

# TRACK CYCLING

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## **INSTRUCTIONS REGARDING THE REGISTRATION OF THE 2019-2020 UCI TRACK TEAMS**

UCI DATARIDE – TEAMS / REGISTRATION PROCESS

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## 1. INTRODUCTION

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*Note to French speaking users: for technical considerations, the platform is only available in English, however, kindly be aware that you can fill-in information in both Union Cycliste Internationale official languages: French or English.*

### UCI DATARIDE LOGIN - New Teams

The website address of the platform is the following: <https://dataride.uci.ch/>

If you are a new team and want to register, please send an email to [track@uci.ch](mailto:track@uci.ch) with the following information so that a login can be created for you to enter in the system:

- Team Name (not final, can be changed afterwards)
- Team Code (3 Digits, not final, can be changed afterwards)
- Team Nationality (corresponding to the National Federation)
- Contact First Name, Last Name
- Contact Email

### UCI DATARIDE LOGIN – Existing Teams

A login will be created and sent on due time to all existing teams.

### UCI DATARIDE LOGIN – National Federation

In order to access the UCI DataRide - Teams platform, you must use the National Federation UCI DataRide credentials you are already using for the Results and Licensees modules.

National Federations will only be able to check and validate the UCI Track Teams under their responsibility. Please note that the menu on the left-hand side enables the National Federations to check the registration by task (for all their teams) or by team directly.



### DEADLINES

The final registration deadline is on **18<sup>th</sup> February 2019**. By this date, teams and National Federations must have filled in and submitted all requested information for the registration.

### Validation

Teams shall allow enough time for the National Federation to validate the information and submit them to the UCI. The National Federation checks the team's information, approves it and submits it via the UCI DataRide platform.

### Payment

To validate the team registration, the registration fee will also have to be submitted prior to the **18<sup>th</sup> February 2019**. The amount shall be set annually by the UCI Management Committee (As per art. 3.7.017).

**DataRide procedure**

You will find below the tasks that will be displayed on your dashboard and that you need to duly fill-in. The submission to the UCI should be done by the National Federation. Thus, please make sure to fill in the information in advance to allow the National Federation to validate and submit them to the UCI in due time.

18.02.2019 Registration information **NEXT DEADLINE**

18.02.2019 Payment of the registration fee **NEXT DEADLINE**


18.02.2019 Jersey design **NEXT DEADLINE**


18.02.2019 List of staff **NEXT DEADLINE**

18.02.2019 List of riders **NEXT DEADLINE**

**2. REGISTRATION INFORMATION – 18<sup>th</sup> February 2019**





**TRACK TEAM EXAMPLE**



 **SWITZERLAND (SUI)**

UCI Track Team

Main Sponsor(s)



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18.02.2019 Registration information **NEXT DEADLINE**

+	1. Team name <span style="float: right; background-color: #ccc; border-radius: 5px; padding: 2px 5px; font-size: 0.8em;">PENDING NF VALIDATION</span>
+	2. Team Manager <span style="float: right; background-color: #ccc; border-radius: 5px; padding: 2px 5px; font-size: 0.8em;">PENDING NF VALIDATION</span>
+	3. Details of the UCI team that will be published on UCI website <span style="float: right; background-color: #ccc; border-radius: 5px; padding: 2px 5px; font-size: 0.8em;">PENDING NF VALIDATION</span>
+	4. Main sponsors <span style="float: right; background-color: #ccc; border-radius: 5px; padding: 2px 5px; font-size: 0.8em;">PENDING NF VALIDATION</span>

**a) Team Name**

- The "2018 TEAM NAME" field is pre-filled-in with the current team name registered with the UCI and cannot be modified.
- The "2019 TEAM NAME" field must be filled-in with the team name you wish to use for the 2019 season.
- The "TEAM CODE (3 characters upon availability)" field must be filled-in with the team three-letter code you wish to use for 2019 season.

When this information is saved as draft or submitted, the team name and team code are updated and displayed on your dashboard, as in the example.

