make sure to refer to point 3.2 of this manual.
- Documents to be submitted with the application (to be submitted to the National Federation only):
 - Originals of contracts/agreements signed with the riders;
 - Originals of contracts/agreements signed with the staff members;
 - 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) (see art. 2.17.031);
 - 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 (see art. 2.17.017 and following);
 - Copy of last annual accounts (if the team representative is legally required to draw up accounts);
 - Copy of the auditor's report on the last annual accounts (if the team representative is legally required to have the accounts audited);
 - Complete list of riders;
 - Complete list of staff members 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 the National Federation with:

- For individuals
 - Proof of residence.
- For incorporated bodies and other entities (associations, companies, 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

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:

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

However, a UCI 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, omnium) as long as the riders in question are among the top 150 of the last final UCI individual classification.

A UCI 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.

(text modified on 1.07.09; 1.07.12; 1.01.17; 1.07.18).

Trainees

2.17.008 In the period between 1 August* and 31 December, each UCI Continental team or UCI women's team may engage two under-23 trainees on the following conditions:

- The rider may not previously have ridden for a UCI road team;
- The UCI Continental team or UCI 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.

** Upon justification of the participation in a stage race starting in July and ending in August, the registration of these riders may occur in July no earlier than the day before the first race day of the aforesaid race.*

(text modified on 1.01.18).

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
France	4
USA	3
New-Zealand	3
Qatar	1
Total	11
The team has French 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.

2.3. ORGANISATION, STRUCTURE, STAFF MEMBERS

NAME

The name of the team shall be that of the company or brand name of the principal partner(s) (up to three), or any other denomination connected to the team project (2.17.003).



IMPORTANT NOTE According to art. 2.2.001, **teams and/or riders belonging to teams with the same paying agent or main partner may not compete in the same race.**

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 staff members. It may be an individual or an incorporated body (trading company, association, foundation, etc.) (art. 2.17.010).

STAFF MEMBERS

As well as the representative and the riders, the team must take on one head sports director (see art. 1.1.077).

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 to the UCI **via their National Federation** for approval immediately (particularly the addition or removal of riders or staff members). In order to allow the registration of a new rider or any other change to the team, **the National Federation must submit the required information to the UCI 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.

WOMEN'S

For UCI Women's Teams, the National Federation must also check if there is any change in the budget and/or bank guarantee following the addition or removal of a rider/staff member.

In this case, the team must send back the budget and/or a copy of the amended bank guarantee to the National Federation, which will inform the UCI.

During the season, no rider already registered with a UCI road team for the current season may join a UCI Continental Team or UCI Women's Team outside the transfer period **from 1 June to 15 July** as per UCI Regulations (*article 2.17.007*), except cyclo-cross riders, who can be transferred from 1 to 25 March.

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 UCI 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 31 December, each UCI Continental team or UCI women's team may **engage two under-23 trainees** on the following conditions:*

- *The rider may not previously have ridden for a UCI road team;*
- *The UCI Continental team or UCI 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.*

** Upon justification of the participation in a stage race starting in July and ending in August, the registration of these riders may occur in July no earlier than the day before the first race day of the aforesaid race*

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 negative closing balance, 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 Team or UCI Women's Team is registered for one year, i.e. from 1 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.



IMPORTANT

The UCI Regulations set out minimum provisions and conditions for contracts/agreements with riders (see art. 2.17.030 and following). These requirements 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 (see 2.7 of this manual).
- 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.
- Termination of contract: reasons for termination of the contract must be detailed. These would have to comply with the model contract as well as the applicable national legislation.
- 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 required 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 STAFF MEMBERS

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

NEW

WOMEN'S

The *Declaration of recognition of ethical principles - staff UCI Women's Teams* must be sent duly signed by all the staff members to the National Federation. In addition, *Team Manager Statement* must be sent duly signed to the UCI.

You can find both declarations in annexe A.3.

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 and the staff members participating to be fully insured against the risks inherent in their participation to the race.



For riders, in case of any doubt, please make sure to refer to article 2.17.031 of UCI Regulations. In case of further doubt, you can contact the UCI administration.

Insurance against the following risks is compulsory, 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) for an adequate amount;
- Accidents (costs of treatment until recovery with no amount limit);
- Sickness (costs of treatment and hospitalisation with no amount limit);
- Repatriation (unlimited cover);
- Death (minimum value EUR 100 000 due to the beneficiaries designated by the rider).

All these insurances must be taken out to apply on all the countries the rider will visit for his activity on behalf of his team.

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. 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 concerned National Federations confirming the covered risks 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 submitted through UCI DataRide - Teams 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.

The National Federation should also check and certify that all team members (riders, sports directors and other persons) have appropriate insurance coverage in compliance with applicable law and article 2.17.031 requirements.

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)

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 with effect from 1 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.

WOM.

The National Federations must provide the UCI with a copy of the bank guarantee of UCI Women's Teams.

