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**Policy and Procedures for the Selection of Cyclists and Officials to
Represent Trinidad and Tobago
At Local & Foreign International Competitions**



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POLICY AND PROCEDURES FOR THE SELECTION OF CYCLISTS AND OFFICIALS TO REPRESENT TRINIDAD AND TOBAGO AT LOCAL AND FOREIGN INTERNATIONAL COMPETITIONS

BACKGROUND

As the Trinidad and Tobago Cycling Federation (TTCF) continue to see a rebirth in cycling over the last couple of years. It is now more important as an organization to become transparent and open in our National Team selections. As such, the Federation saw the increased need to ensure that proper structures, policies and procedures are put in place to ensure fair selection processes are established as we move forward.

The Government of Trinidad and Tobago has identified cycling as one of the fourteen sporting activities that is to receive special support over the short and medium terms. The sport therefore, has the potential to benefit from this recognition and the formulation and proper documentation of policies and procedures within the fraternity is one important step in capitalizing on the opportunity present themselves.

The TTCF has recognized the need for formulating this policy and has initiated this effort to prepare and document it. This document has benefited from a review of international precedent, local experience and the inputs of knowledgeable stakeholders in the fraternity.

The document was reviewed in draft form, amended, and then subsequently accepted by Council in April 2007. Council however agreed that Tables 1 and 3 (now APPENDIX A), dealing with qualifying times for male juniors, be revisited at a future date. In an on-going effort to improve the smooth and effective functioning of the Federation, this policy is being amended with effect from the 16th day of January in the year 2014



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Glossary of Terms

COPACI	Confederacion Panamericana de Ciclismo also known as the Pan American Cycling Federation is the governing cycling body for the Pan American Region
Cycling Pool	A list of cyclists who have met a specific qualification criteria.
Foreign Based Cyclist	A national of Trinidad & Tobago who holds residency in a country other than Trinidad & Tobago. The Racing Committee can also consider cyclists who have extensive training/competing regimes abroad to be foreign based
Foreign International Event	A cycling event that is hosted overseas and its registration consists of cyclists from various countries
Local International Event	A cycling event that is hosted in Trinidad & Tobago and its registration consists of cyclists from various countries
Management Team	Administrative team that has the responsibility to oversee, guide and accompany a National Team. The "Management Team" will typically comprise of a Team Manager, Team Coach and Team Mechanic
Minimum Qualifying Time/Standard	The pre-requisite benchmark to be achieved before a cyclist can be considered for National selection. This standard is not an automatic path to selection.
OMADC	Olympic Movement Anti-Doping Code

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Track Trade Team

A Track Trade Team is an entity registered with the UCI and consisting of at least three and a maximum of ten people, who are employed and/or sponsored by the same entity, for the purpose of participating in international track cycling.

TTCF

Trinidad & Tobago Cycling Federation is the local governing cycling body in Trinidad & Tobago.

TTOC

The Trinidad & Tobago Olympic Committee is the official local partner with the International Olympic Committee.

UCI

Union Cycliste Internationale also known as the International Cycling Union is the world governing cycling body

UCI Eligibility Ranking

Seeding system established by the UCI which uses points achieved at Class 1,2,3 events, National Championships and Continental Championships. This Ranking system will be used by the UCI to qualify cyclists for the UCI World Cup Season. The Eligibility Ranking sums each cyclist's best five (5) performances (Sprint & Keirin) or best three (3) performances (all other events) over a 12 month period and ends two (2) months before the commencement of the first UCI World Cup for the season.

UCI Olympic Ranking

Seeding system established by the UCI which is used to qualify cyclist for the quadrennial Olympic Games.

UCI World Ranking

Seeding systems established by the UCI which uses points achieved at UCI World Championships, Olympic Games, UCI World Cups, Class 1,2,3 events, Continental Championships and National Championships. This ranking determines the world highest overall ranked cyclists.

WADA

World Anti-Doping Agency

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Policy & Procedures for the Selection of Cyclists to Represent Trinidad & Tobago at Local & Foreign International Competitions

CHAPTER 1 – General Organisation

Goal

TTCF.1.001 To establish and implement transparent policies and procedures that guide the selection of cyclists to represent Trinidad and Tobago at Local or Foreign International competitions sanctioned by either the TTCF, the International Cycling Union (UCI) or any other governing cycling body recognised by the UCI.