**b) Team Manager**

This person is the main contact between the UCI and the team for the complete season. Besides the tasks and responsibilities which are provided for in the regulations, the team manager shall be responsible for the organisation of the sporting activities and for the social and human conditions in which the riders practise the sport of cycling within the team. When this information is saved as draft or submitted, it is updated and displayed on your dashboard.

**c) Details of the UCI team that will be published on UCI website**

Data is pre-filled in from current season. Please make sure to check and update the information if needed before submitting. The following information will be published on the UCI website:

- Team Name
- Team Code
- Jersey design
- List of riders
- Team Manager
- Assistant Team Manager

- Team Address
- Team Email Address
- Social media (optional)
- Website (optional)

If you wish to publish a website, please make sure to enter the absolute URL, including the leading *http://* or *https://* (example: <http://www.example.com>).

**d) Paying Agent (Art. 3.7.009)**

The employer of riders forming a Team shall be a person(s)/corporation(s) legally entitled to engage personnel. It shall sign contracts with the riders. The information about the Paying Agent will not be published on the UCI Website.

**e) Main sponsors (Art. 3.7.004)**

If you have several main sponsors (up to two), please make sure to fill-in the first main sponsor details before filling-in the second main sponsor details. When this information is saved as a draft or submitted, it is updated and displayed on your dashboard below the team category. This information will not be published on the UCI website.

As you know, the National Federation will need to validate each information before submitting to the UCI. The final registration deadline is set on **18<sup>th</sup> February 2019**

**3. PAYMENT – 18<sup>th</sup> February 2019**

 18.02.2019 Payment of the registration fee **NEXT DEADLINE**

+	1. Registration fee:
+	2. Proof of payment

The registration fee for the 2019-2020 season has been fixed to € 3'500.- per team, taking into consideration that this tax will be adapted to the economic situation of your country as specified in the economic classification table and the continental classification hereunder:

The complete financial obligations can be found here: <http://www.uci.ch/news/article/uci-financial-obligations/>