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 and neutral 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 1 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*

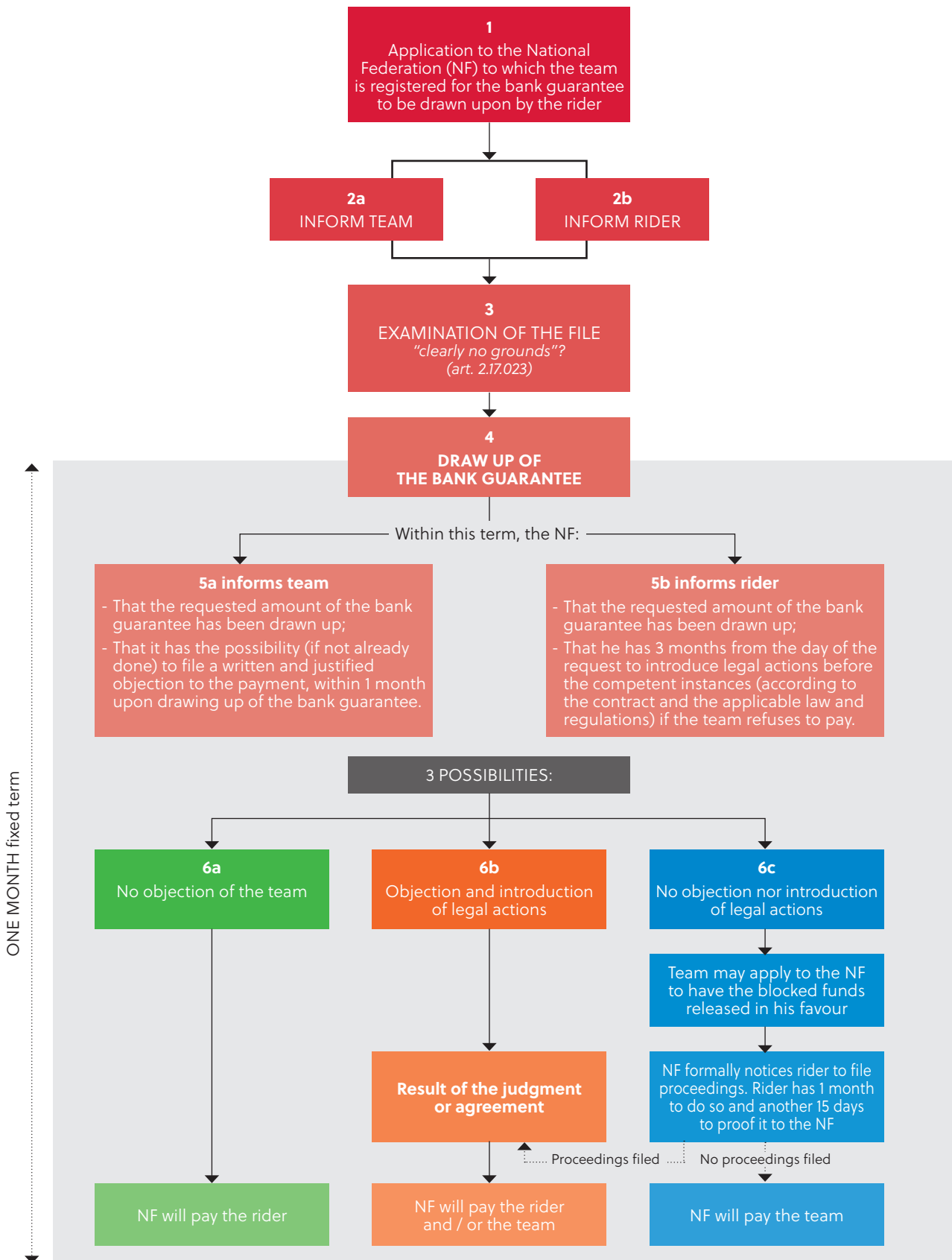
If the paying agent refuses to pay to the creditor and that no agreement is found, the creditor must, within three months from the date of his request to call up the guarantee, make a claim in law before the court that he considers competent.

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.

Should the team contest the claim, 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.



The claimant in this example is referred to as «rider» but this occurrence may also apply to any team member whom is allowed to call on the bank guarantee.

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 this part of the Manual, and send it to candidate teams.

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 through the UCI DataRide - Teams platform, (*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:

NEW	Up to 30 September	Article 2.17.033	The National Federation sends the UCI the list of teams which intend to register as UCI Continental Team or UCI Women's Teams for the following year.
	From 1 October to 12 November	Article 2.17.033	The complete set of registration file must be submitted to the UCI following the review from the National Federation.
	No later than 1 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 A.2*).

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. INFORMATION TO BE SUBMITTED

The UCI provides the UCI DataRide - Teams platform that must be used for the submission of information related to the registration of a UCI Continental Team or UCI Women's Team.

NEW

Following the implementation of the digital registration, a list of "tasks" to fill-in and submit as well as the associated deadlines is available on the UCI DataRide - Teams platform.

In the registration platform UCI DataRide - Teams, please note that registration forms have been replaced by tasks to be submitted electronically. The information requested for the registration has not been amended. However, the submission method has been streamlined, thus, we believe the submission of these tasks will run smoothly.

As the platform is automated, please note that once the deadlines are passed, no information can be submitted anymore.

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.

