

TRACK

INSTRUCTIONS REGARDING THE REGISTRATION OF THE 2024 UCI TRACK TEAMS

UCI DATARIDE – TEAMS / REGISTRATION PROCESS

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1. INTRODUCTION

Note aux utilisateurs francophones: Pour des raisons techniques, la plateforme n'est disponible qu'en anglais. Cependant, soyez informé que vous pouvez remplir les informations dans l'une des deux langues officielles de l'UCI: Français ou anglais.

UCI TRACK SEASON

The 2024 UCI Track season will start on 1st January and finish on 31st December 2024. The registered team will be active for the complete period above.

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 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

The existing teams from the previous year will receive an email prior to the start of the registration period to confirm their registration for the next year. Once confirmed, the existing teams' login will be reactivated to allow for registration.

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 **1st December 2023**. By this date, teams and National Federations must have filled in and submitted **all requested information for the registration**.

The registration platform will open on **2nd October 2023**.

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 **1st December 2023**. 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.

Registration information **NEXT DEADLINE**

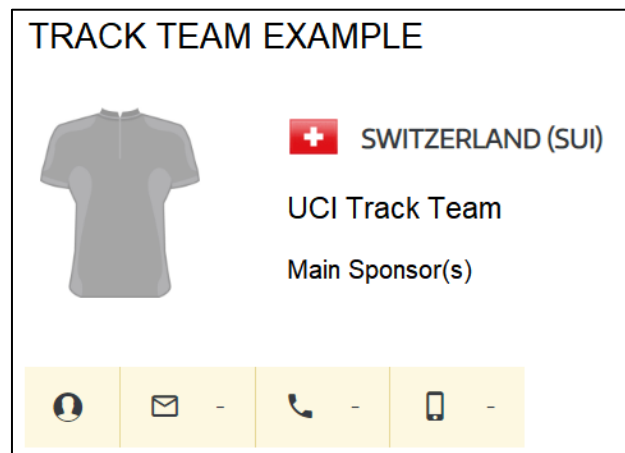
Payment of the registration fee **NEXT DEADLINE**

Jersey design **NEXT DEADLINE**

List of staff **NEXT DEADLINE**

List of riders **NEXT DEADLINE**

2. REGISTRATION INFORMATION – Before 1st December 2023



Registration information **NEXT DEADLINE**

+	1. Team name	PENDING NF VALIDATION
+	2. Team Manager	PENDING NF VALIDATION
+	3. Details of the UCI team that will be published on UCI website	PENDING NF VALIDATION
+	4. Main sponsors	PENDING NF VALIDATION

a) Team Name

- The “2023 TEAM NAME” field is prefilled-in with the current team name registered with the UCI and cannot be modified.
- The “2024 TEAM NAME” field must be filled-in with the team name you wish to use for the 2024 season.
- The “TEAM CODE (3 characters upon availability)” field must be filled-in with the team three-letter code you wish to use for 2024 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 practice 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
- 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) Team Representative (Art. 3.7.009)

The team representative 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 employer will not be published on the UCI Website.

e) Sponsors (Art. 1.1.089 – Art. 1.1.090)

To ensure the integrity and image of cycling, the UCI has identified several categories of sponsors with whom stakeholders, including teams, may not be associated (directly or indirectly). Thus, article 1.1.089 of the UCI Regulations provides that: *“Without prejudice of the applicable law, no brand of tobacco, spirits, pornographic products or any other products that might damage the image of the UCI or the sport of cycling in general shall be associated directly or indirectly with a licence-holder, a UCI team or a national or international cycling competition. As defined in the present article, a spirit is a beverage with a content in alcohol of 15% or more.”*

In addition, article 1.1.090 of the UCI Regulations lays down certain conditions in relation to sponsorship by **betting companies** (including national lotteries). These conditions protect the integrity of cycling by reducing the risk of collusion and ensuring that visibility on cycling events is exclusively granted to betting operators whose activity does not cause a risk to the integrity of the sport. The team seeking sponsorship by a betting company shall provide documentation establishing compliance with the conditions laid down in article 1.1.090 of the UCI Regulations with its request for registration before the UCI (the same applies in case the sponsorship is considered after the registration has been confirmed). We invite you to read this article carefully and remain at disposal.

f) 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 **1st December 2023, 11:59 CET**.

3. PAYMENT – Before 1st December 2023

Payment of the registration fee **NEXT DEADLINE**

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

The registration fee for the 2024 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: <https://www.uci.org/inside-uci/constitutions-regulations/financial-obligations>

4. JERSEY DESIGN – Before 1st December 2023

- 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.



