

UCI Solidarity Programme - Guidelines

1. INTRODUCTION

ABOUT THE UCI SOLIDARITY PROGRAMME

The global and unified development of cycling is at the core of the UCI's strategy, achieved by supporting emerging cycling nations and promoting the sport to increase its popularity worldwide.

In line with Agenda 2020, the UCI Solidarity Programme was set up to reach these goals by supporting its Continental Confederations and National Federations in the development of cycling in their respective regions and countries, within a structured, sustainable and progressive framework.

The National Federations are classified according to their needs: categories 1 and 2 are the most economically well-off, while categories 3 and 4 are Federations with emerging cycling activities and in greatest need of support. Out of the 196 members, 72% are classified as category 3 or 4 and these are the National Federations to which the UCI Solidarity Programme provides support.

The UCI Solidarity Programme provides aid to these less-developed National Federations worldwide thanks, among others, to the funding of training courses and donation of equipment. The UCI World Cycling Centre (WCC) represents a central tool in the UCI's solidarity policy.

ABOUT THE UNION CYCLISTE INTERNATIONALE (UCI)

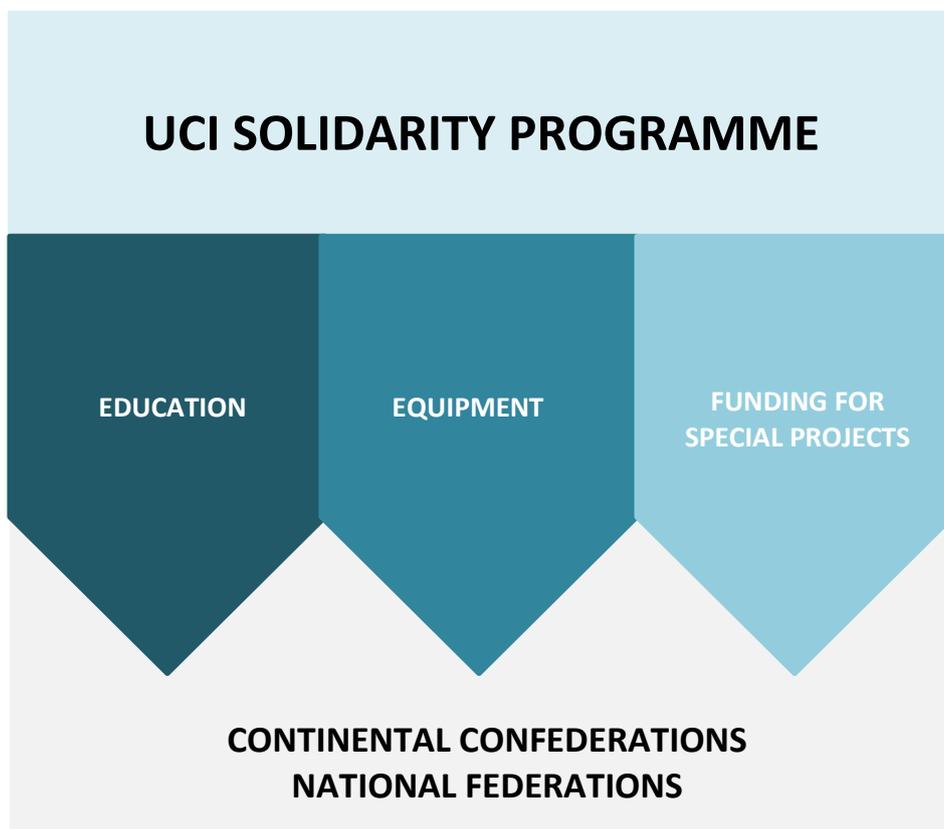
The Union Cycliste Internationale (UCI) is the worldwide governing body for cycling. It develops and oversees cycling in all its forms, for all people as a competitive sport, as a healthy recreational activity, as a means of transport, and also just for fun. It represents, for sporting and public institutions alike, the interests of 196 National Federations, five Continental Confederations, more than 1,500 professional riders, more than half a million licensed competitors, several million cycling enthusiasts and two billion bicycle users all over the world.