WOM. For the registration of a UCI Women's Team, this form will have to be completed and submitted to the UCI before 12 November 2018.

LIST OF RIDERS AND LIST OF INSURANCE POLICIES LIST OF STAFF MEMBERS LIST OF BENEFITS FOR RIDERS AND STAFF (*annexe D-3*) **for UCI Women's Teams only**

These lists include all the information required by the regulations on riders (last name, first name, UCI ID, date of birth, nationality, licence number and status of the rider), the evidence of checks that obligatory insurance coverage has been taken out, the list of other staff as well as benefits for riders and staff members. (see user guide).

WOM. For the registration of a UCI Women's Team, these forms will have to be completed and submitted to the UCI before 12 November 2018. All the insurances must be mentioned on the equivalent of annexe D-1 (see art. 2.17.031).

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.

WOM. For the registration of a UCI Women's Team, a copy of the bank guarantee will have to be submitted to the UCI before 12 November 2018 for information. The National Federation remains responsible for the compliance and authenticity of the bank guarantee.

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 BY THE NATIONAL FEDERATION

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.

IMPORTANT

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.

WOM.

In line with our commitment to contribute toward the development of the UCI Women's WorldTour, and more broadly to the development of women's cycling; the procedure for the registration of UCI Women's Teams is more stringent since the 2018 season.

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, providing through UCI DataRide - Teams the names and contact details of the people in charge of the registration procedure.

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 any UCI Continental Teams or UCI Women's Team.

The National Federation shall provide the UCI with confirmation that these basic rules are respected through UCI DataRide - Teams.

4.4. INFORMATION FOR APPLICANT TEAMS

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

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 will be available on the UCI DataRide - Teams platform. Tick-boxes will need to be ticked.

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 directly be done through a task to be submitted on the UCI DataRide - Teams platform. A PDF version will be available to provide the team with it.

Annexe J is available in the instructions for registration in order to guide through National Federations in regards to possible anomalies and their severity.

IMPORTANT

We kindly remind National Federations that all the checks performed are under their responsibility. The checks must not only be formal and all the information, even the prefilled-in one on the UCI DataRide - Teams platform, must be conscientiously controlled.

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 information be missing, or if the UCI has doubts concerning the proper execution of checks and/or the compliance of the information, 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 (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.

WOM.

The additional documents required for the registration of a UCI Women's Team must be provided to the UCI and comply with the requirements, failing which, the registration of the corresponding team may be denied.

5. LICENCES

The National Federation must guarantee that every licence holder, in other words both riders and staff members, is in possession of the licence required by the UCI Regulations.

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.

A licence is issued for the whole year by the National Federation of the country in which the licence applicant has his or her main residence at the time of application.

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 team members (riders and staff members) 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 (1.1.006).

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.** (see 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 UCI team, 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.

5.3. FORM OF 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

- | | |
|-------------------------------------|---------------------|
| ■ UCI Category | ■ UCI ID |
| ■ Year | ■ National Category |
| ■ Number of the National Federation | ■ Surname |
| ■ Date of birth | ■ First name |
| ■ Address | ■ Nationality |
| ■ Gender: M / F | ■ Team |
| ■ Club | ■ Issued on |

IMPORTANT

The line "Team" can only be used to indicate the name of a UCI Team (UCI WorldTeam, UCI Professional Continental Team, UCI Continental Team and UCI Women's Team).

The line "club" can only be used to indicate the name of a team registered exclusively in a National Federation.

BACK OF LICENCE

- 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. (see art. 1.1.028 of the UCI Regulations).

IMPORTANT

No physical licence can be issued until the information have been previously filled-in by the National Federation on the UCI DataRide - Licensees platform.

5.4. UCI ID

IMPORTANT

Every UCI Team member must have a UCI ID. The UCI ID is mandatory for every rider and staff member of the team. The National Federation is responsible for ensuring that all team members are given a UCI ID, which will appear on their licence (1.1.006).

If a rider or a staff member is not part of the database (UCI DataRide - Licensees), we kindly invite the teams to contact the National Federation in charge of issuing the licence.

As the information regarding licensees belong to National Federations, each addition or amendment of these data in the system is under their responsibility.

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.

■ **Under 23 (WU: Women Under 23)**

Unless otherwise provided in the UCI Regulations, this category shall comprise riders aged 19 to 22.

■ **Elite (WE: Women Elite)**

This category shall comprise riders aged 23 and above.

■ **Masters (WM: Women 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; 15.10.04; 25.06.07; 1.07.13; 1.01.17).



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 cycling at this level.

6.1.4

The medical check-up and the examinations recommended will be carried out by a sport doctor recognised by the National Federation. 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 in strict accordance with medical confidentiality rules.

6.2. PREVENTION OF SUDDEN DEATH IN COMPETITIVE SPORTS

6.2.1

We have now strong scientific evidence that the risk of sudden cardiac death in athletes can be largely minimized by a medical examination, comprising especially a cardiovascular screening. There is now a large consensus between the main scientific and medical associations to consider that a cardiovascular medical evaluation is the best way to minimize the risk of sudden cardiac death in athletes.

