

## A. UCI REGULATIONS – TITLE 2, CHAPTER XVII

You will find on the UCI website the rules relative to the 2018 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 : <http://www.uci.ch/inside-uci/rules-and-regulations/regulations/>

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

**2.17.033** On or before 31 October of each year, the national federation shall send to the UCI the list of teams which it intends to register as UCI continental **and 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**.

Only a team whose application for a UCI professional continental team has been rejected can file, via the national federation, a demand for registration as continental team outside this term. The national federation must inform UCI that it received such request at the latest 10 days after the team has received the decision that registration as professional continental team is refused. In that event, the administration of the UCI will set the term to establish a registration file.

*(text modified on 1.07.10; 1.05.17).*

**2.17.040** The UCI shall have the right to refuse or withdraw the registration of a team which does not meet all the minimum conditions set in the present regulations or by another regulatory provision.

Notwithstanding the above, in the event of delay in payment and/or receipt of the registration file by the UCI, the registration fee shall be automatically increased up to CHF 100 per day. Furthermore, without prejudice to article 2.17.038, the UCI will not proceed with the registration of the team without receipt of the entire application for registration and full settlement of all registration fees, including any applicable increases.

Moreover, the team may only claim the rights related to the UCI continental team or women's team status once its registration has been granted, in particular concerning the provisions set out in article 2.1.007 bis.

Furthermore, the UCI may pass on the case to the Disciplinary Commission, which may order, in addition to the penalties set out in title 12 of the UCI Regulations, that the national federation in question is deprived of its right to register UCI road teams for a period which it may determine.

*(text modified on 1.05.17)*

## **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
<b>Application for registration according to the UCI form</b>			
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			
<b>Documents to be submitted with the application</b>			
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 (1<sup>st</sup> season)

DOCUMENT REQUIRED	NO	OK / NOK NOT APPLICABLE	COMMENT
<b>For individuals</b>			
For incorporated bodies and other entities			
<b>For incorporated bodies and other entities</b>			
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

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

2018 Budget

	Ref. instructions	2018 budget	Previous year	Difference	% difference	Comment
<b>Income</b>						
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		
<b>Total income</b>		<b>550 000</b>	<b>460 000</b>	<b>+ 90 000</b>	<b>+ 19,6 %</b>	
<b>Expenditure</b>						
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		
<b>Total staff expenses</b>		<b>185 000</b>	<b>160 000</b>	<b>+ 25 000</b>	<b>+ 15,6 %</b>	
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		
<b>Total other expenditure</b>		<b>328 000</b>	<b>291 000</b>	<b>+ 37 000</b>	<b>+ 12,7 %</b>	
<b>Gross operating surplus</b>		<b>37 000</b>	<b>9 000</b>	<b>+ 28 000</b>	<b>+ 311,1 %</b>	
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	+ 0,0 %	
Taken from reserves (+)	22	-	-	+ 0		
				+ 0		
<b>Net result</b>		<b>21 000</b>	<b>1 000</b>	<b>+ 20 000</b>	<b>+ 2000,0 %</b>	
<b>Other information</b>		2017	Comments and information on finance			
<b>Planned investments</b>						
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					
<b>Total</b>		<b>25 000</b>				
<b>Changes in capital and reserves (incorporated bodies)</b>						
Capital and reserves as per last annual accounts (2016)	24	(5 000)	Deficit following losses in 2016			
Estimated result for 2017 (forecast or budget)	24	1 000	See above			
Other movements	24		For example contribution from owner (+) or dividend to shareholder (-)			
<b>Projected year end total 2017</b>		<b>(4 000)</b>	Will be covered by the 2018 result			

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

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**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

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 Amount of the guarantee under the regulations	175 000		
		15%	26 250	
B	Minimum value of the guarantee under the regulations Amount of the guarantee under the regulations	20 000		
	-> The highest figure of A or B		20 000	
			<b>26 250</b>	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			

Team

	UCI ID	SURNAME	FIRST NAME	DATE OF BIRTH	NATIONALITY	LICENCE NUMBER	PAID (Y/N)	EMPLOYED/SELF-EMPLOYED	ANNUAL PAID (if pro) currency: €
-	XXX	SURNAME	First name	dd/mm/yyyy	Country	XXXXXXXXXXXX	yes/no	Employed/Self-employed	00000 €
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

The legal advisor to the team/representative confirms that the information above is accurate:

Surname of the advisor

Date

D-1. LIST OF RIDERS FOR THE 2018 SEASON

**Team**

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	UCI ID	SURNAME	FIRST NAME	INSURANCE COVERAGE								COMMENT
				CIVIL LIABILITY		SICKNESS		ACCIDENT		REPATRIATION		
				Insurance	Proof	Insurance	Proof	Insurance	Proof	Insurance	Proof	
-	XXX	Surname	First name	NF Germany	Copy of policy	NF Germany	Copy of policy	NF Germany	Copy of policy	NF Germany	Team policy	Comment
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												

The legal advisor to the team/representative confirms that the information above is accurate:

Surname of the advisor

Date

**D-1. CHECK ON INSURANCE FOR THE 2018 SEASON**

## D-2. LIST OF OTHER STAFF FOR THE 2018 SEASON

Team

	UCI ID	SURNAME	FIRST NAME	DATE OF BIRTH	NATIONALITY	POSITION	LEVEL OF QUALIFICATION (UCI certificate, diploma, etc)	COUNTRY OF RESIDENCE AS of 01.01.2018	FEDERATION ISSUING THE LICENCE	LICENCE NUMBER	PAID	ANNUAL PAID (if pro) Currency: €
-	XXX	SURNAME	First name	dd/mm/yyyy	Country	Sports director	Diploma	Country	Federation	XXXXXXXXXXXX	yes/no	€00000
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												





## E . REPRESENTATION LETTER TO NATIONAL FEDERATION

### UCI TEAM NAME

While checking our registration documents for the 2018 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 2018 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 2018 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 2018 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

## F. NATIONAL FEDERATION'S REPORT ON THE REGISTRATION OF THE UCI TEAM

**Must be drafted on the letterhead of the National Federation, by modifying/ticking the indications in yellow color.**

I the undersigned, *(surname and first name of the President)*, President of the National Federation of *(name of country)*, hereby apply for the registration of the *UCI Continental Team/UCI Women's Team*:

**Or (in the event of serious irregularities in the application papers):**

I the undersigned, *(surname and first name of the President)*, President of the National Federation of *(name of country)*, hereby withdraw the application for registration of the *UCI Continental Team/UCI Women's Team*:

**Name of the team**

In the context of this application for registration, I confirm that my National Federation has carried out every check required to confirm the good repute of the team's members and administrators and that the UCI Regulations, regulations of the National Federation and laws in force in our country have been complied with.

I furthermore confirm that my federation has made provision for and fully executed the checking procedure provided for under the UCI Regulations and specified in the Manual for the registration of UCI Continental Teams and Women's Teams. These procedures include the verification of 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 agreements with riders and other staff
  - insurance coverage for riders
  - bank guarantee

On the basis of the checks carried out, I would like to make the following observations:

The checks have not revealed any anomalies

The checks have revealed:

- *Blocking problem(s): (details of problems noted, conclusion of the National Federation)*
- *Anomaly(-ies): (details of problems noted, conclusion of the National Federation)*
- *Aspect(s) concerning which we would like to give additional information: (details of problems noted, conclusion of the National Federation)*

I certify that the persons appointed or mandated by the National Federation to check the registration papers meet the requirements for qualifications and independence. I furthermore undertake to immediately inform the UCI of any change to the team or any anomaly observed or arising concerning the team.

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**.

I attest that the **UCI Continental Team/UCI Women's Team** is completely independent from its National Federation.

I acknowledge that the National Federation is responsible for the registration of the team under the UCI Regulations.

Signed in witness whereof:

Place and date	The President
Signature	Stamp of the Federation

**Annexe:** check-list of controls carried out, duly completed (*annexe I*)

**Copy for information:** team representative

The form duly completed, signed and scanned must be returned to the UCI by **email: road@uci.ch**

For reasons of readability, all informations on the form must be typed.

### Exact name of the Continental / Women's Team \*

\* the name of the team must be that of the company or brand of the main partner or two main partners, or one of the two, or any other denomination connected to the team project, art. 2.17.003.

Preferred abbreviation (3 letters).  
(The choice will be respected so far as possible).

### First main sponsor

### Second main sponsor (if applicable)

### Third main sponsor (if applicable)

If existing team,  
name of the team in 2017

## I. Administration & Contact

### Address at which all information for the team can be send (published on UCI website)

Exact wording /  
name

Street

City

Zip Code

Country

Phone +

E-mail

Website

Language of  
correspondence      French      English

### Name and address of the representative of the team (as per UCI Regulations)

Surname and title  
(Mr, Ms., etc.)