Integrate development objectives as part of the strategic plans of the Federation for the development of the sport of cycling in Trinidad and Tobago.

Objective

TTCF.1.002 To select cyclists who have achieved qualifying standards set out by the policy in order to raise their competitive capability and make them potential medal winners at the highest international sporting events.

Policy Statement

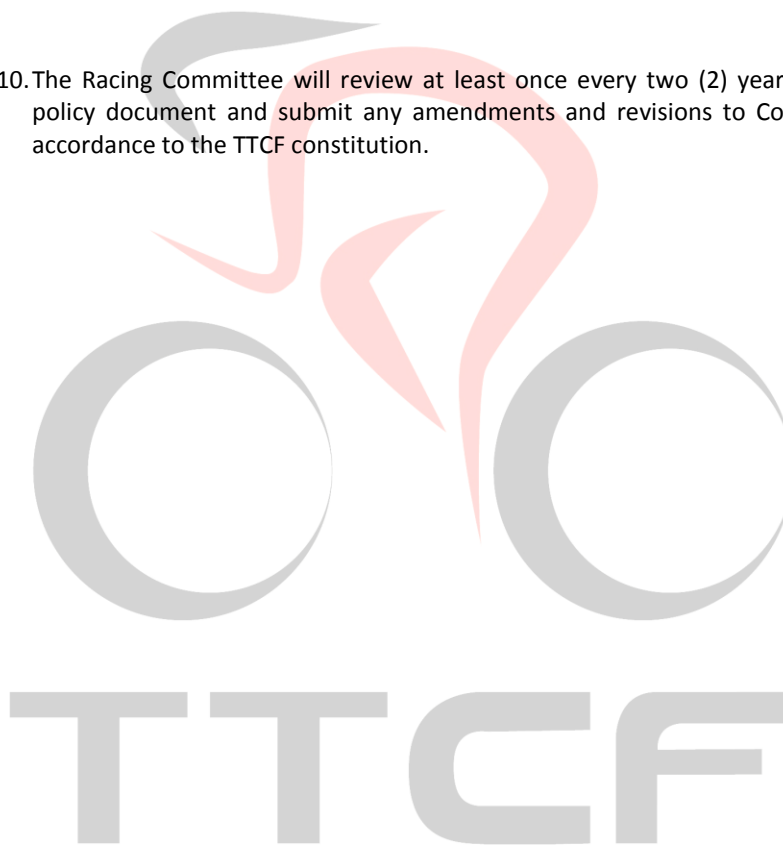
TTCF.1.003 The TTCF has determined that its policy with respect to the selection of cyclists to represent the country in local and international competition is as follows:

1. The Racing Committee of TTCF, herein known as the Racing Committee, shall be charged with the responsibility to ensure the policy is executed and operated in accordance with the TTCF constitution.
2. This policy document will govern the selection of cyclists in the disciplines of Track, Road, BMX, Cyclo-cross, Para-cycling and Mountain Bike.
3. Cyclists selected to represent Trinidad & Tobago, must achieve the qualifying standards set by the TTCF as well as standards set by the relevant governing bodies for specific cycling events where applicable.
4. The Racing Committee will host trials at least two (2) months prior to the foreign international event. Should a foreign international event be held within three (3) months following National Championships, said Championships may at the discretion of the Racing Committee form the basis for the selection of cyclists.
5. The Racing Committee should select cyclists to represent the country at foreign international events at least six (6) weeks before the staging of the events in order to allow adequate time for the registration process with the foreign and local promoting entity and the completion of necessary funding and travel arrangements.
6. The Racing Committee in its Annual Racing Calendar identifies the local events which may form the basis for selection of the national team for local international events.

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7. The availability of sponsorship or other funding made available to a cyclist is not a criterion to represent Trinidad & Tobago at any international event. The athlete must meet the TTCF requirements, as indicated TTCF.1.003.3.
8. Cyclists selected must be a national of Trinidad and Tobago and will be required to sign and observe the Code of Conduct.
9. Cyclists selected to represent Trinidad & Tobago must submit themselves for random drug testing, as defined by the Olympic Movement Anti-Doping Code (OMADC), World Anti-Doping Agency (WADA), UCI or any other relevant governing body sanctioning the event for which the cyclist has been chosen.
10. The Racing Committee will review at least once every two (2) years the content of this policy document and submit any amendments and revisions to Council for Approval in accordance to the TTCF constitution.



