



Registration of
UCI Women's and Continental Teams
2009

Manual for
the national federations

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1. Roles and responsibilities

1.1 Allocation of tasks and obligations

UCI regulations specify the powers, obligations and rights of the various parties involved in the registration procedure for UCI Teams. The table below summarises to whom the various tasks are allocated.

1.2 Table of allocation of tasks

Who Task	Ref. Article Regulation	UCI	National Federation	UCI Team
Regulations	Title 2 Chapter 17	Draws up the regulations	Draws up national rules and can submit proposals to the UCI	Can submit proposals to the national federation and to the UCI
Registration procedure (with the national federation)	2.17.012 at 2.17.016	Sets the minimum requirements for the national federation as regards procedure and checks. Ensures compliance with these requirements by the national federation	Appoints qualified independent people, sets up the appropriate procedures	
Information on the regulations, procedures and deadlines		Keeps the national federation regularly up to date, organise training if necessary	Keeps the UCI Team regularly up to date, organise training if necessary	
Deadlines for the registration procedure	2.17.033	Sets the maximum deadlines (no later than 10.12.2008)	Sets deadlines applicable to its teams, within the limits set by the UCI	
Criteria for registration	2.17.001 at 2.17.006	Sets the minimum criteria for registration as a UCI Team	Sets the criteria applicable to its teams, including at least the basic criteria set by the UCI	
Application for registration	2.17.033		Issues an application for registration to new UCI TEAMS which request it	Submits the application to the national federation
Submission of documentation	2.17.033		Check that the documentation has all been submitted before the deadline	Submits all the documentation required within the time limit set by the national federation
Checks on documentation			Checks that the dossier meets the registration criteria and the regulations	Provides the additional information and documents required by the national federation
Registration of the UCI TEAM	2.17.034 at 2.17.037	Receives the report from the national federation on the registration decision (with annex)	Registers the UCI Team if the criteria have been met and the regulations respected, and draws up the report	Receives the report from the national federation on the registration decision
Registration of the UCI Team with the UCI		Notes the contents of the report from the national federation and rules on the registration	Is informed of the UCI's decision	Is informed of the UCI's decision
Significant events concerning or changes to the UCI Team	2.17.007 2.17.034 2.17.039 2.17.040	Determines any measures to be taken against the UCI Team if the criteria and regulations are not respected	Checks that the criteria and regulations are always respected, confirms this to the team and notifies the UCI in the event of a problem	Informs the national federation immediately
Calling up the bank guarantee	2.17.023 at 2.17.028	Is informed of cases where the bank guarantee is called up	Calls up the bank guarantee when requested (unless grounds are not adequate)	Reconstitutes the bank guarantee if necessary
Issuing of licences to riders	1.1.001 at 1.1.033		Issues the licence after the UCI Team has been registered	

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 on the UCI form
 - Exact name of the team
 - The address to which all communications to the team can be sent
 - The name and address of the team representative
 - Name and address of the team manager
 - Surnames, forenames, addresses, nationalities and dates of birth of the riders
 - The allocation of tasks referred to in the UCI regulations
- Documents to be submitted with the application
 - Originals of contracts/agreements signed with the riders
 - Originals of contracts signed with the other employees
 - Budget for the season to which the application for registration refers (as per the UCI model)
 - Confirmation that the insurance cover mentioned in the UCI regulations has been taken out for every rider in the team (on the list of riders)
 - Copy of the sponsorship contract(s) or any other document attesting to the income of the team
 - Bank guarantee as foreseen in the UCI regulations
 - Copy of last annual accounts (if the team representative is legally required to draw up accounts)
 - Copy of the auditor's report on the last annual accounts (if the team representative is legally required to have the accounts audited)
 - Complete list of riders
 - Complete list of other persons responsible for the operations of the team
 - Representation letter signed by the team representative

For the first application (1st season)

The team representative shall additionally provide:

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

Any change taking place after initial registration must be notified to the national federation.