First name

Street

City

Zip Code

Country

Nationality

Mobile Phone +

E-mail

## G. REGISTRATION FORM FOR A UCI CONTINENTAL OR WOMEN'S TEAM 2018

## Exact name of the Continental / Women's Team \*

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## II. Staff

## Name and address of the general manager

Surname and title  
(Mr., Ms., etc.)

First name

Street

City

Zip Code

Country

Nationality

Mobile Phone +

E-mail

Federation issuing  
the license

## If applicable, name and address of the assistant sports director

Surname and title  
(Mr., Ms., etc.)

First name

Street

City

Zip Code

Country

Nationality

Mobile Phone +

E-mail

Federation issuing  
the license

## If applicable, name and address of the main sports director

Surname and title  
(Mr., Ms., etc.)

First name

Street

City

Zip Code

Country

Nationality

Mobile Phone +

E-mail

Federation issuing  
the license

## Contact details of the communication manager/press officer

Surname and title  
(Mr., Ms., etc.)

First name

Nationality

Mobile Phone +

E-mail

Federation issuing  
the license

**Exact name of the Continental / Women's Team \*****If applicable, name and address of an other person (specify job title)**Surname and title  
(Mr., Ms., etc.)

First name

Street

City

Zip Code

Country

Nationality

Mobile Phone +

E-mail

Federation issuing  
the license**If applicable, name and address of an other person (specify job title)**Surname and title  
(Mr., Ms., etc.)

First name

Street

City

Zip Code

Country

Nationality

Mobile Phone +

E-mail

Federation issuing  
the license**If applicable, name and address of an other person (specify job title)**Surname and title  
(Mr., Ms., etc.)

First name

Street

City

Zip Code

Country

Nationality

Mobile Phone +

E-mail

Federation issuing  
the license**If applicable, name and address of an other person (specify job title)**Surname and title  
(Mr., Ms., etc.)

First name

Street

City

Zip Code

Country

Nationality

Mobile Phone +

E-mail

Federation issuing  
the license

Exact name of the Continental / Women's Team \*

### III. Riders (minimum 8, maximum 16)

Personal details of the rider and address of official residence	
Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	

Personal details of the rider and address of official residence	
Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	



## Exact name of the Continental / Women's Team \*

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## Personal details of the rider and address of official residence

Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	

## Personal details of the rider and address of official residence

Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	

## Exact name of the Continental / Women's Team \*

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## Personal details of the rider and address of official residence

Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	

## Personal details of the rider and address of official residence

Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	

## Exact name of the Continental / Women's Team \*

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## Personal details of the rider and address of official residence

Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	

## Personal details of the rider and address of official residence

Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	

## Exact name of the Continental / Women's Team \*

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## Personal details of the rider and address of official residence

Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	

## Personal details of the rider and address of official residence

Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	

## Exact name of the Continental / Women's Team \*

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## Personal details of the rider and address of official residence

Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	

## Personal details of the rider and address of official residence

Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	

## Exact name of the Continental / Women's Team \*

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## Personal details of the rider and address of official residence

Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	

## Personal details of the rider and address of official residence

Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	

## Exact name of the Continental / Women's Team \*

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## Personal details of the rider and address of official residence

Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	

## Personal details of the rider and address of official residence

Surname	
First name	
Date of birth (dd/mm/yy)	/ /
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Street	
City	
Zip Code	
Country	
Phone	+
E-mail	

Exact name of the Continental / Women's Team \*

#### IV. Riders specialized in other disciplines (in addition to maximum limit - 4 max)

Personal details of the rider and address of official residence	
Surname	
First name	
Date of birth (dd/mm/yy)                    /                    /	
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Specialized in (Art. 2.17.004)	Cyclo-cross Track (point race, scratch, individual pursuit, omnium) MTB (race of cross country)
Race Type	
Placing at the final UCI individual ranking of the discipline in 2017:	
Street	
City	
Zip Code	+
Country	+
Phone	
E-mail	

Personal details of the rider and address of official residence	
Surname	
First name	
Date of birth (dd/mm/yy)                    /                    /	
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Specialized in (Art. 2.17.004)	Cyclo-cross Track (point race, scratch, individual pursuit, omnium) MTB (race of cross country)
Race Type	
Placing at the final UCI individual ranking of the discipline in 2017:	
Street	
City	
Zip Code	+
Country	+
Phone	
E-mail	