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Selected International Foreign Events

TTCF.1.004 Cyclists will be selected to represent Trinidad & Tobago at the following international competitions (in no particular order):

1. Olympic Games
2. UCI World Track Cycling Championships
3. Grand Prix (UCI Sanctioned)
4. Commonwealth Games
5. UCI World Cups
6. Central American and Caribbean Games (CAC Games)
7. Pan American Games
8. Elite Pan American Track, Mountain Bike & Road Cycling Championships
9. Bolivarian Alliance for the Americas (ALBA) Games
10. Caribbean Cycling Elite Road Championship
11. UCI Junior World Track Championships
12. Youth Olympics
13. Commonwealth Youth Games
14. Junior Pan American Track, Mountain Bike & Road Championships
15. Caribbean Cycling Youth Road Championship
16. Any other significant regional and international games to which Trinidad & Tobago has been invited

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CHAPTER 2 – Criteria for the Selection of Cyclists

Pre-requisites for the Selection of Cyclists

- TTCF.2.001 Cyclists wishing to try-out for the National Team for foreign and local international competitions must satisfy the pre-requisites outlined in this chapter.
- TTCF.2.002 Be a citizen on Trinidad & Tobago.
- TTCF.2.003 Be in possession of a passport that must be valid no less than six (6) months after the foreign international event.
- TTCF.2.004 Be in possession of a valid UCI licence issued by the TTCF.
- TTCF.2.005 Indicate their availability to participate to the Chairman and Secretary of the Racing Committee at least three (3) months before the event.
- TTCF.2.006 Meet all competition, training and other requirements as determined by the National Coach in consultation with the Racing Committee. However, in the absence of a National Coach, as determined by the Racing Committee in consultation with the relevant cyclist's coach.
- TTCF.2.007 In addition to TTCF.2.006;
1. Where cyclists are unable to be present at the trial event(s) for medical reasons, a medical certificate must be tendered to the Chairman and Secretary of the Racing Committee within one week of the hosting of the trial event(s).
 2. Foreign based cyclists who are unable to be present at the trial event(s) shall be required to submit quarterly reports to the Chairman and Secretary of the Racing Committee on their progress, sustained times and results achieved at UCI sanctioned events or any other governing body under the umbrella of the UCI. Results must be signed by UCI Commissaire at the event.
 3. Foreign based cyclists must provide at a minimum the following information to the Chairman and Secretary of the Racing Committee a least four (4) weeks prior to the event in question where qualifying times or trials will be attempted:
 - a. Circumference of Track/Event Distance
 - b. Surface of Track/Road
 - c. Location of Track/Road
 - d. Name of the Event
 - e. Altitude
 - f. Atmospheric Conditions (example Climate Control, Track Pressurization)
 - g. Indoor/Outdoor
 - h. Road course terrain
- Comment: Application for Event Consideration can be accessed at Appendix D*
- TTCF.2.008 Be free of any suspension or disciplinary action by the UCI, TTCF or any other governing cycling body.
- TTCF.2.009 Be in good standing with OMADC, WADA, UCI or any other relevant governing body sanctioning the event for which the cyclist has been chosen. Cyclists are also required to be available for sample collection and have provided accurate and up-to-date whereabouts information to the Racing Committee on a regular basis as directed by UCI.

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TTCF.2.010 Have times recorded using an electronic timing system for such times to be recognised or such other method as defined in the Track Selection Procedure.

TTCF.2.011 Cyclists will have a maximum of twenty-four (24) hours from the announcement of a National Team to submit an appeal to the Appeals Committee for review. The Appeals Committee cannot change or alter a selection made by the Racing Committee, however, can advise that committee if they so see fit.



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CHAPTER 3 - Track Selection Criteria of National Teams for Foreign International Competitions

Recognised Track Disciplines

TTCF.3.001 Cyclists will be selected to represent Trinidad & Tobago at Foreign International Competitions in the following track disciplines:

1. Sprint
2. Keirin
3. Individual Pursuit
4. Time Trial
5. Scratch Race
6. Points Race
7. Omnium
8. Madison (for Elite & Junior Men only)
9. Team Sprint
10. Team Pursuit

Responsibilities of the Racing Committee

TTCF.3.002 The Racing Committee will:

1. Advise on the mandatory event(s) to be used for the selection process. This advisory will be issued with the Annual Racing Calendar at the end of December in the preceding year.
2. Advise on the maximum quota per individual track discipline for the competition in question at least two (2) months before the first trial event.
3. Advise of the Qualifying Standards a minimum of six (6) months in advance of the first trial event (see APPENDIX A).
4. Adjust the times set forth in the qualifying standards (APPENDIX A) based on additional criteria (if any) specific to a track located overseas.

