



IMPORTANT M E M O R A N D U M

To: Provincial/Territorial Associations

From: Cycling Canada (CC) Office

Re: **Issuing of 2019 licences**

Date: November 22, 2019

Notes: - **All 2019 updates are in red**

This memo contains a summary of the key regulations and principles with regard to the issuing of licences. The content of this memo is not intended to replace the specific wording of the regulations, but rather, is intended to more clearly define the “guiding principles” and to establish a consistent interpretation across Canada.

In order to comply with UCI regulations and to maintain consistency at an international level, all Canadian licences must be coded to properly reflect the established international age based categories.

As of January 1st 2017, the UCI has discontinued use of the traditional ‘UCI code’ – in the format CANYYYMMDD – as an identification code for licence holders. The ‘UCI ID’ will replace the UCI code.

The UCI ID is based on the assignment of a ‘lifetime’ unique identification number – 11 digits – for each UCI licence holder. The UCI ID is provided by the UCI to the national federation at the time of the first licence application by the rider. The use of the UCI ID is common to all cycling disciplines and is used for all official purposes: registration, results, rankings, anti-doping etc.

The UCI ID must appear on the front of the licence. All UCI licence applications must include and obtain applicant acceptance of the UCI declaration as per Article 1.1.023 on the UCI General Regulations. Note: A special abbreviated version of the UCI declaration must appear on the back of each UCI licence.

In addition, all members / licence holders will be given a unique identification number determined by the provincial / territorial associations as follows: The province /territory prefix will be followed five number digits: eg. ON 00045

All member / licence applications must also include a statement and applicant acceptance to the effect that membership related personal data will be shared by the relevant Provincial / Territorial Association, Cycling Canada and UCI.

RESIDENCY VS NATIONALITY

Any rider may apply for a licence from the federation where they have their main residence, irrespective of nationality.

Note: The same principles concerning residence should be applied within Canadian borders. A rider must take out a licence in the province / territory of residence.

A licence holder may hold the UCI licence of only one national federation. (1.1.009).

Individuals with dual citizenship status must, when applying for their licence for the first time or within two years choose the country they wish to represent at the time of application for a licence. This decision is final for all athletes over the age of 18. The UCI will no longer allow individuals with multiple citizenships to change the nation they represent. For more details see (1.1.033.)

Foreign riders

A rider must apply for a licence from the federation where he/she has their main residence. Foreign riders are not allowed to compete in races outside their country unless they have a UCI international licence issued by their national cycling federation. Foreign domestic licence holders are not permitted to compete in races in Canada and may not purchase a one-day permit.

Every year we face situations where USA riders are registering in Canadian events with a Domestic licence. To allow these riders to participate, *even when selling a one-day permit, is against UCI rules and puts the rider at risk since they are not covered under USA Cycling's insurance policy outside the USA.* The CC insurance associated with one-day permit does not provide medical coverage for non-residents.

USA Cycling expects Canadian officials and organizers to follow the UCI rules and not let USA riders with a Domestic Licences compete in races in Canada and have recently written to the CC with their concerns.

Foreign riders residing in Canada

Every year there are a few foreign riders residing in Canada. The Provincial/Territorial Association must notify the national office as soon as possible when issuing a licence to a foreign rider as the CC is required to advise the appropriate foreign national federation within one month. (1.1.020)

The Provincial/Territorial Association should not issue a licence without:

1. having a letter from the foreign national federation confirming that the **licence holder** is in good standing, and
2. proof that the **licence holder** is adequately insured against accidents and civil responsibility in every country where the **licence holder** practices competitive cycle sport. (1.1.006)

Note: A non-Canadian rider is not eligible for National Team selection. Please refer to the Canadian Championships Technical Guide for the participation eligibility criteria of foreign riders resident in Canada to the Canadian Championships events.

UCI INTERNATIONAL AGE CATEGORIES & ELIGIBILITY

For the purpose of category eligibility at major competitions, all athletes must be given the correct UCI age category. The competition age of an athlete is most easily determined by subtracting the year of birth from the current calendar year. For example, 2019-2000=19 years.

CATEGORY NATIONAL

Should only include codes as shown on the licensing codes

SEE 2019 LIST OF CODES FOR EACH DISCIPLINE - CATEGORY AND SECTOR

Youth

Riders aged 16 years or under (U16) (except BMX in article 1.1.035)

Please refer to the Licence code sheets for all youth categories.

Note: For BMX Freestyle Youth – aged 7 - 14

Junior

Junior/U19 (MJ men under 19) for Road, Track, MTB XC, BMX and CX.

Male athlete only 17-18 years of age as of December 31st 2019 (born in 2002 and 2001)

Junior/U19 (WJ women under 19) for Road, Track, MTB XC, BMX and CX.