## Exact name of the Continental / Women's Team \*

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## Personal details of the rider and address of official residence

Surname	
First name	
Date of birth (dd/mm/yy) / /	
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Specialized in (Art. 2.17.004)	Cyclo-cross Track (point race, scratch, individual pursuit, omnium) MTB (race of cross country)
Race Type	
Placing at the final UCI individual ranking of the discipline in 2017:	
Street	
City	
Zip Code	+
Country	+
Phone	
E-mail	

## Personal details of the rider and address of official residence

Surname	
First name	
Date of birth (dd/mm/yy) / /	
Nationality held towards UCI	
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>	
Specialized in (Art. 2.17.004)	Cyclo-cross Track (point race, scratch, individual pursuit, omnium) MTB (race of cross country)
Race Type	
Placing at the final UCI individual ranking of the discipline in 2017:	
Street	
City	
Zip Code	+
Country	+
Phone	
E-mail	

Exact name of the Continental / Women's Team \*

## V. Verification and conformity statement

Address of the National Federation and contact details of the person in charge of the file

Exact wording / name		
Street		
City		
Zip Code		
Country		
Phone	+	
Mobile phone of contact	+	
E-mail		
Site web	www.	
Language of correspondence	French	English

In order to be accepted by the UCI, the mentions hereunder must appear. Moreover, each page of the form must be initialled by the President of the National Federation

Date (dd/mm/yy)	/	/
Stamp of the Federation		
Signature of the President of the Federation <i>preceded by the handwritten mention "verified and deemed in conformity with the applicable provisions"</i>		

The form duly completed, signed and scanned must be returned to the UCI **by email: road@uci.ch**

National Federation responsible for the Continental / Women's Team and name of the person in charge of the file

Exact name of the Continental / Women's Team

ADDITION OF

REMOVAL OF

Rider

Other person (please specify his/her position)

Personal details and address of official residence (Please spell names correctly and fill in the correct date of birth in order to expedite the process.)

Surname

First name

Date of birth (dd/mm/yy)

/

/

Nationality

Federation issuing the license

*(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)*Specialized in  
(art. 2.17.004)

Cyclo-cross

Track (point race, scratch, individual pursuit, omnium)

MTB (race of cross country)

Street

City

Postal Code

Country

Phone

+

E-mail

I confirm that my National Federation has fully executed the checking procedure provided for under the UCI Regulations and that the minimum criteria as per the UCI Regulations are respected

Date (dd/mm/yy)

/

/

Stamp  
of the FederationSignature of  
the President of  
the Federation*preceded by the hand-written mention "verified and deemed in conformity with the applicable provisions"*G-1. CHANGES DURING THE SEASON UCI CONTINENTAL  
OR WOMEN'S TEAM 2018

**Important notes:** When transferring teams, the rider must first be removed from the current team before being transferred to the new team. Changes will not be made unless this form is duly signed and stamped by the NF President. It must be sent to the UCI directly from the National Federation.

The form duly completed, signed and scanned must be returned to the UCI **by email: road@uci.ch**

National Federation responsible for the Continental / Women's Team and name of the person in charge of the file

Exact name of the Continental / Women's Team

ADDITION OF
Trainee

Personal details and address of official residence
Surname
First name
Date of birth (dd/mm/yy)        /        /
Nationality
Federation issuing the license <i>(licence issued by the Federation of the country where the applicant has his main residence, art. 1.1.011)</i>
Street
City
Postal Code
Country
Phone                            +
E-mail

I confirm that my National Federation has fully checked that the minimum criteria as per the UCI Regulations are respected:
<ul style="list-style-type: none"> <li>■ This rider is under 23</li> <li>■ This rider has not previously ridden for a UCI road team</li> <li>■ This rider has obtained the authorisation of his National Federation</li> <li>■ This rider is associated with only one UCI team during this period</li> <li>■ The team has no more than 2 trainees</li> </ul>
Date (dd/mm/yy)                     /                     /
Stamp of the Federation
Signature of the President of the Federation <i>preceded by the hand-written mention "verified and deemed in conformity with the applicable provisions"</i>