Basic Selection Process

TTCF.3.003 The Selection Process will be as follows:

1. Cyclists are required to participate in the indicated trial events.
2. The Racing Committee will compare and equate times achieved at trial event(s) with times and results achieved by foreign based cyclists.
3. Cyclists will be seeded based on their times and results at the trial events with the fastest cyclist receiving the highest seed and the slowest cyclist receiving the lowest seed.
4. The Racing Committee will select the cyclists based on their seed within the qualifying standards to fill the pre-determined maximum quota as indicated in TTCF.3.002.2 for each respective discipline.
5. In the event of a tie, the cyclist with the fastest final split (no less than 100m) in the timed event will be given the higher seed.
6. Any cyclist inside the qualifying standard but outside of the maximum quota will be named as non-flying team reserve in order of seeding.

Selection Process for Omnium

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TTCF.3.004 Cyclists attempting to qualify for the Omnium must attain the qualifying time standards (APPENDIX A) for the Omnium in at least any three (3) of the five (5) events stated below. Cyclists must participate in all five events. Tie-breakers will be determined based on the fastest aggregate time over the three (3) time trials.

1. Flying 250m
2. 2km/3km/4km Individual Pursuit
3. 500m/1km Time Trial
4. Scratch Race
5. Points Race

Selection Process for the Team Sprint

TTCF.3.005 The qualified cyclists who make up the quota in the Flying 200m and 500m TT/1km TT will comprise the Team Sprint team.

1. The Team Manager, Team Coach and/or Assistant Team Coach/Manager will be responsible for selecting the final composition of the Team Sprint team at the Foreign International Competition in question.
2. In the event that the number of cyclists filling the quotas for the Flying 200m and 500mTT/1kmTT is one less than the number of cyclists necessary for the Team Sprint quota, a standing 250m Time Trial will be held in an attempt to fill that vacancy.
3. The Standing 250m will not be held if the number of cyclists filling the quota for the Flying 200m and 500mTT/1kmTT is two or more less than the Team Sprint quota.

Special Circumstances

TTCF.3.006 A cyclist, who has qualified for the UCI World Cups in the Olympic events of Sprint, Keirin or Omnium and has attained the requisite qualifying standards at the World Cup event(s) before the local Pan Am Trials, will subsequently gain automatic selection to the Elite Pan American Cycling Championships for the respective track discipline for that season in question.

1. In the event that the number of cyclists who have qualified for the UCI World Cups in the Sprint, Keirin or Omnium exceeds the pre-determined maximum quota for the discipline set by the Racing Committee or COPACI, the cyclists will be seeded based on their UCI Individual World Ranking or Olympic Qualification Ranking (where applicable) and times obtained at the UCI World Cups two months prior to the Elite Pan American Cycling Championships. The Olympic Qualification Ranking will take precedence over any other ranking.
2. In the event that there are vacant spots in the specific discipline after the UCI World Cup qualified cyclists have been accounted for, trial events will be held to fill those vacant spots only in accordance set out in "Selection Process" TTCF.3.003 – TTCF.3.005.

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Selection Process for Junior World Championships

TTCF.3.007 The criteria for selection of cyclists for the Junior World Track Cycling Championships for the Match Sprint, Keirin, Time Trial or Individual Pursuit would be as follows:

1. Medal achievement at the Junior Pan American Cycling Championships and
2. Achievement of qualifying time standard either at the Pan Am trials or at the Pan Am Championships as set out in APPENDIX A.

The criteria for selection for the Omnium, Scratch Race, Points Race, Madison, Team Pursuit & Team Sprint would be as follows:

3. Medal achievement at the Junior Pan American Cycling Championships

Male and Female Qualifying Standards for Timed Track events:

TTCF.3.008 The Racing Committee would determine the qualifying times for Times Track events using the following criteria

1. Review historical time data for the top ten cyclists over the last three (3) years at the previous trial events.
2. Review historical time data for the top ten cyclists over the last three (3) years at the relevant international competition.
3. Review historical time and placing data of Trinidad & Tobago cyclists at the track where the event will be held if available.
4. Using this historical time data, adjust times to suit the Arima Velodrome to attain a top five (5) finish at the event in question.
5. Using historical time data, set qualifying times for 333m/250m track at sea level and at high altitude
6. Using the historical time data listed in TTCF.3.008.1 to TTCF.3.008.3, adjust the times as set forth in the qualifying standards (APPENDIX A) based on additional criteria (if any) specific to a track located overseas to set times for the track in question.