The UCI manages and promotes the eight cycling disciplines: road, track, mountain bike, BMX Racing, BMX Freestyle, cyclo-cross, trials and indoor cycling. Five of these are featured on the Olympic Games programme (road, track, mountain bike and BMX Racing and BMX Freestyle Park), two in the Paralympic Games (road and track) and four in the Youth Olympic Games (road, mountain bike and BMX – Supercross and Freestyle Park). The UCI manages the promotion of its own events, including UCI World Championships and UCI World Cups in the different disciplines.

To encourage the global and equitable development of cycling, the UCI built the UCI World Cycling Centre (WCC) which, as well as serving as the UCI headquarters, is a high-level training and education centre. Cycling is also more than just a sport – the use of the bicycle fulfils many functions outside the sporting sphere as a means of transport and leisure.

2. THREE PATHWAYS TO SUPPORT CONTINENTAL CONFEDERATIONS AND NATIONAL FEDERATIONS

The three key areas of the UCI Solidarity Programme – Education, Equipment, Funding for Special Projects - function autonomously and complement one another. These three pathways cover the key objectives in developing cycling within the Continental Confederations and National Federations, allowing them to benefit from the sporting, technical and financial resources available, which will benefit their riders and other stakeholders, as well as increase their autonomy and independence as a structure.



2.1 EDUCATION

The Education Pathway is divided into five areas:

- A. Coaching courses
- B. Mechanics course
- C. Athlete training
- D. Commissaire courses
- E. Anti-doping education courses

Continental Confederations and National Federations can apply for up to **one project a year** in one of above-mentioned areas.

A. Coaching Courses

Description	Specificities	Local arrangements and funding
<p>UCI Level 1 Coaching Course:</p> <p>Level entry qualification for coaches, which focuses on the foundations of coaching. The knowledge that is gained on this course is fundamental to ensuring coaching is appropriate for the riders and for each cycling discipline. Coaches will learn the fundamentals of technique consistent across all cycling activities and how to deliver effective coached sessions.</p>	<p><u>Number of trainees:</u> min. 10 max. 15</p> <p><u>Number of days:</u> 5</p> <p><u>Preparation time:</u> min. 2 months in advance</p>	<p><u>The National Federation is responsible for the following arrangements:</u></p> <ul style="list-style-type: none"> • Accommodation, housing and meals of the participants (if required) and UCI WCC expert. • Transport of the participants and of the WCC expert throughout the training course. • Interpreter for translation (if needed). • 1 meeting room with projector or screen as well as an internet connection. • Practical component for the training; a suitable venue for the pre-selected cycling discipline.
<p>UCI Level 2 Coaching Course:</p> <p>Next level in a coach's development, this course focuses on the components required to assist a rider when training for more advanced performance. Coaches will be equipped with the skills and knowledge required to progress riders in a specific cycling discipline.</p>	<p><u>Number of trainees:</u> min. 10 max. 15</p> <p><u>Number of days:</u> 6-7</p> <p><u>Preparation time:</u> min. 2 months in advance</p>	<p><u>UCI Solidarity Programme contribution:</u> From EUR 3,000 to EUR 6,000 for local costs UCI WCC costs/fees for tutor/expert EUR 2,500 to 3,500 for daily allowance and travel costs</p>

B. Mechanics Course

Description	Specificities	Local arrangements and funding ¹
<p>UCI Level 1 Mechanics Course:</p> <p>Level entry qualification for mechanics which focuses on the foundations of mechanics. The knowledge gained on this course is fundamental to ensure that maintenance of the bikes and repairs are successful.</p>	<p><u>Number of trainees:</u> min. 10 max. 15.</p> <p><u>Number of days:</u> 3,5</p> <p><u>Preparation time:</u> min. 2 months in advance</p> <p>All participants must come with their own bike and toolset</p>	<p>The National Federation is responsible for the following arrangements:</p> <ul style="list-style-type: none"> • Accommodation, housing and meals of the participants (if required) and UCI WCC Expert. • Transport of the participants and of the WCC Expert throughout the training course. • Interpreter for translation (if needed). • 1 meeting room with projector or screen as well as an internet connection. • Practical component: 1 workbench including one with a vice, 1 bike stand, 2 full road bikes (Shimano 105), 2 pairs of wheels (standard), 1 Home-trainer, 1 Air-Wash. <p><u>UCI Solidarity Programme contribution:</u> From EUR 3,000 to EUR 6,000 for local costs UCI WCC costs/fees for tutor/expert EUR 2,500 to 3,500 for daily allowance and travel costs</p>