2.2 Composition and nationality of the team

The UCI Team shall include:

- Riders, professional or otherwise, in the elite and/or under 23 men's categories for Continental Teams and Women elite for women's team.
- At least 8 and no more than 16 riders with the following exceptions:
 - It can additionally include a **maximum** of 4 riders specialized in other cycling disciplines of endurance (**cyclo-cross, mountain-bike: cross country event, track: scratch, points race, pursuit and Madison events**) as long as they have been placed in the UCI top 150 for that discipline in the previous year (for Women's teams: the top 100);
 - Between 1 August and the end of the season, it can include 2 additional under 23 riders (trainees) under the conditions set out in the UCI regulations

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:

<u>Nationality</u>	<u>No of riders</u>	<u>Nationality</u>	<u>No of riders</u>
France	8	France	5
Italy	3	Italy	5
Spain	2	Spain	2
Latvia	1	Latvia	2
Total	<u>14</u>	Total	<u>14</u>

The team has French nationality **No majority nation - not permitted**

2.3 Organisation, structure, staff

Name

The name of the team shall be that of the company or brand name of the principal partner or that of one of both of the two principal partners.

Team representative

The team representative shall represent the team for all matters concerning the UCI regulations (in particular he shall sign the agreements/contracts with riders and other staff). It may be an individual or an incorporated body (trading company, association, foundation, etc.).

Staff

As well as the representative and the riders, the team must take on at least one team manager.

2.4 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 situation financial.

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 (annex E), and shall for comparison show the budget or estimates for the previous year. Significant discrepancies must be explained.

The budget must be balanced, i.e. the planned expenditure shall be entirely covered by income which is certain to be received, generally contributions from sponsors or partners. Copies of sponsorship or partnership contracts shall be annexed to the budget.

If the budget is not balanced (income less than expenditure), or if the last annual accounts show a debit, the team shall provide guarantees to show its ability to meet its current and future financial obligations.

2.5 Contracts and/or agreements

With riders

For riders with professional status, a contract which complies with the legislation in force in the country of the headquarters of the team representative must be drawn up, in a language which can be understood by the rider.

For non-professional riders, a written agreement must also be drawn up.

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

The UCI regulations set out minimum provisions and conditions for contracts/agreements with riders. These "standard" terms are obligatory for all riders, and may only be altered in the rider's favour, any provision which is not in his favour being null and void:

- Duration: the contract must terminate at the end of a season
- Insurance: : the minimum cover set out in the UCI regulations must be guaranteed and stated in detail
- Wages: must be stated where applicable
- Indemnities: in all cases, provision must be made for the repayment of expenses incurred by the rider in the course of his activity for the team
- Conditions of payment: only by bank transfer into a bank account nominated by the rider
- Status: amateur or professional
- Defeasance: a note that any provision that does not comply with the minimum standards set by the UCI regulations shall be null and void if it is not in the favour of the rider

Each contract will be drawn up in three signed original copies (one for the team, one for the rider, one for the national federation).

The UCI shall provide teams with standard contracts (professional and amateur) containing the minimum provisions requires by the regulations (annex B). However, national legislation and conventions shall take precedence, and the compliance of the contract with the laws shall remain the responsibility of the teams.

With other employees

The regulations do not set out any minimum provision for other employees (team manager, mechanics, doctors, etc.). However, a contract or agreement in writing must be signed with each employee of the team, and must comply with the national legislation in force.

Each contract will be drawn up in three signed original copies (one for the team, one for the employee, one for the national federation).

2.6 Insurance

The UCI considers the provision of adequate insurance cover for the riders of a UCI Team to be of vital importance. With its "UCI" label the UCI Team may ride in races on the UCI calendar anywhere in the world, and both the public and the organisers may legitimately expect the riders to be fully insured against the risks inherent in their sporting activity.

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

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

Further, a professional rider must be provided with social insurance providing at least the level of the obligatory social security regime in his country of residence or in the country of the team representative. It is the responsibility of the representative to ensure that the rider has adequate social cover which meets at least the level provided for in the regulations.

The licence issued to the rider by the national federation includes certain insurance cover. 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 cover provided, and where appropriate to provide supplementary insurance cover. It would be advisable for the representative to obtain a certificate of insurance from the national federation concerned confirming the risks covered and any restrictions.