Male and Female Qualifying Standard for Endurance events

TTCF.3.009 The Racing Committee would determine the qualifying times for Track Endurance events using the following criteria

1. Review historical required race speed data for Scratch Race, Madison and Points Race events over the last three (3) years at specific international competitions to obtain a top five (5) finish.
2. Adjust such required race speeds to suit the Arima Velodrome.
3. Use race speeds to calculate required time standard for the Scratch Race, Madison or Points Race at the Arima Velodrome.

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Procedure for Track Trials

TTCF.3.010 The Procedure for Track Trials is as follows:

1. Clubs are required to register their cyclists no later than 48hours before the start of the first trial date.
2. In the event of an unforeseen malfunction or unavailability of the electronic timing system at the trial event in Trinidad & Tobago, hand-times will be used; a minimum of five (5) stopwatches must be utilized. The fastest and slowest times of the five (5) will be disregarded and the average of the remaining three (3) will be used to calculate the cyclists' times.
3. All registered cyclists will be allowed a minimum of one (1) trial at each timed track discipline.
4. A second attempt at a timed track discipline will only be allowed on the same day of the initial event if a cyclist's first attempt is no more than 5% slower than the time standard. Mass Start events will not be subject to a second trial.
5. The Racing Committee will advise of any planned secondary trials.
6. The starting order for any timed event will be based on the results from the last National Championships in that particular discipline.



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CHAPTER 4 - Track Selection Criteria of National Teams for Grand Prix

With the publication of the qualification rules for the UCI World Cups published the 10th April 2013 by the UCI, the following criteria will be used to select cyclists for International Grand Prix events.

- TTCF.4.001 For ease of reference, Olympic Disciplines are Sprint, Keirin, Omnium, Team Sprint and Team Pursuit. Non-Olympic Disciplines are Individual Pursuit, Time Trial, Madison, Scratch Race and Points Race.
- TTCF.4.002 Cyclists will be required to participate at Grand Prix trials in May/June of each year
- National Track Cycling Championships may be used as the Grand Prix Trials if it so falls within the above specified time frame.
- TTCF.4.003 Any cyclist achieving the qualifying standards will be placed into a "Cycling Pool" for selection.
- TTCF.4.004 Only cyclists attaining the qualifying standards as detailed in APPENDIX A will be ranked and placed into this pool.
- Times submitted by foreign based cyclists will also be taken into consideration to complete the seeding/ranking table.
- TTCF.4.005 The Racing Committee will advise of the Grand Prix events which cyclists will be selected to attend between June to the close-off date for qualification (to be indicated by the UCI). This advisory will be issued once the UCI has published the Calendar of International Events for the year in question.
- TTCF.4.006 Cyclists ranked in the top half of the table will be selected to attend Class 1, Class 2 or Class 3 Grand Prix events on the UCI Calendar. In the event of an odd number of cyclists in the ranking table, the cyclist in the middle of the table will be considered in the top half.
- Cyclists ranked in the bottom half of the ranking will be selected to attend Class 2 or Class 3 Grand Prix events on the UCI Calendar.
- TTCF.4.007 If any cyclist who for any reason is removed from the "Cycling Pool", whether voluntarily or involuntarily, his/her position will be substituted by the next ranked cyclist who has achieved the qualifying standard.
- TTCF.4.008 A cyclist will no longer be selected to participate in specific disciplines at Grand Prix events if any of the following criteria are met:
1. The cyclist has acquired the minimum 30 points for a non-Olympic discipline in the "UCI Eligibility Ranking".
 2. The cyclist current points standings in the "UCI Eligibility Ranking" summed with the maximum number of achievable points in the remaining Grand Prix events (indicated in TTCF.4.005) does not equal 30 points in non-Olympic disciplines or 90 points in Olympic disciplines.
 3. The cyclist's current points standings in the Keirin, Sprint or Omnium in the "UCI Eligibility Ranking" summed with the maximum number of achievable points in the remaining Grand Prix events (indicated in TTCF.4.005) does not surpass the current 36th, 45th or 24th quota per allocation in the Keirin, Sprint or Omnium respectively.