National federations					
Continental classification					
Group 1 / Groupe 1	Group 2 / Groupe 2	Group 3 / Groupe 3	Group 4 / Groupe 4		
AUSTRALIA	ARGENTINA	ALGERIA	AFGHANISTAN	GUINEA	SIERRA LEONE
AUSTRIA	BOLIVARIAN REP. OF VENEZUELA	ANDORRA	ALBANIA	GUINEA-BISSAU	SOMALIA
BELGIUM	BRAZIL	ANGUILLA	ANGOLA	GUYANA	SRI LANKA
CANADA	CHILE	ANTIGUA AND BARBUDA	ARMENIA	HAITI	ST VINCENT AND THE GRENADINES
DENMARK	CHINESE TAIPEI	ARUBA	AZERBAIJAN	HONDURAS	SUDAN
FINLAND	COLOMBIA	BAHAMAS	BANGLADESH	INDIA	SURINAME
FRANCE	CYPRUS	BAHRAIN	BELARUS	IRAQ	SWAZILAND
GERMANY	CZECH REPUBLIC	BARBADOS	BELIZE	JAMAICA	SYRIAN ARAB REPUBLIC
GREAT BRITAIN	GREECE	BERMUDA	BENIN	JORDAN	TAJIKISTAN
IRELAND	HONG-KONG, CHINA	BRUNEI DARUSSALAM	BOLIVIA	KENYA	TOGO
ISRAEL	MEXICO	CAYMAN ISLANDS	BOSNIA AND HERZEGOVINA	KOSOVO	TUNISIA
ITALY	POLAND	CROATIA	BOTSWANA	KYRGYZSTAN	TURKMENISTAN
JAPAN	REPUBLIC OF KOREA	CURUCAO	BULGARIA	LAO PEOPLE'S DEMO. REP.	UGANDA
LUXEMBOURG	SLOVENIA	ESTONIA	BURKINA FASO	LEBANON	UNITED REP. OF TANZANIA
NETHERLANDS	THAILAND	HUNGARY	BURUNDI	LESOTHO	UZBEKISTAN
NEW ZEALAND		ICELAND	CAMBODIA	LIBERIA	VANUATU
NORWAY		INDONESIA	CAMEROON	LIBYA	VIETNAM
PEOPLE'S REPUBLIC OF CHINA		ISLAMIC REPUBLIC OF IRAN	CENTRAL AFRICAN REP.	MADAGASCAR	YEMEN
PORTUGAL		KAZAKHSTAN	COMOROS (S)	MALAWI	ZAMBIA
QATAR		KUWAIT	CONGO	MALI	ZIMBABWE
RUSSIAN FEDERATION		LATVIA	COSTA RICA	MAURITANIA	
SPAIN		LIECHTENSTEIN	COTE D'IVOIRE	MAURITIUS	
SWEDEN		LITHUANIA	CUBA	MONGOLIA	
SWITZERLAND		MACAO, CHINA	DEM. PEOPLE'S REP. OF KOREA	MONTENEGRO	
UNITED ARAB EMIRATES		MALAYSIA	DEM. REP. OF CONGO	MOROCCO	
UNITED STATES OF AMERICA		MALTA	DEM. REP. OF TIMOR LESTE	MOZAMBIQUE	
		MONACO	DJIBOUTI	MYANMAR	
		OMAN	DOMINICA	NAMIBIA	
		PANAMA	DOMINICAN REPUBLIC	NEPAL	
		PUERTO RICO	ECUADOR	NICARAGUA	
		SAINT KITTS AND NEVIS	EGYPT	NIGER	
		SAN MARINO	EL SALVADOR	NIGERIA	
		SAUDI ARABIA	ERITREA	PAKISTAN	
		SERBIA	ETHIOPIA	PARAGUAY	
		SINGAPORE	FIJI	PERU	
		SINT MAARTEN	FORMER YUGOSLAV REP. OF M	PHILIPPINES	
		SLOVAKIA	GABON	REPUBLIC OF MOLDOVA	
		SOUTH AFRICA	GAMBIA	ROMANIA	
		TRINIDAD AND TOBAGO	GEORGIA	RWANDA	
		TURKEY	GHANA	SAINT LUCIA	
		UKRAINE	GRENADA	SAO TOME AND PRINCIPE	
		URUGUAY	GUAM	SENEGAL	
		VIRGIN ISLANDS, US	GUATEMALA	SEYCHELLES	

P: Provisory affiliation

S: Federation Suspended

#### 4. JERSEY DESIGN - 18<sup>th</sup> February 2019

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- 1. Jersey design (art. 4.10.016)

UPLOAD JERSEY DESIGN

Select pdf file ...

THE TEAM JERSEY CAN BE PUBLISHED ON UCI WEBSITE ON\*

dd.mm.yyyy

SAVE AS DRAFT    SUBMIT

A .pdf document must be submitted, showing the jersey (front) design as below (front of the shirt, no arms, no head, white background). Please note the document must not exceed 3MB.

Documents that don't comply with the example as below will not be published. By default, the jersey will be published on **4<sup>th</sup> April 2019**, along with the team details.



## 5. LIST OF STAFF MEMBERS - 18<sup>th</sup> February 2019

There are two different sections in this task: list of licensed staff and list of non-licensed staff. All staff members contracted by the team, including on a temporary basis, licensed or not-licensed, must be registered in one of the two lists.

Staff members who have a management role must be licensed. Staff members who go on races must also be licensed. Staff member who never go on races and have no management role don't necessarily need a license. You will find below the list of functions for licensed staff and non-licensed staff.