C. Athletes Training

Description	Specificities	Local arrangements and funding ²
<p>Athletes training at UCI WCC Satellites</p> <p>The WCC has five satellites throughout the world (South Africa, Korea, Japan, India, and Argentina). Each of these satellites selects and trains athletes from the National Federations it serves. This process aims at the long-term development of athletes, some of whom may be selected for high-level training at the UCI WCC in Switzerland.</p>		<p>Average cost of hosting an athlete at a UCI WCC Satellite is to be discussed with the concerned satellite.</p>
<p>Athlete high-level training at UCI WCC in Aigle (SUI)</p> <p>The UCI operates a training and development strategy at the World Cycling Centre (WCC) in Aigle, Switzerland. The WCC – a training centre recognised by the International Olympic Committee – welcomes young talents, spotted in their own country as having the aptitude for high level training. The WCC training programmes develop the potential of each athlete so he or she can compete in the most prestigious events such as UCI World Cups, UCI World Championships and the Olympic Games. Courses exist for the four Olympic disciplines - road, track, mountain bike and BMX. Permanent training groups are Road, Track and BMX. Short courses are offered for other disciplines such as Para-cycling, Cyclo-cross and mountain bike.</p>	<p>All applications will be reviewed by the UCI WCC. The UCI WCC reserves the right not to select an athlete if he/she does not have the required minimum level. The athlete could eventually be redirected to train at a UCI WCC Satellite.</p>	<p>The average cost of an athlete receiving high level training at the WCC is CHF 300 per day of training, i.e. CHF 9,000 per month. This cost per athlete includes: accommodation, meals, supervision, equipment, infrastructures, medical monitoring, insurance, travel and accommodation expenses for competitions, licences and other administrative costs.</p>

D. Commissaire Courses

Description	Specificities	Local arrangements and funding ¹
<p>Basic Level National Commissaire Course (Road, Mountain Bike, BMX, Track):</p> <p>The UCI will provide support in the appointment of a tutor and provide training material. The objective of the course is to prepare officials to officiate national level races and assist international commissaires during international events in the country. Moreover, this course is necessary to prepare and identify potential candidates who might be willing to attend Elite National Commissaire courses in the future.</p>	<p><u>Number of trainees:</u> min. 10 max 20</p> <p><u>Number of days:</u> 3</p> <p><u>Preparation time:</u> min. 3 months in advance</p>	<p><u>The National Federation is responsible for the following arrangements:</u></p> <ul style="list-style-type: none"> • Accommodation, housing and meals of the participants (if required) and UCI commissaire tutor. • Transport of the participants and of the UCI tutor throughout the training course. • Interpreter for the translation (if needed). • 1 functional room with overhead projector, internet connection, black/whiteboard, flipcharts. • Practical component: Bicycle (ideally set up for a Time Trial event) and measuring jig (new UCI jig ideally). • Optional: second tutor/instructor <p><u>UCI Solidarity Programme contribution:</u> From EUR 3,000 to EUR 6,000 Lead Tutor Commissaire fees Travel costs and daily allowance EUR 2,500 to 3,500</p>
<p>Elite National Commissaire (ENC):</p> <p>From 2020, ENC training will be provided regionally in collaboration with the Continental Confederations with the same training standard given to all the countries. More opportunities to gain practical experience will be provided to National Commissaires in order for them to be better prepared and help them succeed at the ENC level.</p>	<p><u>Participants:</u> Must have the title of National Commissaire and be proposed by their National Federation. They must also have a good command of the English, French or Spanish language.</p> <p>Additional selection criteria might be introduced before the course.</p> <p><u>Duration:</u> 4 days</p> <p><u>Preparation time:</u> min. 3 months in advance</p>	<p>From 2020, ENC training will be organised regionally in collaboration with the Continental Confederations. National Federations will be invited to submit their candidates during the selection procedure.</p>
<p>International Commissaire Course (IC):</p> <p>The schedule of International Commissaire training courses will be communicated and published in the UCI Newsletter allowing National Federations and its potential candidates to plan their training in advance.</p>	<p><u>Participants:</u> Must have the title of ENC for road, mountain bike, BMX or track disciplines.</p>	<p>Course organised by the UCI. Mostly participants only responsible for their travel, accommodation and meals.</p>

¹ Detailed budget with pro-forma invoices must be submitted to the UCI together with the UCI Solidarity Form duly filled in.