With the application for registration the team representative shall produce a list of the insurance cover for each rider, which shall be signed to certify that he has properly checked the existence of the cover and its compliance with the regulations, and confirming his responsibility in the matter (annex F1).

2.7 Bank guarantee

Each team must set up an unconditional bank guarantee in favour of its national federation, strictly respecting (word for word) the model shown in the UCI regulations (Annex L)

2.7.1 Duration of the guarantee

The guarantee must be valid from the first day of the respective season and must have an overall validity of 15 months completed.

2.7.2 Amount of the guarantee

The minimum total amount of the bank guarantee shall be the lowest of:

- 15% of the total pay due to the riders and other staff (whether employees or self-employed)
- a minimum sum of €20,000 (twenty thousand euros) to be indexed by country in accordance with the UCI table

The model budget includes a table (Annex E3) which can be used to calculate the minimum level of the bank guarantee.

2.7.3 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 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 to accept the guarantee.

2.7.4 Procedures for calling up the guarantee

In order to guarantee an equitable treatment which both meets the objectives of the guarantee (providing security for the team's creditors) and maintains the independent role of the national federation, it is extremely important to establish a procedure for calling up the guarantee. The UCI will provide you with the relevant regulations as soon as possible.

When a guarantee is called up, three phases of the procedure need to be distinguished: request, referral and payment.

a) 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. This time limit is important so that all the administrative steps can be carried out final date for the validity of the bank guarantee mentioned under 2.7.1 above.

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. A demand is manifestly unfounded if it is not probable that the claimed debt **could** exist (e.g. no documentary evidence has been produced (contract etc.)). It is thus not the role of the national federation to assess the merits of the debt in question.

b) The referral

If a request is not manifestly unfounded, the national federation must call in the sum requested from the bank guarantee (or where applicable, in the sum for which the request is not manifestly unfounded). It is important that the referral should be made under the conditions set out in this document.

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 will not be made to the creditor until one month after the *referral* of the bank guarantee.

Deadlines for the paying agent

During this month, 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 the money out following an agreement in writing between the two parties or an enforceable legal judgement or decision at arbitration. If the claim is not contested, the national federation shall pay the total amount claimed to the creditor after one month has passed.

Deadlines for the creditor

In the event that the paying agent contests the claim, 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.