## G-2. ADDITION OF TRAINEES FROM 1<sup>st</sup> AUGUST UCI CONTINENTAL OR WOMEN'S TEAM 2018

The form duly completed, signed and scanned must be returned to the UCI by email: [road@uci.ch](mailto:road@uci.ch)

### **G-3. APPLICATION FOR ARTICLES 2.2.001 AND 2.15.130**

If applicable and known at the time of registration, list the teams with the same paying agent or main partner:  
(for the application of articles 2.2.001)

Team Name

Nationality

Category/  
Division

Team  
Representative

Contact e-mail

If the Continental Team is a development team supported by a UCI WorldTeam or UCI Professional Continental Team, list the team providing the support:  
(for the application of articles 2.2.001 and 2.15.130)

Team Name

Nationality

Category/  
Division

Team  
Representative

Contact e-mail

The form duly completed must be returned to the UCI **by email: [road@uci.ch](mailto:road@uci.ch)**

## H. NATIONAL FEDERATION'S ORGANISATIONAL ARRANGEMENT FOR REGISTRATION

### NATIONAL FEDERATION

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

TASK	POSITION	SURNAME, FIRST NAME	EMAIL ADDRESS
Body responsible for implementing and supervising the procedure	The President of the National Federation		
Body responsible for executing the procedure and carrying out checks	<i>The "road racing" manager (internet)</i>		
Body empowered to rule on team registrations	<i>Licence issuing committee (external)</i>	<i>Lawyer</i>  <i>Accountant</i>  <i>Former President of the National</i>	<i>Federation</i>

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.

The specialists are:

SPECIALIST	SURNAME, FIRST NAME	QUALIFICATIONS, EXPERIENCE	EMAIL ADDRESS
Legal		<i>Attorney at the bar of</i>	
Financial		Certified accountant	

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.

Please find attached the schedule set for the 2018 season.

Place and date

National Federation

The President

Signature

The form duly completed, signed and scanned must be returned to the UCI by **email: road@uci.ch**

Suggested schedule for the 2018 season (to be seen as information)

DEADLINE	TASK	RESPONSIBLE
01.08.2017	Preliminary information to current UCI teams on the procedure and conditions to be met (criteria)	National Federation
15.08.2017	Send out instructions and forms for the registration documentation to interested teams	National Federation
30.09.2017	Submission of applications for registration with full documentation and bank guarantee to the National Federation	UCI Team
10.10.2017	Final deadline for submission of all required documentation to the National Federation	UCI Team
31.10.2017	Send the UCI the list of teams registered or proposed for registration as UCI teams for 2018.	National Federation
10.11.2017 at the latest	Submission of the complete registration documentation to the UCI. The team receives a copy of the National Federation's report on the registration of its team.	National Federation

## I. CHECK-LIST OF CONTROLS CARRIED OUT ON REGISTRATION DOCUMENTS

<b>TEAM</b>
<b>National Federation</b>

CRITERION	THE NATIONAL FEDERATION HAVE CHECKED THAT:	YES	NO
Documents to be submitted with the registration's application	The documentation is complete ( <i>corresponding to check-list, annexe B</i> ).		
	The concluding declaration has been submitted.		
	In case of a first-time application, the additional documents have been submitted.		
Composition, nationality and structure of the team	The number of riders within the range is permitted under the regulations ( <i>8 to 16, apart from permitted exceptions</i> ).		
	The nationality can be clearly established ( <i>majority of the riders</i> ).		
	The name of the team is that of the principal partner or that of the two principal partners, or one of the two, or any other denomination connected to the team project.		
	The team has at least one main sports director.		
Contracts/agreements with riders	The signed originals of all contracts/agreements have been received.		
	The information given in the list of riders ( <i>annexe D-1</i> ) is complete and plausible.		
	The contracts include all the minimum provisions required under UCI Regulations.		
	The contracts comply with the laws in force ( <i>labour law, collective agreements, etc.</i> ).		
Contracts/agreements with other staff	The signed originals of all contracts/agreements have been received.		
	The information given in the list of other staff ( <i>annexe D-2</i> ) is complete and plausible.		
	The contracts comply with the laws in force ( <i>labour law, collective agreements, etc.</i> ).		
Insurance	All the insurance coverage required under the regulations has been provided for all riders.		
	The riders are registered with the social security system of the country of the team or that of their country of residence.		