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 a medical check searching for no contraindication to the practice of competition sport, including following steps:

PERSONAL HISTORY
Have you ever fainted or passed out when exercising?
Do you ever have chest tightness, at rest or in activity?
Have you ever had abnormal shortness of breath, 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?
Have you ever been dizzy during or after exercise?
Have you ever had chest pain during or after exercise?
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?
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 (cutaneous, respiratory or others)?
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>Been diagnosed with a heart or vascular disease (still before 50 years old)?</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>
In your family is there a history of 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>Heart rate at rest</i>
<i>Murmur: systolic/diastolic</i>
<i>Systolic click</i>
<i>Blood pressure on both arms</i>
Pulmonary examination with check for clinical symptoms of asthma
Examination of locomotor system
Neurological examination with check for vision and balance problems
Check of dental condition
Other systems: complete examination

PARACLINICAL EXAMINATION
12-lead rest ECG

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

6.3.2

Knowing the cardiovascular origin in sudden death is high on young sportsman (around 90%), it is highly recommended to ask for a cardiological assessment in case:

- a doubt on a cardiovascular pathology of genetic origin;
- an unusual symptom arises;
- an abnormal cardiac auscultation;
- an anomaly detected on the electrocardiogram.

Appropriate examination (for instance a cardiac stress test) will be performed by a cardiologist.



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".

The National Federation must provide the UCI with the jersey design, previously checked by said National Federation, before production to the UCI **by 10 December 2018** for registration.

CHECKS TO BE PERFORMED BY THE NATIONAL FEDERATION



IMPORTANT

Before providing the UCI with the jersey design and confirming the approval to the team, the National Federation must perform the following checks:

- **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";
- At least one of the main sponsors as defined in article 1.3.038 and indicated by the team must be preponderant and placed in the upper part of the jersey, both on the front and the back of the jersey;
- The use of a brand of tobacco, spirits (content of alcohol of 15% or more), pornographic products or any other products that might damage the image of the UCI or the sport of cycling in general is strictly prohibited (see art. 1.2.030bis).

In addition, please note that pantones of the UCI Women's WorldTour leader jerseys hereafter can't be used as the main color of a UCI Women's Team jersey.

WOMEN

UCI WOMEN Raspberry		UCI WOMEN Light Blue	
	RGB		RGB
	199 1 127		66 149 208
	CMYK		CMYK
35 100 0 0	70 25 5 0		
PANTONE®	PANTONE®		
234	7688		

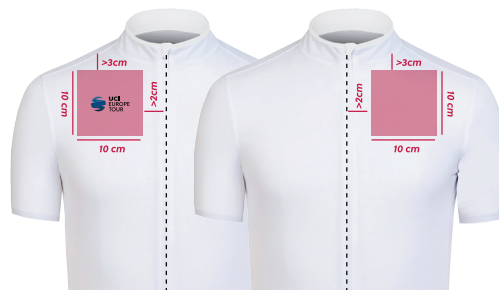
In case of any doubt, we kindly invite National Federations to contact us before approving the team jersey design.

The 2 elements described below must be uploaded on the UCI DataRide - Teams platform by 10 December:

- Vectorised jersey and short design, front and back, .pdf file;
 - Front jersey design for publication (.jpeg, 600x600).
- (see articles 1.3.035 - 1.3.043)

MANDATORY

The relevant UCI logo must be used on the UCI registered teams jerseys.



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.

Teams must register all their equipment which will be used for mass start events and time trials during the 2019 season. The registration will be done through the UCI DataRide platform on 1 December 2018 at the latest.

The equipment will have to be selected or filled-in in the UCI DataRide - Teams platform.

Any **technical innovation** is subject to the application of **article 1.3.004**. Such innovations can be submitted to the UCI before use in competition for approval. 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** and sanctioned with a disqualification.

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.

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](http://www.uci.ch), 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.

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](http://www.uci.ch), under the "Equipment" section.

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

8. INVITATIONAL 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 2019 team roster.

This ranking is used to determine which 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 Circuits 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 teams will receive automatic invitations and should not be confused with the Continental Rankings published on the 25 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 2019 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 UCI Women's WorldTour events, in line with article 2.13.004 of the UCI Regulations.

ANNEXES

- A-1** ___ Authentication form
- A-2** ___ UCI Regulations and Financial Obligations
- A-3** ___ Declaration of recognition of ethical principles - staff UCI Women's Teams Team Manager

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
- L** ___ List of equipment used by teams in 2019

DOCUMENTS TO BE SUBMITTED TO THE UCI BY THE NATIONAL FEDERATION NO LATER THAN 12 NOVEMBER

- L** ___ List of equipment used by teams in 2019

WOMEN

ADDITIONAL DOCUMENTS TO BE PROVIDED TO THE UCI BY THE NATIONAL FEDERATION FOR THE REGISTRATION OF A UCI WOMEN'S TEAM NO LATER THAN 12 NOVEMBER

- C-1** Budget
- C-3** Calculation of the minimum amount of the bank guarantee
- D-3** List of benefits for riders and staff
- GB** Copy of the bank guarantee submitted to the National Federation

USEFUL DOCUMENTS (FOR INFORMATION)

- J** ___ Table of anomalies

IMPORTANT

Please note more information about UCI DataRide - Teams platform and information to submit will be sent on due course.

