

# ANNEXES



## ANNEXES

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### DOCUMENTS TO BE SUBMITTED TO THE UCI BY THE NATIONAL FEDERATION

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- L** \_\_\_ List of equipment used by teams in 2021



#### **ADDITIONAL DOCUMENTS TO BE PROVIDED TO THE UCI BY THE NATIONAL FEDERATION FOR THE REGISTRATION OF A UCI WOMEN'S TEAM NO LATER THAN 10 NOVEMBER**

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- via the UCI DataRide - Teams platform

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## A-1. AUTHENTICATION FORM

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This form must be duly filled-in, dated, signed and sent back by 30 September to [road@uci.ch](mailto: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 2021 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 Continental 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 Continental 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 _____		
INTENDED TEAM CODE _____		NEW TEAM <input type="checkbox"/>
Last name of the representative	First name of the representative	Email of the representative
_____	_____	_____
TEAM NAME _____		
INTENDED TEAM CODE _____		NEW TEAM <input type="checkbox"/>
Last name of the representative	First name of the representative	Email of the representative
_____	_____	_____
TEAM NAME _____		
INTENDED TEAM CODE _____		NEW TEAM <input type="checkbox"/>
Last name of the representative	First name of the representative	Email of the representative
_____	_____	_____
TEAM NAME _____		
INTENDED TEAM CODE _____		NEW TEAM <input type="checkbox"/>
Last name of the representative	First name of the representative	Email of the representative
_____	_____	_____
TEAM NAME _____		
INTENDED TEAM CODE _____		NEW TEAM <input type="checkbox"/>
Last name of the representative	First name of the representative	Email of the representative
_____	_____	_____
TEAM NAME _____		
INTENDED TEAM CODE _____		NEW TEAM <input type="checkbox"/>
Last name of the representative	First name of the representative	Email of the representative
_____	_____	_____
TEAM NAME _____		
INTENDED TEAM CODE _____		NEW TEAM <input type="checkbox"/>
Last name of the representative	First name of the representative	Email of the representative
_____	_____	_____
TEAM NAME _____		
INTENDED TEAM CODE _____		NEW TEAM <input type="checkbox"/>
Last name of the representative	First name of the representative	Email of the representative
_____	_____	_____
TEAM NAME _____		
INTENDED TEAM CODE _____		NEW TEAM <input type="checkbox"/>
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 Continental Teams:

UCI WOMEN TEAM		
TEAM NAME <input type="text"/>		
INTENDED TEAM CODE <input type="text"/>		NEW TEAM <input type="checkbox"/>
Last name of the representative	First name of the representative	Email of the representative
<input type="text"/>	<input type="text"/>	<input type="text"/>
TEAM NAME <input type="text"/>		
INTENDED TEAM CODE <input type="text"/>		NEW TEAM <input type="checkbox"/>
Last name of the representative	First name of the representative	Email of the representative
<input type="text"/>	<input type="text"/>	<input type="text"/>
TEAM NAME <input type="text"/>		
INTENDED TEAM CODE <input type="text"/>		NEW TEAM <input type="checkbox"/>
Last name of the representative	First name of the representative	Email of the representative
<input type="text"/>	<input type="text"/>	<input type="text"/>
TEAM NAME <input type="text"/>		
INTENDED TEAM CODE <input type="text"/>		NEW TEAM <input type="checkbox"/>
Last name of the representative	First name of the representative	Email of the representative
<input type="text"/>	<input type="text"/>	<input type="text"/>
TEAM NAME <input type="text"/>		
INTENDED TEAM CODE <input type="text"/>		NEW TEAM <input type="checkbox"/>
Last name of the representative	First name of the representative	Email of the representative
<input type="text"/>	<input type="text"/>	<input type="text"/>
TEAM NAME <input type="text"/>		
INTENDED TEAM CODE <input type="text"/>		NEW TEAM <input type="checkbox"/>
Last name of the representative	First name of the representative	Email of the representative
<input type="text"/>	<input type="text"/>	<input type="text"/>
TEAM NAME <input type="text"/>		
INTENDED TEAM CODE <input type="text"/>		NEW TEAM <input type="checkbox"/>
Last name of the representative	First name of the representative	Email of the representative
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date <input type="text"/>		
Signature of the National Federation President		Signature of the person responsible for the registration of UCI Road Teams in the National Federation
<input type="text"/>		<input type="text"/>