<p>More opportunities to gain practical experience will be provided to the Elite National Commissaires Commissaires in order for them to be better prepared and help them succeed at the the IC level.</p>	<p>Must be proposed by their National Federation.</p> <p>Must be selected by the UCI following selection procedure.</p> <p><u>Duration:</u> Up to 7 days</p> <p><u>Preparation time:</u> min. 3 months in advance</p>	
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E. Anti-Doping Education Courses

Description	Specificities	Local arrangements and funding
<p>Anti-Doping Education and Prevention: The Basics</p> <p>National Federations shall implement education and prevention programs for doping-free sport to have a positive and long-term influence on the choices made by Athletes and other Persons.</p> <p>To accompany National Federations in their efforts for clean sport and anti-doping, the UCI wishes to propose some Anti-Doping Education Initiatives to be conducted in order to increase the level of anti-doping knowledge of your license-holders (riders, coaches, medical staff and/or National Federation staff) and prevent Anti-Doping Rule Violations.</p> <p>The Initiatives might include:</p> <ul style="list-style-type: none"> - An Anti-Doping Seminar covering all major aspects of clean sport and Anti-Doping. The content of the seminar is tailored in accordance with the audience (i.e. riders, coaches, medical staff, National Federation Staff). The Seminar can include completion of a eLearning course upon which participants pass a final exam and receive a certificate of completion. - An Outreach Booth set up during the national/continental cycling championships to promote the value of Clean Sport. The outreach booth educates athletes by providing information pertaining to anti-doping. 	<p>Anti-Doping Seminar <u>Minimum number of participants:</u> 30</p> <p><u>Number of days:</u> 1</p> <p><u>Preparation time:</u> min. 3 months in advance</p> <p>Outreach booth <u>Number of days:</u> 1-2</p> <p><u>Preparation time:</u> 3 months in advance</p> <p>Only at National/Continental Championships</p>	<p><u>The National Federation is responsible for certain operational arrangements, including:</u></p> <ul style="list-style-type: none"> - Invitation of all participants to the seminar and promotion of the Seminar - Reservation and preparation of the venue and material needed for the Seminar and the outreach booth (e.g. Room, microphone, speakers, projector, internet connection, table, chairs) - Letter of Support of the project from your National Anti-Doping Organisation (NADO) <p><u>UCI Solidarity Programme contribution:</u> Up to 7000 EUR depending on the request</p>

2.2 EQUIPMENT

The Equipment Pathway provides cycling equipment to Continental Confederations and National Federations via the UCI WCC. A Continental Confederation and National Federation may make **up to two requests per mandate** (i.e. 4 year-period) **by type of equipment** as follows:

Description	Specificities
<p>The UCI will provide cycling equipment via the UCI WCC to support and develop national elite athletes.</p> <p>Entry level equipment can also be requested.</p> <p>Clear objectives for the use of this equipment, criteria for distribution, ownership and contribution in terms of legacy of equipment supplied must be described in the request form.</p>	<p><u>Type of equipment:</u></p> <ul style="list-style-type: none"> • Bike equipment for elite cycling training (TT, BMX, road, track): max 8 bikes per National Federation • Entry level equipment: max 10 bikes per National Federation • Para-cycling: granted upon study of the request received • Other equipment: dependent on National Federation's needs and stocks available (cycling kit such as helmets and shoes and mechanical equipment such as derailleurs, pedals, inner tubes, other equipment) • Not eligible for funding request: dernys, timing systems, start gates and other type of equipment. <p><u>Costs:</u> equipment is sent by the UCI WCC and shipping costs are covered by the UCI Solidarity Funds. However, customs release fees and taxes, if they apply, are to be paid by the National Federation.</p> <p><u>Disclaimer:</u> The UCI WCC cannot guarantee that all sizes and types of equipment will be in stock.</p>

2.3 FUNDING FOR SPECIAL PROJECTS

For the Continental Confederations, funding will be granted upon evaluation of the project submitted. It should include minimum two of the areas mentioned above, under the Education and Equipment pathways.