Female athlete only 17-18 years of age as of December 31st 2018 (born in 2002 and 2001)

U23

Under 23/U23 (MU men under 23) for Road, MTB XC and CX only.

Male athletes only 19 to 22 years of age as of December 31st, 2019 (born in 1997, 1998, 1999 or 2000).

Under 23/U23 (WU women under 23) for Road, MTB XC and ***CX only**

Female athletes only 19 to 22 years of age as of December 31st, 2018 (born in 1997, 1998, 1999 or 2000). ***For CX, the U23 category include riders aged 17 to 22)**

Elite

(ME Men elite)

Male athletes between the ages of 23 to 29 years, inclusive, as of December 31st, 2019, (born between 1990 and 1996 inclusive). It is possible for a rider of 30 + to ask for an Elite licence if he wishes to compete in the Elite calendar.

Note: For Elite men's disciplines Downhill, BMX and Track there is no U23 category.

Note: For BMX Freestyle Men Elite – aged 15 and over

(WE women elite)

Female athletes between the ages of 23 to 29 years, inclusive, as of December 31st, 2019, (born between 1990 and 1996 inclusive). Please note the exception for Road and U23 MTB XC women's category.

Note: For BMX Freestyle Women Elite – aged 15 and over

Master

Masters (MM men masters and WM women masters)

Male and female athletes aged 30 or older as of December 31st, 2019, (born in 1988 or earlier) who elect this status.

Please note that for Cyclo-Cross and Track all athletes aged 35 and older can elect a Master Status.

An athlete aged 30 years old must decide whether he/she will compete in the Elite or Master category for the entire season. This choice must be made each year at the time of application (1.1.036) The UCI category correspond to the rider's choice to race in the Elite or Master category for national and international events *, regardless of age. **The Choice of Master status shall not be available for riders belonging to a UCI trade team.**

* If an athlete aged 30 years old or over and wants to race in the Elite category for provincial events, but wants to race Master for national and international events, he must take a Master licence and ask the provincial association to produce an upgrade letter to participate in provincial events in the Elite category.

Note: Championship events are based on age group categories as defined by UCI. A Master athlete licenced as Elite is not eligible to compete as a Master at National Championships.

DUAL DISCIPLINE CATEGORIES

Many riders compete in more than one discipline. For example, an athlete competing in both road and MTB events. This can be confusing as the UCI categories for road and MTB have some variation. Please refer to the 2019 licence codes for each discipline.

PERMANENT ABILITY CATEGORY UPGRADES

Athletes may receive a permanent upgrade in an ability sub-category at any time during the season. This most often takes place when a rider has accumulated sufficient points to warrant an upgrade to a higher ability category. The upgrading criteria is determined and administered

by the relevant provincial / territorial association.

The athlete should submit his/her licence to the provincial / territorial association for updating. The original licence should be retained and a new licence issued reflecting the new upgrade information.

In the case that there is an anticipated delay in the process of updating a licence, the provincial / territorial association may issue a temporary letter as confirmation of upgrade status. Such letters should only be valid for a maximum of two weeks. The use of an expiry date is recommended.

TEMPORARY AGE & ABILITY CATEGORY UPGRADES

Athletes may be granted a temporary upgrade to compete in a higher or more difficult category (usually 1 category or age group can occasionally be permissible) with a letter of endorsement from the relevant cycling authority. However, letters of upgrade must only be considered in **exceptional circumstances** and with the support of an approved NCCP coach.

Note: The licence must always reflect the correct UCI age category of the athlete.

Note: In the case that a younger age category is not recognised, a rider will not receive an upgrade to the first available age category. For example, in downhill the first recognised age category is U17. A 14 year old may not receive an upgrade to the U17 category, as the rider did not technically emerge from a lower recognised age category.

Administrative procedure for upgrade

Any athlete requesting to ride in a higher category must apply (in writing) to his provincial / territorial association for approval. The provincial / territorial association is responsible for issuing a letter of upgrade for the athlete in question. **This letter will be considered valid at provincial calendar events only**, or based on the specifications outlined in the letter. For example, upgrading may apply to specific events only.

If the rider is seeking permission to race in a higher category at a national or international event, he/she must still obtain written approval. A request from the provincial / territorial association must be submitted (in writing) to the CC, at least two weeks prior to the competition date. This does not guarantee the rider will be granted an upgrade status, as specific competition requirements, or other factors may negate the possibility. Upgraded riders must present a copy of the CC letter along with their current licence when registering at sanctioned events.

Note: The CC will only consider upgrade requests to a higher age category when the rider is in the last year of eligibility of his/her present age category. Eligibility for upgrade is often mentioned in the event technical guide.