### List of functions for licensed staff

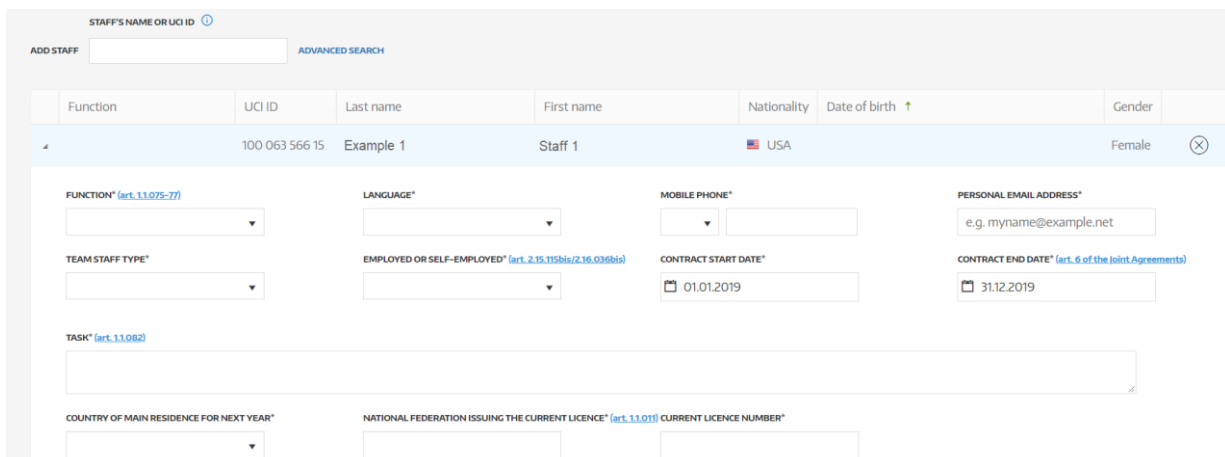
Team Manager
Assistant Team Manager
Coach
Mechanic
Doctor
Paramedical Staff

### List of functions for non-licensed staff

Interpreter
Doctor
Physio
Paramedical Staff

Team Manager and Paying Agent are prefilled-in from the previous season on the list of licensed staff. Staff members who will not be contracted for the 2019 season can be removed from the list by clicking on the "X" button at the end of the line.

For each staff member, please open the individual line and fill-in and/or check the requested information. Please make sure to select the function which best fits the role of the staff member. You can then detail the different tasks of the staff member in the related field.



STAFF'S NAME OR UCI ID  [ADVANCED SEARCH](#)

Function	UCI ID	Last name	First name	Nationality	Date of birth	Gender
	100 063 566 15	Example 1	Staff 1	USA		Female

**FUNCTION\*** [\(art. 11.075-77\)](#)   
**LANGUAGE\***   
**MOBILE PHONE\***   
**PERSONAL EMAIL ADDRESS\***  e.g. myname@example.net  
**TEAM STAFF TYPE\***   
**EMPLOYED OR SELF-EMPLOYED\*** [\(art. 2.15.115bis/2.16.036bis\)](#)   
**CONTRACT START DATE\***  01.01.2019  
**CONTRACT END DATE\*** [\(art. 6 of the Joint Agreements\)](#)  31.12.2019  
**TASK\*** [\(art. 11.082\)](#)   
**COUNTRY OF MAIN RESIDENCE FOR NEXT YEAR\***   
**NATIONAL FEDERATION ISSUING THE CURRENT LICENCE\*** [\(art. 11.011\)](#)  **CURRENT LICENCE NUMBER\***

The fields "National Federation issuing the current licence" and "Current licence number" will be automatically filled-in when available.

If a staff member has a permanent contract, please make sure to fill-in "01.03.2020" as "Contract end date".

If a person has two roles, such as Team Manager and Coach, please make sure to add this person twice, to be able to indicate both roles.



To add a staff member in the list of licensed staff, you can search the licence holder in the corresponding field or proceed with an advanced search.

