



Registration of a  
UCI Continental Team  
2012

Registration of a  
UCI Women's Team  
2012



The following pages list the requirements that must be complied with before Cycling Ireland will register a UCI Continental team. Cycling Ireland will apply as a minimum the process described in the UCI's Registration Handbook 2012.

This document is in compliance with the UCI rules governing continental teams which may be found at

<http://www.uci.ch/Modules/BUILTIN/getObject.asp?MenuId=MTkzNg&ObjTypeCode=FILE&type=FILE&id=34028&LangId=1>

It is the responsibility of the Team Representative to ensure that the necessary documents and forms are correctly completed, on request the UCI standard forms will be issued.

Standard UCI contracts for professional and non-professional riders are available at the web address given above, where bonuses are contracted they should be specified in the contracts.

Faxed or photocopied versions of signed documents will not be accepted under any circumstances. Documents must be fully completed by the Team Representative, partly completed documents will be returned. The schedule for registration will be adhered to strictly.

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.

Deadline	Task	Responsible
01.08.2011	Preliminary information to current UCI teams on the procedure and conditions to be met (criteria)	National Federation
23.09.2011	Send out instructions and forms for the registration documentation to interested teams	National Federation
30.09.2011	Submission of applications for registration with full documentation and bank guarantee	UCI Team
07.10.2011	Check that documentation is complete, UCI team asked to provide missing documents	National Federation
21.10.2011	Final deadline for submission of all required documentation to the national federation	UCI Team
31.10.2011	Send the UCI the list of teams registered or proposed for registration as UCI teams for 2012.	National Federation
07.11.2011	The national federation's licensing manager sends the documentation to the members of the committee responsible for ruling on registration, with his preliminary opinion	National Federation

Deadline	Task	Responsible
21.11.2011	Committee meeting to rule on registrations	National Federation
28.11.2011	Send the UCI the report on the checks carried out on the registration documents of each team. The team receives a copy of the report	National Federation
10.12.2011	Final deadline for submission of all required documentation to the UCI	National Federation

Applications will be reviewed by a three person committee comprising:

- Rory Wyley, President, Cycling Ireland;
- Geoff Liffey, CEO Cycling Ireland, and;
- Legal expert (to be confirmed).

## Team Representative

The team representative shall represent the team for all purposes relating to the UCI regulations. **His registered office/main residence must be in the same country where is registered the team.** The team representative may be a person with the power to hire staff. He shall sign the contracts with the team's riders and other employees. It may be an individual or an incorporated body (trading company, association, foundation, etc.).  
(article 2.17.010 amended on 1.07.09)

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

The Team Representative is reminded of the UCI rules covering Team Managers (rules 1.1.075 to 1.1.086), in particular:

**1.1.080** The team manager shall ensure that the regulations are complied with by all those who belong to the team or who work for it in whatever capacity. He shall set an example to the others.  
*(text modified on 1.01.05).*

**1.1.081** The team manager shall ensure that there is specialist assistance for the team in the following areas: medicine, treatment in accordance with article 13.3.001 and equipment. He shall ensure that assistance is given by qualified persons and, where required, holders of a licence in accordance with the regulations.  
*(text modified on 1.01.04; 1.01.05).*

**1.1.082** The team manager shall ensure that tasks are appropriately divided between all the persons mentioned in article 1.1.080, with the exception of the riders. The tasks for each person shall be clearly specified and respect the regulations. Those persons with titles shall be listed by name. The division of tasks shall be in written form. A copy shall be given to all persons mentioned in 1.1.080. A copy shall also be submitted to the national federation. Teams registered with the UCI and national teams shall also submit a copy to the UCI.  
*(text modified on 1.01.05).*

## Insurance

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

***The Team Representative is required to complete and return to Cycling Ireland the following documents before the dates specified in the Registration Schedule above:***

Document required	No	OK/NOK/ not applicable	Comment
<b><u>For each season</u></b>			
<b>Application for registration on the UCI form (annex G)</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			
Name and address of all other team staff			
Surnames, forenames, 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 agreements signed with riders			
Original of agreements signed with other staff			
Budget for the season to which the application for registration refers (as per the UCI model)			
Proof that the insurance cover 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 (if the team representative is legally required to draw up accounts)			

Document required	No	OK/NOK/ not applicable	Comment
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 representative			
Confirmation that riders have completed the UCI's "True Champion or Cheat" programme			
A photocopy photocopy of the European medical entitlement card (E111) of each member of the team and team official			
The rules for the division and payment of prize money among the team.			
A reference from the Team Manager certifying the moral and professional competence of the staff			
Proof that the riders are registered with the social welfare authorities in the country where they reside			
A statement from a certified auditor and/or accountant that he/she is the auditor/accountant for the team			
A copy of a document from a recognised professional body certifying the auditor/accountant			
A brief description of the structure owning and/or operating the team			
A copy of a tax clearance certificate for the company to show there are no outstanding obligations to the Revenue authorities in the country where the entity that owns the team is registered			
A letter from the Irish Revenue Commissioners stating that the entity that owns the team has no liabilities outstanding to them			
A statement from the auditor/accountant that the budget of the team is reasonable and plausible, that the team has sufficient funds to allow for the completion of the planned race program and that there are sufficient funds to cover insurance and travel costs for the teams program of racing			
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Document required	No	OK/NOK/ not applicable	Comment
A statement from the auditor/accountant that there is a reserve fund sufficient to repatriate riders from any event in the event of the sudden demise of the team or the failure of a race organizer to live up to pre-race commitments			
A copy of the receipt of the payment of the registration fees to UCI			
The name of the team doctor and evidence that the doctor is a registered medical practitioner and in compliance with article 1.1.006			
The names of the paramedical assistants and a statement of their qualifications			
A statement from the doctor that he has read the UCI recommended medical examination programme to determine the fitness to practice cycling for riders on a continental team			
A certificate from the doctor that all the riders on the team are fit for racing on a UCI Continental Team. This certificate must be accompanied by a statement that the rider has undergone the 'Examination for fitness to practice cycling' not later than three months before the application for a licence as a member of a UCI team			
<b><u>For the first application (1st season)</u></b>			
<b>For individuals</b>			
Proof of residence			
<b>For incorporated bodies and other entities</b>			
Constitution/articles of association			
Certification of entry on the business register or any other official register			
List of officers or directors with full name and address			