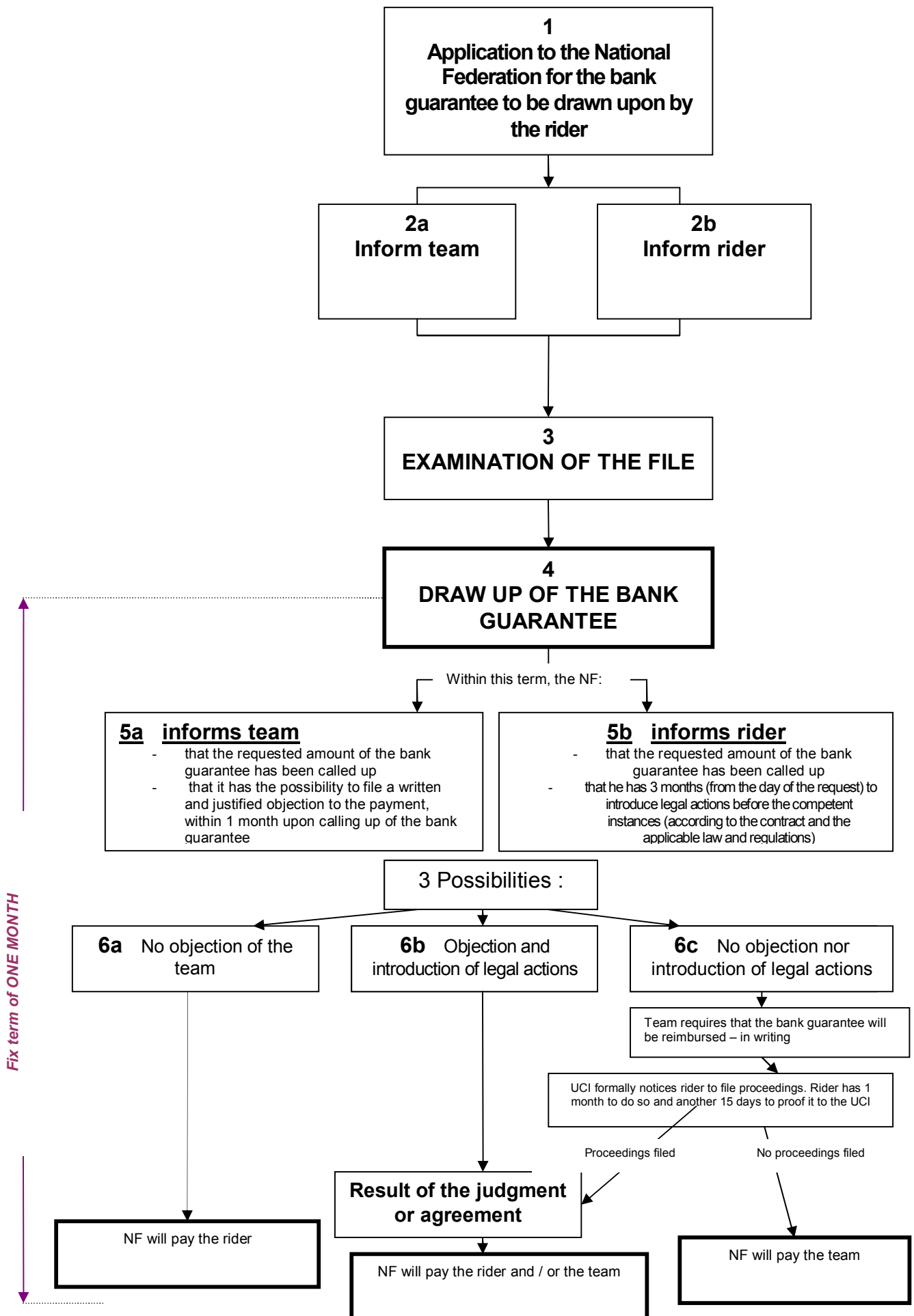
Should this not occur, the paying agent may call for the repayment of the sum held in escrow. However, the national federation shall first give notice to the creditor, who shall then have *1 month* to make a claim in law and an additional *15 days* to prove this.

c) Payment

Payment *to the creditor* may be made one month after the referral at the earliest, as long as the team has not contested the claim in compliance with the requirements noted above.

Payment *to the paying agent* may be made at the earliest 4 months and 15 days after the request for referral by the creditor, after the expiry of the notice period specified above.

Following an agreement or ruling in law or by an arbitration body, the payment must be made in accordance with its terms. It is important to take note that it is possible for the parties to reach an agreement at any stage.



2.7.5 Planning of the banking guarantee by type of team

UCI Continental Teams:

Africa Tour, America Tour, Asia Tour and Oceania :

- Period of validity of the bank guarantee: October 1st until December 31st of the following year.
- Last time to deposit a request of appeal clause to the national federation: December 1st.

Europe Tour :

- Period of validity of the bank guarantee: October 19th until December 18th of the following year.
- Last time to deposit a request of appeal clause to the national federation : November 18th

UCI Women's Team:

World Calendar:

- Period of validity of the bank guarantee: January 1st until March 31st of the following year.
- Last time to deposit a request of appeal clause to the national federation: March 1st.

Generally, bank guarantee must be available since the beginning to the season of the calendar concerned to the end of the 3rd month after the season.

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.

3.1 Deadlines

The national federation sets the deadlines as it wishes, in such a manner that the deadlines set by the UCI for registration, namely:

Article 2.17.033	The National Federation sends the UCI the list of teams which it has registered or intends to register as UCI teams for the year N.
Article 2.17.033	The complete set of registration documents is received by the UCI, via the national federation

The following schedule is suggested by way of example (D being the date from which the licence applied for is to start, T being the official date of the start of the season):

T – 160	The national federation sends the UCI the details of the organisation set up for the registration process (annex H)
T - 130	The national federation sends the instructions and forms for the registration documents to applicant teams
D – 90, no later than T - 90	The team sends the national federation its application for registration with the full documentation and the bank guarantee
D – 70, no later than T - 70	Final deadline for submission of all required documentation to the national federation
D – 60, no later than T - 60	The National Federation sends the UCI the list of teams which it has registered or intends to register as UCI teams for the year N.
T - 45	The national federation sends the UCI its report on the checks carried out and the team's registration documents. The team receives a copy of the report
T - 35	Paieiment of the tax registration to the UCI
T - 20	Final deadline for submission of all required documentation to the UCI

3.2 Instructions concerning documentation

This manual is designed so that the national federation can use it as a basis for their instructions to teams. Those national federation that wish to apply the "minimum standards" set by the UCI can extract part 3 of the Manual, and send it to applicant teams with the required annexes (Annexes B, C, D, E, F and G).