For the National Federations, funding will be granted upon evaluation of the project submitted and should cover one of the following themes: Women's Cycling, Cycling for All or Para-cycling. If successful, the project could benefit from a UCI Solidarity Programme contribution of up to EUR 6,000.

Women's Cycling

For projects pertaining to development of Women's Cycling, the project submitted should be elaborated on the basis of the [UCI Women in Cycling Best Practice Guide](#) published on the UCI website.

Cycling for All

For projects concerning Cycling for All, the submitted project should be elaborated on the basis of the [UCI Children's Cycling Education Programmes Toolkit](#) if the wish is to develop a strategy for educating children about the sport.

The [Cycling For All Side Events UCI Toolkit For Event Organisers](#) should be used as a basis for the elaboration of the project submitted to promote cycling in all forms by engaging spectators, families and the general public as active participants in a Cycling for All activity linked to an event such as a National Cycling Championship.

Para-cycling

For projects linked to Para-cycling, National Federations should contact the UCI (internationalrelations@uci.ch) for guidance and expertise on the elaboration of their project.

3. UCI SOLIDARITY PROGRAMME APPLICATION PROCESS

3.1 APPLICATION FORMS

Continental Confederations and National Federations must complete the UCI Solidarity Application Forms available on the National Federations' Extranet. As outlined above, there is a form for each pathway: Education, Equipment and Funding for Special Projects.

Please ensure that the forms are carefully and comprehensively completed and that all the information requested is submitted. If the form is incomplete, the project may not be submitted for assessment and subsequent approval.

The National Federation's Development Programme/Strategy must also be enclosed alongside the application, with a detailed budget and pro-forma invoices.

The UCI Solidarity application must be sent to the International Relations Services at internationalrelations@uci.ch. For National Federations, the Continental Confederation should be copied when submitting the request.

3.2 2020 APPLICATION DEADLINES

The two periods for submitting applications to the 2020 UCI Solidarity Programme are:

- **Period I: 1 November - 31 December 2019**
- **Period II: 15 February - 15 May 2020**

3.3 APPLICATION REVIEW AND TIMELINE

Once an application has been received, it will be assessed by the relevant services at the UCI and UCI WCC. The Continental Confederations and National Federations will be contacted directly should any further details or clarifications be required.

The projects will be presented at the UCI Presidents' Conference before being approved by the UCI Management Committee. Projects will be assessed and approved by the UCI Management Committee as follows:

- **Period I: end of January 2020**
- **Period II: mid-June 2020**

The final UCI Management Committee decision will be communicated to the Continental Confederations. The UCI International Relations Services work in conjunction with the UCI World Cycling Centre and the UCI's administrative services to ensure the projects are delivered.

3.4 PROJECT EVALUATION

Continental Confederations and National Federations are required to provide regular updates on the implementation of the project as well as return the 'Project Evaluation' form once the UCI Solidarity project has been delivered.

Should these updates and the 'Project Evaluation' form not be submitted, the UCI reserves the right to not accept project applications for the following two periods of the UCI Solidarity Programme.

If advance funding is required, please contact International Relations Services: internationalrelations@uci.ch.

5. ELIGIBILITY CRITERIA

In order to apply for the UCI Solidarity Programme, the National Federation should not owe any debt to the UCI. If this is the case, its application will not be considered.

Please contact the International Relations Services, internationalrelations@uci.ch, for any further information on this matter.

4. USEFUL RESOURCES

Please consult the [National Federations' Extranet](#) for all information regarding the UCI Solidarity Programme, including this guide and all related application forms.

The [National Federations' Classification and Financial Obligations](#) are available on the UCI website.

Please consult the [UCI website](#) as it constitutes an excellent source of information for Continental Confederations and National Federations.

5. CHECKLIST

The completed application form should be sent to internationalrelations@uci.ch within the deadline indicated:

- **Period I: 31 December 2019**
- **Period II: 15 May 2020**

Please ensure all supporting documents are enclosed with the request including the [National Federation's mission and strategy](#).

Detailed budget.