## A-2.1 UCI REGULATIONS AND FINANCIAL OBLIGATIONS

### UCI REGULATIONS

#### TITLE 2, CHAPTER 17

You will find on the UCI website the rules relative to the 2021 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 2020 season:

**2.17.004** A UCI Continental team or UCI women's continental team will comprise riders who may or may not be professional, in the elite and/or under 23 categories. It must have ~~between~~ **minimum 10 riders for UCI continental teams, 8 for UCI women's continental teams and a maximum of 16 riders for both categories.**

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 continental 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 ~~400~~ **150** of the final UCI individual classification for that discipline.

*(text modified on 1.07.09; 1.07.12; 1.01.17; 1.07.18 ; 1.01.20).*

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 2021

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	2,975 €	1,575 €	4,550 €
Federation - Group 3	1,700 €	900 €	2,600 €
Federation - Group 4	850 €	450 €	1,300 €

UCI WOMEN'S CONTINENTAL TEAMS	UCI	CONTRIBUTION TO THE CADF	TOTAL
Federation - Group 1	4,250 €	2,250 €	6,500 €
Federation - Group 2	2,975 €	1,575 €	4,550 €
Federation - Group 3	1,700 €	900 €	2,600 €
Federation - Group 4	850 €	450 €	1,300 €

## A-2.2 DECLARATION OF PARTICIPATION IN UCI PROSERIES EVENTS

*(not applicable for UCI Women's Continental Teams)*

### NAME OF THE UCI CONTINENTAL TEAM

I, the undersigned \_\_\_\_\_, representative of  
the UCI Continental Team \_\_\_\_\_,  
wish to take part in at least one UCI ProSeries event during the 2021 season.

In view of this participation and subject to the participation rules (article 2.1.005), I agree to participate in the enhanced anti-doping program, put in place by the International Testing Agency (ITA) on behalf of the UCI and to pay the lump sum of € 3,500 to the following bank account, before 31 December 2020 or at the latest 3 months before the start of the event:

**Banque / Bank** UBS SWITZERLAND AG  
**Adresse / Address** Place St-François 16,  
1002 Lausanne  
SWIZERLAND  
**Compte / Account Euros** 243 -235000.61N  
**BIC / Swift** UBSWCHZH80A  
**IBAN** CH76 0024 3243 2350 0061 N  
**Bénéficiaire / Beneficiary** International Testing Agency

I **acknowledge** that the invitation to UCI ProSeries events remains the sole responsibility of the organisers and that the payment of this contribution does not guarantee any participation.

I **agree**  to pay this invoice  
**and**  
 to inform the UCI of the team's provisional calendar, at the latest 3 months before the start of the first UCI ProSeries event to which the team intends to participate.

In the event of non-respect of one of these two obligations within the given deadlines, my team will not be able to start a UCI ProSeries event.

Schedule of UCI ProSeries races to which my team wishes to participate (subject to the invitation being obtained by the organiser):

Please inform the UCI at the email address [road@uci.ch](mailto:road@uci.ch) of any modification in this calendar and at the latest 3 months before the event.

Date \_\_\_\_\_ Signature \_\_\_\_\_



## A-3.1. ACKNOWLEDGMENT AND RECOGNITION OF ETHICAL PRINCIPLES- STAFF UCI TEAMS

**NOTE:** *This declarations may be signed in English or in French.*



**NOTE** For each team, we will consider the fact that the duly signed team manager statement has correctly been sent to the UCI (*annexe A-3.2*) and that any contract (riders and staff) contains the duly signed acknowledgment and recognition of ethical principles-staff UCI Teams (*annexe A.3.1*).

As a member of a UCI 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 annexe 1, article 2 of the UCI Code of Ethics 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](mailto: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](mailto: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.

By signing this declaration, I understand that I will be held accountable for any actions that are contrary to the principles outlined above and accept the disciplinary competence of the UCI's judicial bodies – and any other decision-making body that may be competent - for any such breach.