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.

3.3 Forms to be used

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

Check-list of documents to be provided (Annex D)

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 (Annex E)

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.

List of riders and list of insurance policies (Annex F1) and list of other staff (F2)

This list is to include all the information required by the regulations on the riders (surname, forename, date of birth, nationality, exact address), and evidence and verification that the required insurance cover has been provided.

Bank guarantee (Annex L)

The bank guarantee form must be used unaltered

Representation letter by the representative of the UCI Team to the national federation (Annex G)

By signing this declaration, the representative confirms to the national federation that:

- He is familiar with the regulations of the UCI 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 rules of the UCI 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 as regards checking and registration of UCI teams.

Given the major disparities worldwide between the more developed federations and those in countries where cycle sport 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 of inequitable treatment of teams who will face each other in competitions on the UCI calendar, a basic framework is vital.

This framework is described below; it constitutes the minimum requirements to be met by a national federation in order to propose the registration of UCI teams to the UCI.

The UCI primarily hopes that these instructions will help reinforce the fairness of competition and the protection of riders all over the world. The instructions for checks on UCI teams will facilitate the learning process and development of national federations in this area. The UCI also needs to ensure that the criteria and procedures are applied in an adequate manner by all national federations; the regulations give it the right to intervene directly with national federations to check that the fundamental rules are respected, or to impose penalties on national federations which do not show proof of all the due diligence.

4.1 Responsibility of the national federation

The national federation shall be solely responsible for checking compliance with regulatory and legal requirements, both on registration and throughout the registration year. This responsibility includes the respect for the minimum conditions and criteria set by the UCI.

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 as regards the registration of UCI teams. In their absence, the UCI will deal with the president of the national federation.

The national federation shall inform the UCI of the organisational arrangements made, and provide the names and contact details of the people in charge of the registration procedure (Annex H).

4.3 Powers and independence of the body

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

- a) Be completely independent of the teams for which they check the documentation (no financial links, working relationship, family ties, etc.)
- b) Be sufficiently qualified to assess the documentation: financial and legal skills are required

The national federation shall provide the UCI with confirmation that these basic rules are respected (Annex H).

4.4 Information for applicant teams

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

The national federation will provide the UCI its annual schedule for the procedure implemented, with the deadlines (e.g. as suggested in point 3.1 of this Manual).

4.5 Checks that the UCI TEAM has respected the criteria

To facilitate the checking of documentation by the national federation, provide it with a "guide" for the execution of the checks required, and ensure a minimum standard of quality, the UCI will draw up a check-list so that the national federation can document its checks.

This check-list (Annex I) will be sent to the UCI, duly completed and signed, by the national federation along with the report on the registration of the UCI team.

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

4.6 National federation's report in the registration of the UCI team

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

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

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

The UCI will provide the national federation with a table listing possible faults on the basis of their degree of seriousness (blocking problems, anomalies, additional information).

4.7 Procedural checks by the UCI

The role of the UCI will be limited to ensuring that the minimum controls have indeed been carried out, working only on the basis of the declarations and reports provided by the national federation. Should documentation be missing, or if the UCI has doubts concerning the proper execution of checks, it may take direct action with the national federation to request additional information, or to obtain a copy of the UCI Team's application documentation for verification. The national federation will then be required to provide the documentation required within eight days. To this end, the national federation is required to retain all documents relating to the registration of teams at its offices.

In all cases, the national federation remains solely responsible for the registration of the team. However, the UCI can refuse registration to a team which does not meet the minimum conditions. The national federation shall be liable for any additional costs incurred as a result of inadequate checking on its part.