A-1. AUTHENTICATION FORM

This form must be duly filled-in, dated, signed and sent back by 30 September to road@uci.ch.

It is composed of two parts, which enable the National Federation to:

1. Describe the role and responsibility of the people authorised by the National Federation to perform the checks on the UCI Continental Teams and UCI Women's Teams registration file.
2. Confirm the UCI Continental Teams and UCI Women's Teams it intends to register for the 2019 season (see art. 2.17.033) as well as the representative of the team authorised to receive the credentials to connect to the UCI DataRide - Teams platform.

The original must be kept by the National Federation and must be available at anytime upon request from the UCI.

PART 1**NATIONAL FEDERATION ORGANISATION AND STRUCTURE**

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

PRESIDENT OF THE NATIONAL FEDERATION

Body responsible for implementing and supervising the procedure

Last name

First name

E-mail

RESPONSIBLE FOR THE REGISTRATION OF UCI ROAD TEAMS

Body responsible for executing the procedure and carrying out checks

Last name

First name

E-mail

LAWYER

Body empowered to rule on team registrations

Last name

First name

Attorney at the
bar of

E-mail

CERTIFIED ACCOUNTANT

Body empowered to rule on team registrations

Last name

First name

E-mail

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.

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.

PART 2**REGISTRATION INTENTIONS***(if needed, please duplicate this form)*

I, the undersigned,
responsible for the registration of UCI Road Teams in the National Federation, declare the
intention to register the following UCI Continental Teams (up to 15 teams):

UCI CONTINENTAL TEAM

TEAM NAME

Last name of the representative	First name of the representative	Email of the representative

TEAM NAME

Last name of the representative	First name of the representative	Email of the representative

TEAM NAME

Last name of the representative	First name of the representative	Email of the representative

TEAM NAME

Last name of the representative	First name of the representative	Email of the representative

I also declare the intention to register the following UCI Women's Teams:

UCI WOMEN TEAM

TEAM NAME

Last name of the representative	First name of the representative	Email of the representative

TEAM NAME

Last name of the representative	First name of the representative	Email of the representative

TEAM NAME

Last name of the representative	First name of the representative	Email of the representative

TEAM NAME

Last name of the representative	First name of the representative	Email of the representative

Date

Signature
of the
National Federation President

Signature of the person responsible
for the registration of UCI Road Teams
in the National Federation

A-2. UCI REGULATIONS AND FINANCIAL OBLIGATIONS

UCI REGULATIONS

TITLE 2, CHAPTER 17

You will find on the UCI website the rules relative to the 2019 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 amendments** on the right side.

Here is the full link to the [UCI Regulations](#) welcome page.

Please take note of the following regulatory changes that came into force during the 2018 season:

1.1.077 Sports directors shall hold the appropriate licence.

Sports directors and assistant sports directors of UCI WorldTeams and UCI professional continental teams must also have successfully passed the UCI examination. Failing this, they cannot be registered as such with the UCI, without prejudice to the following paragraphs.

Sports directors and assistant sports directors of UCI women's teams must also have successfully passed the UCI examination in order to be registered as from the 2020 season.

Sports directors and assistant sports directors who intend to be registered as such for the first time must pass the examination the year before taking on the role.

If the sports director or assistant sports director fails the examination, he can remain registered but must pass the examination at the following session in order to be registered again. In the event of a further failure, this person can only be registered when the examination is ~~was~~ successfully passed.

(text modified on 15.10.04; 01.01.13; 01.01.15; 01.01.17; 01.07.18)

Insurance

2.17.031 Insurance against the following risks is compulsory for all events occurring in the course of the rider's activities for the team (racing, training, travel, promotion, etc.). The insurances must be valid in all countries in which the rider is susceptible of performing activities for the team, whether individually or jointly with other team members:

1. Civil responsibility (of the rider; for an adequate amount);
2. Accidents (costs of treatment until recovery with no amount limit);
3. Sickness (costs of treatment and hospitalisation with no amount limit);
4. Repatriation (unlimited cover);
5. Death (minimum value EUR 100 000 due to the beneficiaries designated by the rider).

Teams shall take out and cover the costs for the insurances listed above insofar as the rider does not have such insurances through his licence or his compulsory national social security system.

(text modified on 1.07.18).

2.17.033 On or before 30 September of each year, the National Federation shall send to the UCI the list of teams which it intends to register as UCI continental teams and UCI women's teams for the following year. The complete registration documentation must be submitted to the UCI, via the National Federation to arrive after 1 October and no later than 10 November. The registration fee must be paid to the UCI no later than 1 November.

Articles 2.17.004, 2.17.034, 2.17.035 and 2.17.037 have been amended and reflect the implementation of the registration of teams and riders through the UCI DataRide - Teams platform.

FINANCIAL OBLIGATIONS

ROAD 2019

The payment of the registration fee must be done on 1 November at the latest (see art. 2.17.033).