5. LIST OF STAFF MEMBERS – Before 1st December 2023

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

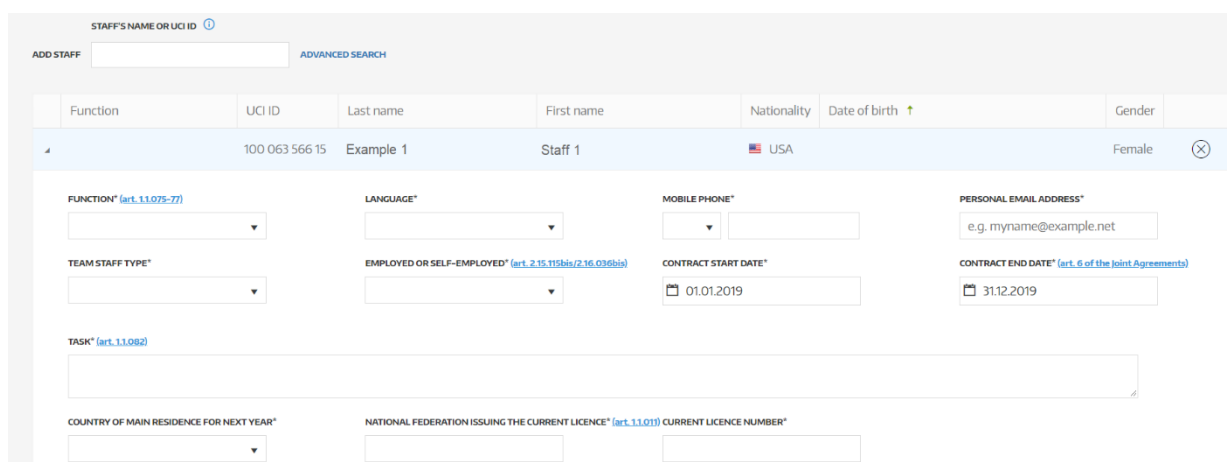
Team Manager
Assistant Team Manager
Coach
Mechanic
Doctor
Paramedical Staff

List of functions for non-licensed staff

Interpreter
Doctor
Physio
Paramedical Staff

Team Manager and employer are prefilled-in from the previous season on the list of licensed staff. Staff members who will not be contracted for the 2024 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.



The screenshot shows a web interface for managing staff. At the top, there is a search bar for 'STAFF'S NAME OR UCI ID' and an 'ADVANCED SEARCH' button. Below this is a table with columns: Function, UCI ID, Last name, First name, Nationality, Date of birth, and Gender. An example row is shown with UCI ID '100 063 566 15', Last name 'Example 1', First name 'Staff 1', Nationality 'USA', and Gender 'Female'. To the right of the gender is a close button (X). Below the table is a form for editing the selected staff member. The form includes several fields: 'FUNCTION*' (dropdown), 'LANGUAGE*' (dropdown), 'MOBILE PHONE*' (text input), 'PERSONAL EMAIL ADDRESS*' (text input with example 'e.g. myname@example.net'), 'TEAM STAFF TYPE*' (dropdown), 'EMPLOYED OR SELF-EMPLOYED*' (dropdown), 'CONTRACT START DATE*' (calendar input with '01.01.2019'), 'CONTRACT END DATE*' (calendar input with '31.12.2019'), 'TASK*' (text area), 'COUNTRY OF MAIN RESIDENCE FOR NEXT YEAR*' (dropdown), and 'NATIONAL FEDERATION ISSUING THE CURRENT LICENCE*' and 'CURRENT LICENCE NUMBER*' (text inputs).

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 the last day of the track season 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
- 10044148522 CORREIA João
- ▶ Ass. 10044149633 CORREIA João
- 10044211469 CORREIA João
- ▶ Spot 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 NO

	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) 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 form titled "STAFF'S NAME OR UCI ID" with a search icon. Below the title, there is an "ADD STAFF" button, a search input field, an "ADVANCED SEARCH" button, and a "CREATE NEW" button. The form fields are: "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. An "ADD TO THE LIST" button 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 **1st December 2023**.

6. LIST OF RIDERS – Before 1st December 2023

To register a Track Team a minimum of 3 riders needs 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.

7. CONTRACT – Before 1st December 2023

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: Track Teams are registered for a complete track season.

No addition will be possible after this.

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, copy to 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 **1st December 2023**.

8. MISCELLANEOUS

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

9. FAQ

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 competitions still apply as stipulated in the UCI Regulations.

If you have any question or face any difficulty linked to the system, please make sure to contact 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

Union Cycliste Internationale

Département des Sports

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Thank you for your collaboration. We wish you all the best for the upcoming 2024 season.