Upgrades, as a general rule, are not accepted by the **UCI for UCI events, World Cups and World Championship events**. The UCI may consider upgrades for other international events; however, these requests must be put forward by the National Federation

LETTERS OF PERMISSION

This administrative procedure is required for all non-UCI trade team riders (independents) intending to compete outside of Canada. The request must be forwarded to the CC in writing by the province and contain such details as:

1. A copy of the rider's licence information.
2. Duration of stay (date specific)
3. List of specific race names and competition dates
4. The name of any foreign club or team the rider intends to join

Note: A copy of the letter will be prepared to accompany the athlete, a copy will be kept on file at the CC, and a copy will be sent to the appropriate foreign federation. As a rule, letters are not required for the United States, or if representing the National Team.

Requests must be made not later than one week prior to travel.

LETTERS OF RELEASE

Any time a rider, who currently belongs to an affiliated club or team, wishes to join another affiliated club or team to compete in an event, he/she is obligated to obtain a 'letter of release' from the primary club or team. The letter of release must specify the specific event(s) and/or timeframe for which the rider may be attached to a secondary club or team.

The letter of release should be prepared on official letterhead and signed by the club president or paying agent.

Note: This does not guarantee the rider will be granted registration to the event as specific competition requirements or other factors may negate the possibility. For events on the UCI calendar, unless otherwise specified in the technical guide of the event, riders must race with the club / team as shown on their licence.

Note: There are specific regulations, which apply to riders belonging to UCI affiliated teams. Any special requirements or restrictions stated in regulation must be observed.

CLUBS AND TRADE TEAMS

An athlete may only belong to one team and/or one club per discipline, both of which may be printed on the licence. A Trade Team must be recognized as a team composition by the UCI or a National Federation, or in Canada, a Provincial Association. If a trade team affiliation cannot be verified, then only a 'club' name may be printed on the licence.

At the time of licence application, athletes are responsible to provide proof that they belong to a trade team and that the team is affiliated with a recognized cycling body. Usually a letter from the trade team is sufficient to verify these details. Verification for UCI, USA, and CC trade teams can be often obtained from the respective websites.

Trade Team (definition):

Any registered organization or business entity, whose purpose is to promote itself, its sponsors and/or members through cycling events. (ownership). The riders are selected and signed by the team in return for some form of compensation (contractual relationship). A trade team is a privately run organization that may operate for profit.

For licencing purposes, the name of a trade team is restricted to a maximum of two (2) names, either major sponsors or owners.

Provincial Trade Team:

- Focus is on competition with a restricted / selected membership.
- Compete in Regional / Provincial / National level events.
- **Comprised of Canadian and permanent resident of Canada predominantly from the same Province.**
- **Foreign riders are not allowed.**
- Represents a broad spectrum of rider categories .*Receives services from the Provincial Association office. (please refer to your Provincial Association for more details)*

National (CC) Trade Team:

- Focus is on competition with a restricted / selected membership.
- Contracts are often in place between athletes and the team.
- Compete in Provincial / National / and International level events.
- Comprised of athletes from any number of Provinces.
- **No more than 25% of the Trade Team (Elite & U23) riders can be foreign riders.**
- Represents primarily top Junior and Senior categories.
Receives services from the National Association office.

Club (definition):

A non-profit organization, controlled by its own members that should/could be under the society act. The rider would join the club. (*member relationship*)

Cycling clubs fall under the Provincial Association jurisdiction and must comply with their Provincial Association rules and regulations.

Sponsored Clubs:

Formerly, there was a category named “sponsored clubs” in the previous CC rulebook. This entity is namely a club controlled by its members, supported financially by sponsors and falling under Provincial Associations jurisdiction, which may have a different affiliation fee for development clubs and sponsored clubs. Please refer to your association.

The fundamental difference between the structure of teams and clubs is the concept of ownership. A Trade Team belongs to someone (person or company) and a Club belongs to its members.

- A rider will be affiliated to a club (membership status) or will be under a contractual agreement (written or verbal) with a Trade Team.
- A rider may be a member of **one** cycling club (or independent where permitted) and can ride only for **one Trade Team**.

For example, a rider who wants to start cycling will join a local club and receive the coaching advice and direction from this club. If the rider becomes successful, he/she might be approached by a Trade Team to represent their colours in exchange for bicycles, equipment, bonus or salaries, etc. This will represent a step forward for this rider but he/she will still be considered a member of the same club.

The rider’s licence will show the name of the Club and the name of the Trade Team. A rider cannot change Teams during the season unless the Team collapses.

National and international Trade Teams must register directly through the CC, and must submit a list of their riders and their team colours. The CC will remit to the Provincial Associations the equivalent provincial club fee, or to the UCI, the international registration fee.