You will find the National Federations' classification system as well as the Financial Obligations on the [UCI Website](#):

REGISTRATION FEE			
UCI CONTINENTAL TEAMS	UCI	CONTRIBUTION TO THE CADF	TOTAL
Federation - Group 1	4,250 €	2,250 €	6,500 €
Federation - Group 2	3,400 €	1,800 €	5,200 €
Federation - Group 3	1,700 €	900 €	2,600 €
Federation - Group 4	850 €	450 €	1,300 €

UCI WOMEN'S TEAMS	UCI	CONTRIBUTION TO THE CADF	TOTAL
Federation - Group 1	3,250 €	2,250 €	5,500 €
Federation - Group 2	2,600 €	1,800 €	4,400 €
Federation - Group 3	1,300 €	900 €	2,200 €
Federation - Group 4	650 €	450 €	1,100 €

A-3. DECLARATION OF RECOGNITION OF ETHICAL PRINCIPLES - STAFF UCI WOMEN'S TEAMS TEAM MANAGER STATEMENT

As a member of a UCI Women's Team, I recognise the risks associated with the practice of cycling and the importance of respecting and acting at all times in accordance with the highest ethical standards in terms of respect for the individual. I hereby confirm and agree to respect at all times the following principles including general principles and a reminder of the rules of conduct of the UCI Code of Ethics, the importance of which is particularly high in view of my function.

- I undertake to perform my duties in a dignified manner and to demonstrate the highest degree of honesty, impartiality, integrity and credibility (see article 5, paragraph 2 UCI Code of Ethics).
- I pledge to respect and treat with dignity all the people with whom I come into contact within the framework of my functions and particularly the members (staff and riders) of my team as well as those of other teams. I am aware that any behaviour that is disrespectful or compromises the integrity or dignity of a person may give rise to contractual, ethical or disciplinary measures on the part of my employer or any governing body (UCI, National Federation, National Olympic Committee, etc.).
- I pledge to respect and help protect the privacy of my team members (staff and riders).
- I acknowledge the prohibition and condemn the harassment, moral or sexual, in all its forms and pledge to protect the members of my team and in particular the minors (under 18 years) of any risk of abuse or harassment (see article 6.4 UCI Code of Ethics). I recognise the fact that situations of harassment and abuse regularly result from an abuse of a position of authority, or inappropriate use of a position of influence, power or authority by an individual to another.
- I acknowledge and accept the following definitions derived from the International Olympic Committee (IOC) reference documents related to harassment and abuse:
 - Harassment: includes psychological abuse, physical abuse, sexual harassment and abuse.
 - Physical abuse: refers to any intentional act that is not desired (e.g. punching, kicking, any form of stroke, biting, burning, etc.) that causes physical injury or injury. Such an act may also be the result of forced or inappropriate physical activity (e.g., improper training load for age or ability or physical fitness, or due to injury or pain), alcoholic restraint or doping products.
 - Sexual abuse: refers to any verbal or physical action of a sexual nature, which is not desired, or where consent is obtained under duress, manipulated or cannot be given. Sexual harassment can take the form of sexual abuse.
 - Abuse: refers to any failure of a coach or other person with a duty of care to an athlete to provide him/her with a minimum of care and, as a result, to harm the athlete, to cause him harm, or creates imminent danger.

- I undertake not to adopt an attitude, nor use disparaging words or any other means likely to undermine the human dignity of a person or a group of persons because, in particular, of the colour of their skin, race, religion, ethnic or social background, political opinion, sexual orientation, disability or any other ground that offend human dignity (see article 6.1 UCI Code of Ethics).
- I undertake never to abuse my function, particularly for private purposes or to derive any personal benefit (see article 5, paragraph 3 UCI Code of Ethics).
- I undertake never to take any action to promote, facilitate, associate with, or otherwise support any behaviour or action that contravenes the provisions and spirit of the UCI Anti-Doping Regulations (see article 8.2 UCI Code of Ethics).
- I undertake to report to the Anti-Doping Cycling Foundation (reportingdoping@cadf.ch) any element of which I am aware that would constitute or could reasonably be considered a violation of the UCI Anti-Doping Regulations.
- I undertake to report to the UCI Ethics Commission (secretariat@uci-ethics.ch) any element of which I am aware that would constitute or could reasonably be considered a violation of the Code of Ethics of the UCI.

I, the undersigned
member of the team

Date

Signature

TEAM MANAGER STATEMENT

As the Team Manager of a UCI Women's Team (according to Chapter XVII of Title 2 of the UCI Regulations), I recognise that it is my special responsibility owing to my position and declare the following:

- I undertake to regularly and adequately inform all members of the staff and riders of my team of the importance of ethical behaviour in all circumstances and to respect the dignity and integrity of individuals with whom they come into contact as part of their cycling activities. This awareness will aim to ensure that members of my team acquire an appropriate knowledge of the standards in this area and are duly informed of the possible consequences in case of non-compliance.
- I undertake to appoint a contact person within the team or independent from the team who can gather in strict confidentiality any information related to unethical behaviour. This person should be able to advise the team members on the steps they could take, taking into account the importance of respect for confidentiality.