STAFF'S NAME OR UCI ID ⓘ

ADD STAFF  [ADVANCED SEARCH](#)

- 10001114268 CORREIA Joao
- 10007764529 CORREIA João
- 10011595827 CORREIA João Paulo
- ▶ Fun 10044099921 CORREIA João
- ▶ Gen 10044148522 CORREIA João
- ▶ Ass. 10044149633 CORREIA João
- ▶ Spo 10044211469 CORREIA João
- 10045037080 CORREIA João
- 10045144891 CORREIA João
- 10045298071 CORREIA João

STAFF'S UCI ID

FIRST NAME  LAST NAME  GENDER

COUNTRY  BIRTHDAY

14 results (X)  Show only selected riders

	UCI ID	Name	Nationality	Date of birth	Gender
<input type="checkbox"/>	100 440 999 21	CORREIA João	POR	23 Jul 1968	Male
<input type="checkbox"/>	100 441 485 22	CORREIA João	POR	24 Feb 1978	Male
<input type="checkbox"/>	100 441 496 33	CORREIA João	POR	12 Nov 1969	Male
<input type="checkbox"/>	100 442 114 69	CORREIA João	POR	28 May 1958	Male
<input type="checkbox"/>	100 450 370 80	CORREIA João	POR	15 Jun 1980	Male
<input type="checkbox"/>	100 451 448 91	CORREIA João	POR	31 Jul 1961	Male
<input type="checkbox"/>	100 452 980 71	CORREIA João	POR	22 Mar 1962	Male
<input type="checkbox"/>	100 455 605 77	CORREIA João	POR	02 Jan 1986	Male
<input type="checkbox"/>	100 484 200 57	CORREIA João	POR	12 Nov 1969	Male
<input type="checkbox"/>	100 604 356 30	CORREIA João	POR	27 Oct 1990	Male

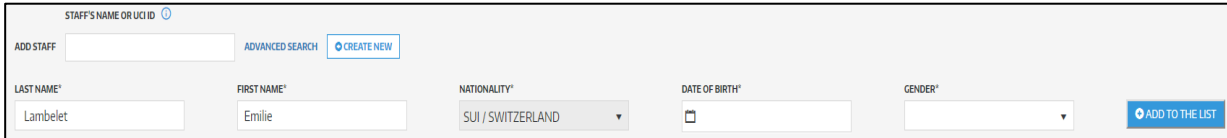
1 - 14 of 14 items

The advanced search feature can help you in case there are several people with the same name. We kindly invite you to check the current licence of the person, on which the UCI ID is indicated. You can then select the correct person and add them to the list.

If there are several people with the exact same information (first name, last name, date of birth, nationality), please make sure to send the UCI ([support.ucidata@uci.ch](mailto:support.ucidata@uci.ch)) a print screen like on this example as well as a copy of the licence, showing the UCI ID, so that we can merge both entries and only have the correct one left.

If a person doesn't exist in the database after having searched, we kindly invite you to contact the relevant National Federation, that will be able to issue the correct licence. A UCI ID will then be created, and the person will be available in the database.

For the staff members that have functions that don't require a licence to be issued, we kindly invite you to select the list of non-licensed staff. In this section, it is not possible to search in the database, as these persons don't have a UCI ID. You will have to create a new contact and fill-in standard information.



The screenshot shows a web interface for adding a new staff member. At the top, there is a search bar labeled 'STAFF'S NAME OR UCI ID' with a magnifying glass icon. Below it, there are three buttons: 'ADD STAFF', 'ADVANCED SEARCH', and 'CREATE NEW'. The main form has five fields: 'LAST NAME\*' with the value 'Lambelet', 'FIRST NAME\*' with the value 'Emilie', 'NATIONALITY\*' with a dropdown menu showing 'SUI / SWITZERLAND', 'DATE OF BIRTH\*' with a calendar icon, and 'GENDER\*' with a dropdown menu. A blue button labeled 'ADD TO THE LIST' is located at the bottom right of the form.

Afterwards, you will be able to fill-in the contract and role information, same as for a licensed staff member.

Once the staff members are added to both lists, please make sure to submit both before the deadline.

As you know, the National Federation will need to validate each information before submitting to the UCI. The final registration deadline for the list of staff members is set on **18<sup>th</sup> February 2019**.

## 6. LIST OF RIDERS - 18<sup>th</sup> February 2019

To register a Track Team a minimum of 3 riders and a maximum of 10 riders need to be registered.

The list of riders is prefilled-in from the previous season. Riders who will not be contracted for the next season can be removed from the list by clicking on the “X” button at the end of the line. For each rider, please open the individual line and fill-in or check the requested information.