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4. Trinidad & Tobago’s current points standings in the Madison summed with the maximum number of achievable points in the remaining Grand Prix events (indicated in TTCF.4.005) does not surpass the 18th Nation in the “UCI Eligibility Ranking”.

TTCF.4.009 Once a cyclist does not fall within the criteria set in point TTCF.4.008, the Racing Committee will take into consideration the number of events following, the number of remaining achievable points and the current standing of the cyclist(s) in the “UCI Eligibility Ranking” in order to select the respective National teams.



CHAPTER 5 - Track Selection Criteria of National Teams for UCI World Cups

TTCF.5.001 Only cyclists who have qualified for the UCI World Cups based on the UCI Eligibility Ranking will be selected to represent Trinidad & Tobago at such (Team Sprint and Team Pursuit are exemptions).

TTCF.5.002 According to UCI Rule 3.4.007, the maximum quota per team at a UCI World Cup is listed below.

Table 1 - Maximum Quota of cyclists per team at a World Cup event

Men's Event	Maximum Men's Quota	Maximum Women's Quota
Time Trial	1	1
Sprint	2	2
Keirin	1	1
Team Sprint	3	2
Individual Pursuit	1	1
Team Pursuit	4	4
Points Race	1	1
Scratch Race	1	1
Omnium	1	1
Madison	1	-

TTCF.5.003 According to UCI Rule 3.4.007bis, the maximum quota per nationality regardless of their team, that will be allowed to qualify for the World Cup season is as follows

Table 2 - Maximum Quota per Nationality for the UCI World Cup Season

Event	Quota
Sprint	4
Keirin	3
Omnium	1
Madison	1

TTCF.5.004 In the event that the number of cyclists qualifying for the UCI World Cups exceeds the maximum quota stated in UCI rule 3.4.007bis, the cyclists who are seeded highest on the UCI Eligibility Ranking will be given the first preference.

CHAPTER 6 - Track Selection Criteria of National Teams for UCI World Track Championships

TTCF.6.001 According to UCI Rule 9.2.022, the maximum participation per nation for each individual track discipline is as follows:

Table 3 - Maximum quota per nation for UCI World Track Championships

Specialty	Elite & Junior Men		Elite & Junior Women	
	By Nation		By Nation	
	Entered	Riding	Entered	Riding
Sprint	5	3	5	3
Individual Pursuit	4	2	4	2
Team Pursuit	6	4	5	3
1km TT	4	2	-	-
500m TT	-	-	4	2
Points Race	3	1	3	1
Keirin	4	2	4	2
Team Sprint	5	3	4	2
Scratch Race	3	1	3	1
Omnium	3	1	3	1
Madison	4	2	-	-

TTCF.6.002 In the event that the number of cyclists qualifying for the UCI World Championships exceeds the quota for that specific discipline, the cyclists who are placed highest in the UCI World Cup Ranking will be selected to complete the quota.

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TTCF.6.003 According UCI rule 9.2.027, the Pan American Track Cycling Champion for the specific individual track discipline will receive automatic qualification to the UCI World Track Cycling Championships

TTCF.6.004 In the interest of Olympic Qualification, the Racing Committee reserves the right to use the Olympic Qualification Ranking for Olympic disciplines to select cyclists for the UCI World Championships instead of TTCF.6.002 or TTCF.6.003

Comment: Example of this situation is in the event that a cyclist A may have a better chance (based on points) to qualify for the Olympic Games, however, another cyclist B is higher ranked on the UCI World Cup Ranking for that particular season then cyclist A will be given preference over Cyclist B.



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CHAPTER 7 - Track Selection Criteria of National Teams for Local International Competitions

- TTCF.7.001. The Racing Committee will identify the events to be used for the selection of the National Team for Local International Competitions at a minimum of three (3) months before the event in question.
- TTCF.7.002. The Racing Committee will advise on the maximum number of Sprint and Endurance spots for each specific International event. This advisory will be issued at a minimum of three (3) months before the event in question.
- TTCF.7.003. Cyclists will be awarded points for the top four finishes in each event at the specified qualifying meets. The points system will be as follows:
1. First Place – 5 points
 2. Second Place – 3 points
 3. Third Place – 2 points
 4. Fourth Place - 1 point
 5. Bonus points for events where bonus times are included: +3 points
- TTCF.7.004. Each race will be categorised into one of two categories as follows:
1. Race distance 4 laps and less will be considered to be a Sprint Event (inclusive of Keirin)
 2. Race distance greater than 4 laps will be considered to be an Endurance Event
- TTCF.7.005. Cyclists will receive points towards the Sprint and Endurance categories.
- TTCF.7.006. Cyclists will be selected to the National team based on the following criteria:
1. Points awarded
 2. Performances throughout selection period
 3. Consideration of foreign based cyclists' reports, times and results
 4. Number of available spots on the team