I, the undersigned
member of the team

Date

Signature

A-3. DÉCLARATION DE RECONNAISSANCE DES PRINCIPES ÉTHIQUES - STAFF ÉQUIPES FÉMININES UCI DÉCLARATION DU RESPONSABLE D'ÉQUIPE

En tant que membre d'une Équipe Féminine UCI, je reconnais les risques liés à la pratique du sport cycliste ainsi que l'importance de respecter et d'agir en tout temps en conformité avec les meilleurs standards éthiques en termes de respect de la personne. Par la présente, je confirme accepter et m'engage à respecter en tout temps les principes ci-dessous incluant des principes généraux ainsi qu'un rappel des règles de conduite du Code d'éthique de l'UCI dont l'importance est particulièrement élevée au regard de ma fonction.

- Je m'engage à exercer mes fonctions de manière digne et à faire preuve du plus haut degré d'honnêteté, d'impartialité, d'intégrité et de crédibilité (cf. art. 5, al. 2 Code d'éthique UCI).
- Je m'engage à respecter et à traiter avec dignité toutes les personnes avec lesquelles j'entre en contact dans le cadre de mes fonctions et particulièrement les membres (staff et coureurs) de mon équipe ainsi que ceux d'autres équipes. Je suis conscient(e) qu'un comportement irrespectueux ou portant atteinte à l'intégrité ou la dignité d'une personne pourra donner lieu à des mesures contractuelles, éthiques ou disciplinaires de la part de mon employeur ou de toute instance gouvernante (UCI, Fédération Nationale, Comité National Olympique, etc.).
- Je m'engage à respecter et à aider à protéger la vie privée des membres de mon équipe (staff et coureurs).
- Je reconnais l'interdiction et condamne le harcèlement, moral ou sexuel, sous toutes ses formes et m'engage à protéger les membres de mon équipe et en particulier les mineurs (moins de 18 ans) de tout risque d'abus ou de harcèlement (cf. art. 6.4 Code d'éthique UCI). Je reconnais le fait que les situations de harcèlement et d'abus découlent régulièrement d'un abus d'une position d'autorité, soit d'une utilisation inappropriée d'une position d'influence, de pouvoir ou d'autorité par un individu envers un autre.
- Je reconnais et accepte les définitions suivantes découlant des documents de référence du Comité International Olympique (CIO) en lien avec les comportements de harcèlement et d'abus :
 - Harcèlement : inclut les abus psychologiques, les abus physiques, le harcèlement sexuel et la maltraitance.
 - Abus physique : se réfère à tout acte intentionnel qui n'est pas souhaité (par ex. coup de poing, coup de pied, toute forme de coup, morsure, brûlure, etc.) et qui cause une lésion physique ou une blessure. Un tel acte peut également provenir d'une activité physique forcée ou inadaptée (p.ex. charge d'entraînement inappropriée pour l'âge ou la capacité ou forme physique, ou dû à une blessure ou douleur), une consommation contrainte d'alcool ou de produits dopants.
 - Harcèlement sexuel : se réfère à toute action verbale ou physique d'une nature sexuelle, qui n'est pas souhaitée, ou lorsque le consentement est obtenu sous la contrainte, manipulé ou ne peut être donné. Le harcèlement sexuel peut prendre la forme d'un abus sexuel.
 - Maltraitance : se réfère à tout manquement d'un coach ou d'une autre personne avec un devoir de diligence envers un athlète de lui fournir un minimum de soin et qui, de ce fait, cause un tort à l'athlète, permet de lui causer du tort, ou crée un danger imminent.

- Je m'engage à ne pas adopter une attitude, ni utiliser un propos dénigrant ou tout autre moyen susceptible de porter atteinte à la dignité humaine d'une personne ou d'un groupe de personnes en raison, notamment, de la couleur de sa peau, sa race, sa religion, ses origines ethniques ou sociales, ses opinions politiques, son orientation sexuelle, un handicap ou tout autre motif portant atteinte à la dignité humaine (cf. art. 6.1 Code d'éthique UCI).
- Je m'engage à ne jamais abuser de ma fonction, notamment à des fins privées ou pour en tirer un quelconque avantage personnel (cf. art. 5, al. 3 Code d'éthique UCI).
- Je m'engage à ne jamais entreprendre une quelconque action de promotion, facilitation, association avec, ou de soutien de toute autre manière, de comportements ou d'actions contrevenant aux dispositions et à l'esprit du Règlement antidopage de l'UCI (cf. art. 8.2 Code d'éthique UCI).
- Je m'engage à rapporter à la Fondation Antidopage du Cyclisme (reportingdoping@cadf.ch) tout élément dont j'aurais connaissance et qui constituerait ou pourrait raisonnablement constituer une violation du Règlement antidopage de l'UCI.
- Je m'engage à rapporter à la Commission d'éthique de l'UCI (secretariat@uci-ethics.ch) tout élément dont j'aurais connaissance et qui constituerait ou pourrait raisonnablement constituer une violation du Code d'éthique de l'UCI.