I \_\_\_\_\_ the undersigned,  
member of the team \_\_\_\_\_

Date

\_\_\_\_\_

Signature

## A-3.1. DÉCLARATION DE RECONNAISSANCE DES PRINCIPES ÉTHIQUES - STAFF ÉQUIPES UCI



**NOTE** Pour chaque équipe seront considérés le fait que la déclaration du responsable d'équipe dûment signée ait correctement été envoyée à l'UCI (*annexe A-3.2*) et le fait que chaque contrat des membres de l'équipe (coureurs et staff) contient la déclaration de reconnaissance des principes éthiques - staff équipes UCI dûment signée (*annexe A-3.1*).

En tant que membre d'une équipe 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 prends acte de 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 de l'annexe 1, article 2 du Code d'éthique de l'UCI 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](mailto: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](mailto: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.

Par la signature de la présente déclaration, je reconnais être entièrement responsable de toute action qui serait contraire aux principes stipulés ci-dessus et accepte la compétence disciplinaire des organes juridictionnels de l'UCI (et de toute autre instance décisionnelle qui pourrait être compétente) en lien avec toute violation.

Je soussigné(e) \_\_\_\_\_,  
membre de l'équipe \_\_\_\_\_

Date  
\_\_\_\_\_

Signature

## A-3.2. TEAM MANAGER STATEMENT

---

As the Team Manager of a UCI Team (according to 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.

By signing this declaration, I understand that I will be held accountable for any actions that are contrary to the principles outlined above and accept the disciplinary competence of the UCI's judicial bodies – and any other decision-making body that may be competent - for any such breach.

I [redacted] the undersigned,  
member of the team [redacted]

Date

[redacted]

Signature

## A-3.2. DÉCLARATION DU RESPONSABLE D'ÉQUIPE

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En tant que responsable d'une équipe UCI (selon le 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.

Par la signature de la présente déclaration, je reconnais être entièrement responsable de toute action qui serait contraire aux principes stipulés ci-dessus et accepte la compétence disciplinaire des organes juridictionnels de l'UCI (et de toute autre instance décisionnelle qui pourrait être compétente) en lien avec toute violation.

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
<b>Application for registration according to the UCI form</b>			
<input type="checkbox"/> Exact name of the team			
<input type="checkbox"/> The address to which all communications to the team can be sent			
<input type="checkbox"/> Name and address of the team representative			
<input type="checkbox"/> Name and address of the sports director			
<input type="checkbox"/> Surnames, first names, addresses, nationalities and dates of birth of the riders			
<input type="checkbox"/> The allocation of tasks referred to in article 2.17.001			
<b>Documents to be submitted with the application</b>			
<input type="checkbox"/> Original of contracts/agreements signed with riders and acknowledgment and recognition of ethical principles			
<input type="checkbox"/> Original of contracts/agreements signed with other staff and acknowledgment and recognition of ethical principles			
<input type="checkbox"/> Budget for the season to which the application for registration refers ( <i>as per the UCI model</i> )			
<input type="checkbox"/> Proof that the insurance coverage specified in article 2.17.031 has been taken out for every rider in the team			
<input type="checkbox"/> Copy of the sponsorship contract(s) or any other document attesting to the income of the team			
<input type="checkbox"/> Bank guarantee as per article 2.17.017			
<input type="checkbox"/> Copy of last annual accounts ( <i>if the team representative is legally required to draw up accounts</i> )			
<input type="checkbox"/> 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> )			
<input type="checkbox"/> Complete list of riders			
<input type="checkbox"/> Complete list of staff and anyone involved with the running of the team			
<input type="checkbox"/> Team Manager statement signed by the team manager			
<input type="checkbox"/> Acknowledgment and recognition of ethical principles			

IMPOR-  
TANT

#### For the first application (1<sup>st</sup> season)

DOCUMENT REQUIRED	NO	OK / NOK NOT APPLICABLE	COMMENT
<b>For individuals</b>			
<input type="checkbox"/> For incorporated bodies and other entities			
<b>For incorporated bodies and other entities</b>			
<input type="checkbox"/> Statuts			
<input type="checkbox"/> Certificate of registration in the commercial register or any other official register			
<input type="checkbox"/> List of managers or directors with name and full address			