5. Riders' licences

The national federation must specifically guarantee that each member of the team - i.e. both its riders and its technical staff - hold the licence required by UCI regulations.

Licences in general and the procedure for issuing them in particular are set out in articles 1.1.001 to 1.1.033 of the UCI Regulations.

The national federation is not required to issue the licences for every registered member of the team. The licence is issued by the national federation of the country where the applicant has his or her main residence.

Therefore a national federation wishing to register a team with the UCI will issue only licences for the members of the team who have their main residence in the country of the federation.

5.1 Basic principles:

The federations remain solely responsible for checking the criteria that they set themselves, but must before issuing any licence check that the future licence-holder has adequate cover against accidents and civil responsibility while taking part in cycle sport. In this respect it is important to ensure that adequate cover applies in any country in which the licence-holder may practice his activity.

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

52 Issuing procedure

As noted previously, *the rider's main place of residence alone determines which federation is to issue the licence.*

The issuing of a licence is thus wholly independent of both the nationality of the applicant and the nationality of his team or club, as the examples below demonstrate:

Rider of nationality A being:

- Registered in a team of nationality B
- With main place of residence in country B

→ The licence must be issued by the federation of country B.

Rider of nationality B being:

- Registered in a team of nationality B
- With main place of residence in country C

→ The licence must be issued by the federation of country C

This principle applies to all licence-holders of any national federation, regardless of their status (professional or otherwise).

5.3 Model licence

In order to avoid any confusion as regards the participation of riders under UCI regulations (UCI teams or mixed teams), it is very important to differentiate (as shown in the model below) between the UCI team to which the rider belongs and the club to which he is affiliated, of any.

The licence takes the form of a credit-card sized card and must show the following:

Front side of licence:

International Cycling Union		
Name of the national federation		
UCI Category:	UCI Code:	Year
National Category:	Number:	
Surname:	Date of birth:	
First name:	Address:	
Nationality:	Sex, M / F	
Team:		
Club:		
Issued on:		

Reverse side

International Cycling Union	
Name of the national federation	
<i>If no photo is required, the holder will always be required to present his licence together with some other ID document bearing his photo.</i>	
<i>The holder undertakes to comply by the regulations of the UCI and of national federations. He accepts the anti-doping controls and blood tests provided for and acknowledges the exclusive jurisdiction of the CAS.</i>	
<i>Signature of the President:</i>	<i>Signature of the holder:</i>

The licence must be written in French or English. Other language versions of its text may also appear.

6. Medical monitoring

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

6.1 General comments

- 6.1.1 In the context of its policy for prevention and to protection of the riders' health, the Medical Commission (MC) recommends to national federations that have not hitherto made such arrangements to implement a programme of medical examinations to ascertain fitness to practice cycling prior to issuing a licence.
- 6.1.2 This recommendation is only at an early stage, and the medical examination suggested is inevitably limited, but it may develop or expand further subsequently. Should some national federations already have set up a more comprehensive programme, they should continue to run it, while improving any aspects where this may be required.
- 6.1.3 This medical check-up, and the examinations recommended, are intended for riders who are members of a UCI team and are intended to bring to light any physical or biological anomalies which might contraindicate the practice of the sport at this level.
- 6.1.4 The medical check-up and the examinations recommended will be carried out by the doctor of the rider's choice. The national federation shall be responsible for ensuring, by such means as it may make provision for, that these requirements are respected before it issues a licence to a rider who is a member of a UCI team.
- 6.1.5 In principle, the fitness check-up and the suggested examinations must be carried no more than three months before the application for a licence as a member of a UCI team.
- 6.1.6 The doctor who carries out the check-up will also be required to draw up and retain a medical record, which may with the permission of the rider, be passed on to the medical authorities of the national federation or of the UCI.

6.2 Prevention of sudden death in competitive sports

- 6.2.1 It has been scientifically demonstrated that the majority of causes of sudden non-traumatic deaths of young (aged under 35) athletes can be detected by simple medical examinations (see below), and the International Olympic Committee (IOC) has published its recommendations in the document "Sudden Cardiovascular Death in Sport - Lausanne Recommendations - Preparticipation Cardiovascular Screening" (December 2004).
- 6.2.2 The purpose of this recommendation is to identify, as accurately as possible, athletes at risk in order to advise them accordingly.