Je soussigné(e) _____,

membre de l'équipe

Date

Signature

DÉCLARATION DU RESPONSABLE D'ÉQUIPE

En tant que responsable d'une Équipe Féminine UCI (selon le Chapitre XVII du Titre 2 du Règlement UCI), je reconnais ma responsabilité toute particulière du fait de ma position et déclare ce qui suit :

- Je m'engage à informer régulièrement de manière adéquate tous les membres du staff et coureurs de mon équipe de l'importance d'adopter un comportement éthique en toutes circonstances et d'agir dans le respect de la dignité et l'intégrité des personnes avec lesquelles ils entrent en contact dans le cadre de leurs activités liées au cyclisme. Cette sensibilisation aura pour but d'assurer que les membres de mon équipe acquièrent une connaissance appropriée des standards en la matière et soient dûment informés des possibles conséquences en cas de non-respect.
- Je m'engage à nommer une personne de contact au sein de l'équipe ou indépendante de celle-ci qui puisse recueillir de manière strictement confidentielle d'éventuelles informations liées à des comportements contraires à l'éthique. Cette personne doit pouvoir conseiller les membres de l'équipe sur les démarches qu'ils pourraient entreprendre, en tenant compte de l'importance du respect de la confidentialité.

Je soussigné(e) _____,

membre de l'équipe

Date

Signature

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

ANNEX C-1 Budget for the 2019 season UCI Continental and Women's Teams

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

2019 Budget

	Ref. instructions	2019 budget	Previous year	Difference	% difference	Comment
						3
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		2018	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 (2016)	24	(5 000)	Deficit following losses in 2016			
Estimated result for 2018 (forecast or budget)	24	1 000	See above			
Other movements	24		For example contribution from owner (+) or dividend to shareholder (-)			
Projected year end total 2018		(4 000)	Will be covered by the 2019 result			

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

ANNEX C-2 Instructions for drawing up the budget for the 2019 season

UCI Continental and Women's Teams

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

ANNEX C-3 Calculation of the minimum value of the bank guarantee for the 2019 season UCI Continental and Women's Teams

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 budget				

D-3. LIST OF BENEFITS FOR RIDERS AND STAFF

Extract - For UCI Women's Teams only.

ANNEXE D-3. BENEFITS FOR RIDERS AND STAFF									
The goal of this table is to understand the global wealth of the riders and the staff within the team									
	Material benefits								
	Bike provided for free by the team <i>Reply by Yes/No</i>	Equipments provided by the team for free to the riders and the staff <i>Reply by Yes/No</i>							
		Helmet	Sunglasses	Shoes	Jerseys/shorts	Socks	Gloves	Team tshirt, pant, vest (please precise)	Other (please precise)
Rider 1									
Rider 2									
Rider 3									
Rider 4									
Rider 5									
Rider 6									
Rider 7									
Rider 8									
Rider 9									
Rider 10									
Rider 11									
Rider 12									
Rider 13									
Rider 14									
Rider 15									
Rider 16									
Staff 1									
Staff 2									
Staff 3									
Staff 4									
Staff 5									
Staff 6									
Staff 7									
Staff 8									
Staff 9									
Staff 10									
Staff 11									
Staff 12									

E. REPRESENTATION LETTER TO NATIONAL FEDERATION

UCI TEAM NAME

While checking our registration documents for the 2019 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 2019 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 2019 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 2019 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

**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)
Documentation	<p>The documentation received from the team is to a large extent incomplete, does not enable the NF to make a decision</p> <p>Certain basic documents are missing (e.g. bank guarantee, rider contracts)</p>	<p>Certain documents are still awaiting finalisation (signatures, corrections to be made, etc.)</p>	<p>The documentation arrived very late, making it difficult for the NF to make checks</p>
Team structure	<p>According to UCI Regulations, the team nationality is not that of the NF to whom the file has been submitted</p> <p>The team does not have enough riders</p> <p>The team does not have a main sports director.</p>	<p>The legal form is incorrect, or the team name is not that of a partner</p> <p>The team has too many riders, some contracts are in the process of being cancelled</p>	
Accounts, finances	<p>The balance sheet shows a significant level of indebtedness, the representative does not propose any restructuring measures, survival of the team is threatened</p> <p>The auditor's report mentions serious irregularities or difficulties, the financial equilibrium is not guaranteed</p>	<p>The team has not been able to submit annual accounts in proper and due form (if required by law)</p> <p>The auditor's report has not been presented (if required by law)</p>	<p>The balance sheet shows indebtedness, but the necessary restructuring measures have been implemented</p>
Budget	<p>The budget is not balanced, the operation of the team for the season is not guaranteed</p> <p>Taking into account the necessary investments, the financial equilibrium is not guaranteed</p> <p>The level of conditional income (e.g. payment undertakings, merchandising, etc.) is too high, sufficient coverage for expenditure is not guaranteed</p> <p>The budget is not plausible (e.g. the operating costs of the team are under-estimated), the budgeted income is probably inadequate</p>		<p>The budget has a deficit but capital and the representative's funding allow sufficient coverage</p> <p>A balanced budget is not guaranteed, but the team is covered by a guarantee given by the main sponsor</p>

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

L. LIST OF EQUIPMENT USED BY TEAMS IN 2019 (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 2018.

Date Signature



Union Cycliste Internationale

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