## C-1. BUDGET FOR THE SEASON

 [CLICK HERE TO DOWNLOAD THE EXCEL FILE](#)

### ANNEX C-1 Budget for the 2021 season

UCI Continental Teams and UCI Women's Continental 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

2021 Budget

	Ref. instructions	2021 budget	Previous year	Difference	% difference	Comment
						3
<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>						
		2021	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 (2019)	24	(5 000)	Deficit following losses in 2018			
Estimated result for 2020 (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 2020</b>		<b>(4 000)</b>	Will be covered by the 2021 result			



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

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### ANNEX C-2 Instructions for drawing up the budget for the 2021 season

UCI Continental Teams and UCI Women's Continental 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

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ANNEX C-3 Calculation of the minimum value of the bank guarantee for the 2021 season UCI Continental Teams and UCI Women's Continental Teams		TEAM :		EUR
<i>The figures are expressed in (EUR, USD, or other) :</i>				
<b>Calculation of the bank guarantee</b>				
A	Salaries and other pay as per budget Amount of the guarantee under the regulations	175 000 1.5%	Guarantee required 26 250	Comment
B	Minimum value of the guarantee under the regulations Amount of the guarantee under the regulations	20 000	20 000	
->	The highest figure of A or B		<b>26 250</b>	Minimum value of the guarantee
<b>Financing of the bank guarantee</b>				
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				
		Financing mode of the bank guarantee	Comment	

## E. REPRESENTATION LETTER TO NATIONAL FEDERATION

### UCI TEAM NAME

While checking our registration documents for the 2021 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 2021 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 2021 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 2021 season.

Place and date	Team
<input type="text"/>	<input type="text"/>
Name of representative	Valid signature
<input type="text"/>	<input type="text"/>

*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

## L. LIST OF EQUIPMENT USED BY TEAMS IN 2021 (ROAD AND TIME TRIAL)

 [CLICK HERE TO DOWNLOAD THE EXCEL FILE](#)

### Pièces Majeures / Main Parts

MATÉRIEL / MATERIAL	MARQUES / BRAND	MODÈLES / MODEL	ANNÉE / YEAR	Contact, email
Cadre 1 / Frame 1				
Cadre 2 / Frame 2				
Cadre 3 / Frame 3				
Fourche 1 / Fork 1				
Fourche 2 / Fork 2				
Fourche 3 / Fork 3				
Roues 1 / Wheels 1				
Roues 2 / Wheels 2				
Roues 3 / Wheels 3				
Groupe 1 / Groupset 1				
Groupe 2 / Groupset 2				
Groupe 3 / Groupset 3				

Possibilité d'ajouter plus de lignes / Possibility to add more rows

### Composants / Components

Prolongateurs, Pédales, Boyaux, Guidons, Potences, Selles, etc. *Aerobars, Pedals, Tires, Handlebars, Stems, Saddles, etc.*

MATÉRIEL / MATERIAL	MARQUES / BRAND	MODÈLES / MODEL	ANNÉE / YEAR	Contact, email
Potence / Stem				
Cintre / Bar				
Cintre CLM / TT bar				
Porte-bidons / Bottlecages				
Bidons / Bottles				
Pneus / Tires				
Selles / Saddles				
Pédales / Pedals				
Capteur de puissance / Powermeters				
Guidoïnes / Handlebar Tape				
Chaînes / Chain				

Possibilité d'ajouter plus de lignes / Possibility to add more rows

### Équipement

Lister TOUT l'équipement pouvant être utilisé en compétition: casque, combinaison, maillot, chaussettes, couvre-chaussure, etc.  
List ALL the clothing that can be used in competition: helmet, skinsuit, jersey, socks, covershoes, etc.

MATÉRIEL / MATERIAL	MARQUES / BRAND	MODÈLES / MODEL	ANNÉE / YEAR	Contact, email
Casques de Route / Helmets, Road				
Casques de Chrono / Helmets, Time Trial				
Vêtements / Race clothing				
Lunettes / Glasses				
Chaussettes / Socks				
Couvre-Chaussures / Shoe Covers				

Possibilité d'ajouter plus de lignes / Possibility to add more rows

**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	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 (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 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 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



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