18.02.2019 - List of riders NEXT DEADLINE

100% PENDING IN VALIDATION

VIEW CHANGE HISTORY EXPORT EXCEL

1. List of riders PENDING IN VALIDATION

UCI ID	Last name	First name	Nationality	Date of birth ↑	Gender
100 025 943 28	Rider 1	Example 1	FRA		Female
100 091 072 70	Rider 2	Example 2	FRA		Female
100 072 599 27	Rider 3	Example 3	SUI		Male

Please note that the field about the “Specialisation” ( Endurance  Sprint) is only informative. It will not have any impact on the participation of the riders to any events.

The fields “National Federation issuing the current licence” and “Current licence number” will be automatically filled-in when available.

Once the riders are added to the list, please make sure to submit it before the deadline.

**Important:** Please note that it is possible to add riders to the Team at any point during the season. The information and contract must be transmitted to the UCI at least one month before the first participation of the rider in a track race.

### CONTRACT

It is important to fill-in all the information related to the riders’ contract.

Besides, one signed copy of the contract for each rider must be attached to the rider’s registration. As per article 3.7.023 (see point 2 hereunder), the contract must at least contain the stipulations of the standard contract presented in the article 3.7.029.

***NB regarding duration of contracts:** As Track Teams are registered for a complete track season; starting from the day after the World Championships (04.03.2019) until the last day of competition of the next World Championships (beginning of March), we strongly advise you to define the duration of contracts until the end of the track season as well (01.03.2020). If not, you will need to send new contracts on 1st January 2020 if you want the riders to participate in World Cup at the beginning of 2020.*

If a rider is part of a Road Team, a letter signed by all parties (Rider, Road Team Representative and Track Team Representative) needs to be submitted together with the rider’s contract either while uploading the contract or by email to [track@uci.ch](mailto:track@uci.ch), copy to [road@uci.ch](mailto:road@uci.ch).

As you know, the National Federation will need to validate each information before submitting to the UCI. The final registration deadline for the list of riders is set on **18<sup>th</sup> February 2019**.

## 7. MISCELLANEOUS

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The latest regulations regarding UCI Track Teams can be found on our website:

<http://www.uci.org/inside-uci/constitutions-regulations/regulations> -> Part III Track Races -> Chapter VII TRACK TEAMS

## 8. FAQ

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### **Is it possible for a Track team to change name during the track season?**

Please note that as per art 3.7.013 teams shall communicate their list of staff and riders 15 days prior to the UCI track individual classification period start, for verification and registration. Art.3.7.014 - Article 3.7.013 shall also apply to any amendment made to the list. Such amendments shall immediately be submitted by the Teams to their National Federation and to the UCI for approval. Therefore, a team can change name during the track season if the request is done immediately and if the National Federation and the UCI accepts the requested change.

### **Can a rider have several roles in a Track Team?**

A rider belonging to a team registered with the UCI may not carry out another role, this means that a rider of a track team cannot have any other responsibility within the team.

### **Can para-cyclists and junior/elite/women enter a team? Any special rule on this?**

Team can be mixed (Men and Women) and it is also possible to have para cyclists and Juniors as part of the team. However please note that specific participation criteria and eligibility rules to enter major races still apply as stipulated in the UCI Rules and Regulations.

This procedure is being implemented for the first time this year. For purposes of improvement, please make sure to provide us with any feedback.

If you have any question or face any difficulty linked to the system, please make sure to contact [support.ucidata@uci.ch](mailto:support.ucidata@uci.ch)

If you have any question or face any difficulty linked to the registration procedure, please make sure to contact [track@uci.ch](mailto:track@uci.ch)

**Union Cycliste Internationale**

Département des Sports

Ch. de la Mêlée 12

CH – 1860 Aigle

[track@uci.ch](mailto:track@uci.ch) | [www.uci.ch](http://www.uci.ch)

*Thank you for your collaboration. We wish you all the best for the 2019-2020 season registration.*