6.3 Examinations for fitness to practice cycling

6.3.1 Before a licence is issued by a national federation, the rider must undergo the following examination:

- Medical examination:
 - Personal history:
 - Have you ever fainted or passed out when exercising?
 - Do you ever have chest tightness?
 - Does running ever cause chest tightness?
 - Have you ever had chest tightness, cough, wheezing, which made it difficult for you to perform in sports?
 - Have you ever been treated/ hospitalized for asthma?
 - Have you ever had a seizure?
 - Have you ever been told that you have epilepsy?
 - Have you ever been told to give up a sport because of health problems?
 - Have you ever been told you have high blood pressure?
 - Have you ever been told you have high cholesterol?
 - Do you have trouble breathing or do you cough during or after activity?
 - Have you ever been dizzy during or after exercise?
 - Have you ever had chest pain during or after exercise?
 - Do you have or have you ever had racing of your heart or skipped heartbeats?
 - Do you get tired more quickly than your friends/team-mates do during exercise?
 - Have you ever been told that you have a heart murmur?
 - Have you ever been told you have a heart arrhythmia?
 - Do you have any other history of heart problems?
 - Have you had a severe viral infection (for example myocarditis or mononucleosis) within the last month?
 - Have you ever been told you had rheumatic fever?
 - Do you have any allergies?
 - Are you taking any medications at the present time?
 - Have you routinely taken any medication in the past two years?
 - Family history:
 - Has anyone in your family less than 50 years old:
 - Died suddenly and unexpectedly?
 - Been treated for recurrent fainting?
 - Had unexplained seizure problems?
 - Drowned while swimming for no apparent reason?
 - Had an unexplained car accident?
 - Had a heart transplant?
 - Had a pacemaker or defibrillator implanted?
 - Been treated for an irregular heartbeat?
 - Had heart surgery?
 - Has anyone in your family experienced sudden infant death (cot death)?
 - Has anyone in your family been told they have Marfan syndrome?

- Full physical examination:
 - General: morphology: weight, height
 - Cardiovascular examination
 - Radial and femoral pulses
 - Check for clinical symptoms of Marfan syndrome
 - Cardiac auscultation
 - Rate/rhythm
 - Murmur: systolic/diastolic
 - Systolic click
 - Blood pressure
 - Pulmonary examination with check for clinical symptoms of asthma
 - Examination of locomotor system
 - Neurological examination with check for vision problems
 - Other systems: complete examination
- Paraclinical examination:
 - 12-lead rest ECG
- Biological examinations:
 - Blood analysis including:
 - Complete haemogram
 - Reticulocytes
 - Ferritin
 - y-GT
 - ALAT (GPT)
 - ASAT (GOT)
 - Creatinine
 - Urine dipstick

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

- whose personal history is positive, or
- Whose family history indicates a risk of an inherited heart disorder
- Whose clinical cardiovascular examination is positive, or
- Whose ECG is positive

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

For any further information, please contact the UCI:

- Erica Peruzzi, Assistant - UCI Medical Service
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- Dr Mario Zorzoli - UCI Medical Service
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7. UCI Contact

If you have any questions or remarks on the contents of this handbook, please contact the following people:

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8. Annexes

	<u>UCI official documents</u>
B	UCI Regulations
C	Application forms for registration
	<u>Documents to be completed by the UCI Team</u>
D	Check-list of documents to be submitted to the national federation
E.1	Budget for the season of registration
E.2	Instructions for drawing up the budget
E.3	Calculation of the minimum total amount of the bank guarantee
F.1	List of riders (with check on insurance cover)
F.2	List of other staff
G	Concluding declaration to the national federation
	<u>Documents to be submitted to the UCI by the national federation</u>
H	Organisational arrangements made by the national federation
I	Check-list of controls carried out
J	Table of anomalies (with degree of severity)
	<u>Model documents</u>
K	Model contract/agreement with a professional rider
K	Model of contract/agreement with a non-professional rider
L	Model bank guarantee
M	Model report from the national federation to the UCI