



**Canadian Cycling Association  
Association cycliste canadienne**

**IMPORTANT M E M O R A N D U M**

**To:** Provincial/Territorial Associations

**From:** CCA Office

**Re:** **Issuing of 2012 licences**

**Date:** December 5<sup>th</sup>, 2011

**Note: - All 2012 updates are in bold text**

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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.

### **UCI CODE**

The UCI code is the single most important identification information assigned to a rider. The use of the UCI code is common to all cycling disciplines and is used for all official purposes: registration, results, rankings, anti-doping etc.

The UCI code denotes the holders nationality (citizenship not the country issuing the licence), and the date of birth (age eligibility) of the athlete. All licences issued must use the appropriate three letter international country code, as defined by the IOC. The nationality prefix will be followed by the licence holder’s date of birth in the following format: Year / month / day, for example, CAN19801225.

### **RESIDENCY VS NATIONALITY**

Any rider may apply for a licence from the federation where he has his main residence, irrespective of his/her 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.

It must be noted that a rider may only hold one international licence. (1.1.009)

Individuals with dual citizenship status must, when applying for their licence for the first time or within two years of gaining a different citizenship, 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 citizenship to change the nation they represent. (1.1.033.2 and 1.1.033.3)

### **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 license issued by their national cycling federation. Foreign domestic license 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 license. 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 CCA 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 to compete in races in Canada and have recently written to the CCA with their concerns.

### **Foreign riders residing in Canada**

Every year there are a few foreign riders residing in Canada. Care must be taken to ensure that the correct three letter nation prefix is used as part of the UCI code. The Provincial/Territorial Association must notify the national office as soon as possible when issuing a licence to a foreign rider as the CCA is required to advise the appropriate foreign national federation within one month. (1.1.020)

The Provincial/Territorial Association should not issue licence without:

1. Having a letter from the foreign national federation confirming that the **licence holder** is in good standing and
2. 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.

### **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, 2012-1993=19 years.

## SEE 2012 LIST OF CODES FOR EACH DISCIPLINE - CATEGORY AND SECTOR

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

### 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 2012 (born in 1994 and 1995)

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 2012 (born in 1994 and 1995)

### 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 31<sup>st</sup>, 2012 (born in 1990, 1991, 1992, or 1993).**

**Note: As of 2006 the UCI will recognise a women's U23 category in MTB XC only. For the other disciplines women athletes go directly from Junior to Elite (19-29).**

Under 23/U23 (WU women under 23) for MTB XC only

Female athletes only 19 to 22 years of age as of **December 31<sup>st</sup>, 2012 (born in 1990, 1991, 1992, or 1993).**

### Elite

(ME Men elite)

Male athletes between the ages of 23 to 29 years, inclusive, as of **December 31<sup>st</sup>, 2012, (born between 1983 and 1989 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.

(WE women elite)

Female athletes between the ages of 19 to 29 years, inclusive, as of **December 31<sup>st</sup>, 2012, (born between 1983 and 1993 inclusive).** Please note the exception for U23 MTB XC women's category.

### Master

Masters (MM men masters and WM women masters)

Male and female athletes aged 30 or older as of **December 31<sup>st</sup>, 2012, (born in 1982 or earlier)** who elect this status.

Road age categories (Master)		MTB age categories (Master)	
30-39	1982-1973	30-39	1982-1973
40-49	1972-1963	40-49	1972-1963
50-59	1962-1953	50 +	1962 earlier
60+	1952 earlier		

BMX age categories (Master)		
Challenge 20"	30+	1982 or earlier
Challenge 24"	30-34	1982-1978
Challenge 24"	35-39	1977-1973
Challenge 24"	40-44	1972-19687
Challenge 24"	45+	1967 or earlier
Championship 20"	30+	1982 or earlier

An athlete aged 30 years or older 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 code will reflect the athlete's true age and the category code will indicate the rider's choice as either Elite or Master for competition purposes.

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

Athletes of any age category belonging to a team registered with UCI will be deemed ipso facto Elite. This applies to Pro Tour Teams, Continental Professional Teams, Women Trade Team, MTB Trade Team and Track Trade Teams.

## **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 2012 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**

*(Current Policy under review)*

Athletes may be granted a temporary upgrade to compete in a higher or more difficult category (usually 1 category or age group is 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, 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 CCA, 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 CCA letter along with their current licence when registering at sanctioned events.

Note: The CCA 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.

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

Examples:

- A talented Junior rider, in the last year of eligibility (18 years old), may receive upgrade permission from the Provincial / Territorial Association to compete with the Elite/U23 category, however, he/she is still a Junior by age, and the license must reflect this.
- Masters athletes, who would like to compete in some specific events on the national calendar in the Elite category, require approval from the provincial / territorial association. The associations may grant requests of this nature based on the ability of the rider to meet the level of competence displayed by the category requested.

## **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 CCA 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 CCA, 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.

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 can not 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 CCA 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.
- Represents a broad spectrum of rider categories *.Receives services from the Provincial Association office. (please refer to your Provincial Association for more details)*

### **National 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 CCA 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 license 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 CCA, and must submit a list of their riders and their team colours. The CCA 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 & CCA Trade Team should register directly with the Canadian Cycling Association and comply with the following 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.

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 CCA offers the following guiding principles.

#### **Representatives of the Association / Administrator:**

All representatives of the CCA, at the provincial, national, and international level, must be licensed 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: (new coach codification)**

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 Level 1 Cycling or the equivalent standing as part of the 'new NCCP' to receive a coaching designation on a licence. The CAC maintains a record of coaching status for verification purposes.

Coaches must also follow an *introductory commissaire course* to ensure a basic understanding of competition requirements.

**Manager:**

There is no specific course or program to qualify as a team manager. Anyone requesting the designation of manager must follow an *introductory commissaire course* to ensure a basic understanding of competition requirements.

Level 1 Cycling or the equivalent standing as part of the 'new NCCP' coaching structure is strongly recommended but is not a requirement.

**Organiser:**

Anyone undertaking the organisation of a sanctioned cycling event must be licensed. 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:**

There is no specific requirement to be granted the status of chauffeur. It is strongly recommended that a letter of endorsement be obtained, from a national or international level commissaire, to validate the applicant's capability to drive safely in a race environment.

**Mechanic:**

Anyone acting in the capacity of team mechanic at a sanctioned event must be licensed. 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 CCA for assistance.

## COMMON LICENSE CONSIDERATIONS

UCI code	Country code should be the same as the rider's nationality + date of birth.
Date of birth format	Year – month – day 19761230.
Nationality	Passport, birth certificate, permanent resident card, IMM 1000.
Category	Note new list of license category codes. Codes for both age and ability.
Trade Team name	The rider's team must be listed on his /her license. 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 license.
One license per rider	A rider may only be issued one UCI license. All disciplines and categories that the rider will compete in will be listed by code on the license.
Upgrades	It is vital that the athlete surrenders his/her license to the PSO before an ability upgrade is registered on a new license.
Licence photos	<p><b>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.</b></p> <p><b>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.</b></p>
Validation	All UCI licenses must be signed by the holder to be valid.