CRITERION	THE NATIONAL FEDERATION HAVE CHECKED THAT:	OUI	NON
Finances	The representative has presented the annual accounts <i>(if applicable)</i> .		
	The auditor's report has been presented <i>(if applicable)</i> .		
	The structure is viable <i>(even in case of any sum in debit or any losses carried over)</i> .		
	The budget has been drawn up using the required form and it is adequately explicit <i>(comments, comparisons, etc.)</i> .		
	The budget is balanced or serious guarantees have been presented.		
	The budget is plausible <i>(comparison with preceding financial year, comparison with other teams who have submitted application documents)</i> .		
	The expenditure is covered by secure income <i>(in particular: existing sponsorship contracts, gifts, subsidies)</i> .		
	Contracts with sponsors/main partners are clear and definitive and the related income is confirmed.		
	The figures for "Riders' pay and expenses" are plausible by comparison with the list of riders.		
	Ditto for the heading "Pay and expenses for other staff".		
Bank guarantee	The planned investments are covered by the team's cashflow.		
	The original bank guarantee has been submitted.		
	The text of the bank guarantee corresponds exactly to the model in the UCI Regulations <i>(if not, it is advisable to require that it be redrafted in compliance with the regulations)</i> .		
	The amount of the guarantee is at least that required under the regulations.		
	The dates of validity are correct.		
	The bank which has issued the guarantee is acceptable.		

**ANY SERIOUS PROBLEM MUST BE EXPLAINED IN THE NATIONAL FEDERATION'S REPORT** *(annexe F)*.

Comment

The person responsible for checking documentation

Signature

The President

Signature

Place and date

The form duly completed, signed and scanned must be returned to the UCI **by email: road@uci.ch**

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

PROBLEM	BLOCKING PROBLEM <i>(non-conformity which could jeopardise the team's registration)</i>	ANOMALY <i>(less serious problem to be resolved by the team within a period set by the NF)</i>	OTHER FINDINGS <i>(particular points to which the NF would like to draw attention)</i>
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 of 2 or 3 riders have not yet been finalised	
	The contracts do not contain the minimum clauses required by the regulations, and do not guarantee the rights of the riders	Some contracts must be completed/corrected	The contracts are not entirely compliant, but the team undertakes in writing to observe the minimum requirements of the UCI
	The contracts do not comply with labour law (serious violations)	Riders XYZ are not on the list of riders	
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 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 text of the guarantee does not comply with the example, the bank confirms that the amendment is in progress	
	The bank providing the guarantee is not offering all pledges of security/reputation		The bank is not on the list presented by the UCI, but its reputation and solidity are beyond doubt

## K. UCI FINANCIAL OBLIGATIONS

### REGISTRATION FEE

UCI CONTINENTAL TEAMS	UCI	CONTRIBUTION TO THE CADF	TOTAL
Federation - Group 1	3,750 €	2,250 €	6,000 €
Federation - Group 2	3,000 €	1,800 €	4,800 €
Federation - Group 3	1,500 €	900 €	2,400 €
Federation - Group 4	750 €	450 €	1,200 €

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

Here is the full link to the UCI Road Financial Obligations welcome page <http://www.uci.ch/news/article/uci-financial-obligations/>. (see below in yellow).  
You will find as well the National Federations' classification in the same document.

### Financial Obligations

The UCI Financial Obligations, expressed in Euros unless otherwise stated, are fixed on an annual basis by the UCI Management Committee. They set out the different fees, taxes and subscriptions payable in respect of international calendar races.

#### Financial Obligations (in Euro)

- [FO - General / 2017](#)
- [FO - Officials / 2017](#)
- [FO - National Federations / 2017](#)
- [FO - CADF/ 2017](#)
- [FO - Road 2017](#)
- [FO - Road 2018](#)
- [FO - Road UCI Women's WorldTour & UCI WorldTour 2017](#)
- [FO - Track/ 2017](#)
- [FO - MTB / 2017](#)
- [FO - Cyclo-cross / 2017-2018](#)
- [FO - BMX / 2017](#)
- [FO - Trials / 2017](#)
- [FO - Indoor Cycling / 2017](#)
- [FO - Para-cycling / 2017](#)
- [FO - Cycling for All / 2017](#)
- [UCI Exchange Rate / 2017](#)

## L. LIST OF EQUIPMENT USED BY TEAMS IN 2018 (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](mailto:materiel@uci.ch)) before 31 December 2017.**

Date : ..... Signature : .....