The UCI rulebook outlines the regulations regarding Trade Team registration for Road and MTB Teams. Please refer to these rules for any further clarification.

In summary, UCI & CC Trade Teams should register directly with Cycling Canada and comply with the above requirements.

OTHER LICENCE DESIGNATIONS

All persons involved in the competitive aspects of cycling, and especially at sanctioned events, must take out a licence validating their status as a member and confirming their designation.

Since 2013, we implemented a new way to enter technical roles on the licence. This change is intended to clarify the coding of the licence under the UCI Category (Cat.UCI) by entering technical roles under the Technical Category (Cat. Tech) line on the licence. Which means that under National Category (Cat Tech) only race category will appear.

Not all support positions have clearly defined requirements. As a basis for competency and accountability considerations it is important that all designations conform to some minimum qualification standard. The CC offers the following guiding principles.

Representatives of the Association / Administrator:

All representatives of the CC, at the provincial, national, and international level, must be licenced at all times.

Commissaire:

All cycling officials must follow a structured course plan to qualify as a commissaire. In Canada, we recognise officials at the provincial, national, and international level. Each level offers sub-designations and is discipline specific. The status of a commissaire must be recorded by the provincial associations as verification of the level achieved. Commissaires will not be permitted to officiate at events without a valid licence.

Coach:

In Canada, all coaches must follow a structured course plan as outlined by Coaching Association of Canada (CAC). All coaches must meet NCCP requirements with a minimum Community Coach Trained status standing as part of the NCCP to receive a coaching designation on a licence. The CAC maintains a record of coaching status for verification purposes.

We are recommending that Coaches follow an *introductory commissaire course* to ensure a basic understanding of competition requirements.

Manager:

Currently there is no specific course or program offered for individuals seeking designation as a team manager for a provincial trade team or club. That said, it is strongly recommended that anyone requesting the designation of manager (DS) follow the Directeur Sportif course offered by Cycling Canada.

CC Trade Teams, UCI Continental & Women's Teams: The Directeur Sportif course offered by Cycling Canada is now mandatory for Team Managers associated with a Cycling Canada Trade Team or UCI Continental (men) and/or Women's Team (road). In addition, the Team Manager must also complete the online Cycling Canada Caravan Driver Training.

**Team managers who have completed the training provided by the UCI will be exempted.*

The NCCP coaching status of Community Trained or Competition Introduction Trained is strongly recommended but is not a requirement.

Organiser:

Anyone undertaking the organisation of a sanctioned cycling event must be licenced. There is no specific requirement to be granted the status of organiser; however, it is recommended that all organisers follow an introductory commissaire course to ensure a basic understanding of competition requirements.

Organisers should also be encouraged to attend any event workshops offered through the provincial or national association.

Masseur / Paramedical assistant:

Only a registered professional may receive this designation. For example; massage therapist, physiotherapist, etc.

Doctor:

Only a registered medical practitioner may receive this designation.

Chauffeur:

Anyone wishing to obtain the designation "Chauffeur" on his licence and/or wishing to drive a vehicle in a cycling caravan must have completed the online training for Caravan Drivers administered by Cycling Canada or obtained a driver certificate issued by the UCI.

Mechanic:

Anyone acting in the capacity of team mechanic at a sanctioned event must be licenced. Although there is no specified requirement to receive this status, race mechanics should demonstrate certain competencies consistent with the demands of competition. It is recommended that individuals seeking the status of mechanic undertake an industry recognised certification.

For further clarification with any aspect of the licensing process, please do not hesitate to contact the CC for assistance.

**For International events, the UCI may have additional requirements.*

COMMON LICENCE CONSIDERATIONS

UCI ID	Unique identification number provided by the UCI to the national federation. The UCI ID must appear on any licence.
Date of birth format	Year – month – day 19761230.
Nationality	Passport, birth certificate, permanent resident card, IMM 1000.
Category	Note new list of licence category codes. Codes for both age and ability.
Trade Team name	The rider's team must be listed on his /her licence. Any team changes must be accompanied by a letter stating that he/she is part of the team. The letter must outline that there is a two week processing time to update a UCI licence.
One licence per rider	A rider may only be issued one UCI licence. All disciplines and categories that the rider will compete in will be listed by code on the licence.
Upgrades	It is vital that the athlete surrenders his/her licence to the PSO before an ability upgrade is registered on a new licence.
Licence photos	<p>Since 2007, in order for a licence to be valid the bearer will be required to affix a current photo of themselves to the licence and then sign the licence.</p> <p>To verify a UCI licence for medical controls or other reasons holders may be asked to produce, on demand, current and valid photo identification such as a passport, drivers licence or citizenship card.</p>
Validation	All UCI licences must be signed by the holder to be valid.