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CHAPTER 8 - Road Selection Criteria of National Teams for Local International Competitions

- TTCF.8.001. The Racing Committee will identify the events to be used for the selection of the National Team for Local International Competitions at a minimum of three (3) months before the event in question.
- TTCF.8.002. The Racing Committee will advise on the maximum number spots for each specific International event. This advisory will be issued at a minimum of three (3) months before the event in question.
- TTCF.8.003. Cyclists will be awarded points for the top four finishes in each event at the specified qualifying events. The points system will be as follows:
1. First Place – 5 points
 2. Second Place – 3 points
 3. Third Place – 2 points
 4. Fourth Place - 1 point
 5. Bonus points for events where bonus times are included: +3 points
- TTCF.8.004. The Racing Committee shall set a specific qualification time based on the course in particular. Cyclists must finish within the qualification time in order to receive the points stipulated in TTCF.8.003.
- TTCF.8.005. Cyclists will be selected to the National team based on the following criteria:
1. Points awarded
 2. Performances throughout selection period
 3. Consideration of foreign based cyclists' reports, times and results
 4. Number of available spots on the team

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CHAPTER 9 -Road Selection Criteria of National Teams for Foreign International Competitions

Road Time Trials

- TTCF.9.001. The minimum average qualifying speeds for Road Time Trials at Foreign International Competitions will be as listed in TTCF.9.003. The Racing Committee will convert this qualifying speed into a time for the specific course for ease of reference.
- TTCF.9.002. Cyclists attaining the qualifying time/speed will only qualify for the Road Time Trial for the Foreign International Competition. The Road Time Trial try-out will not serve as a criterion for the selection of cyclists to the Road Race team.
- TTCF.9.003. The following speeds were based on a flat course with minimal wind assistance or restriction. The Racing Committee shall adjust these speed based on the selected course.
1. Elite Men – 45km/h
 2. Elite Women – 38km/h
 3. Junior Men - 38 km/h
 4. Junior Women – 35 km/h
 5. Juvenile Men – 35km/h
 6. Juvenile Women – 33km/h

Comment: One example of such a flat course indicated in TTCF.9.003 is the Wallerfield Time Trial Course

Road Race

- TTCF.9.004. The Racing Committee will identify the events to be used for the selection of the National Team for Foreign International Competitions at a minimum of three (3) months before the event in question.
- TTCF.9.005. The Racing Committee will advise on the maximum number spots for each specific International event. This advisory will be issued at a minimum of three (3) months before the event in question.
- TTCF.9.006. Cyclists will be awarded points for the top four finishes in each event at the specified qualifying events. The points system will be as follows:
1. First Place – 5 points
 2. Second Place – 3 points
 3. Third Place – 2 points
 4. Fourth Place 1 point
 5. Bonus points for events where bonus times are included: +3 points
- TTCF.9.007. The Racing Committee shall set a specific qualification time based on the course in particular. Cyclists must finish within the qualification time in order to receive the points stipulated in TTCF.9.006.
- TTCF.9.008. Cyclists will be selected to the National team based on the following criteria:
1. Points awarded
 2. Performances throughout selection period
 3. Consideration of foreign based cyclists' reports, times and results
 4. Number of available spots on the team

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CHAPTER 10- Mountain Bike Selection Criteria of National Teams for Foreign International Competitions

TTCF.10.001 The Racing Committee shall advise on the maximum quota to qualify per competition at a minimum of 6 weeks prior to the start of the qualification events wherever possible.

TTCF.10.002 The Racing Committee will be responsible for identifying the qualification events for each competition that a National Team will be selected for. This will be issued in the annual Racing Calendar provided in December the previous year wherever possible.

TTCF.10.003 Cyclists shall be awarded points based on their actual finishing positions at the identified qualification events as indicated in TTCF.10.006 towards the *TTCF MTB Qualification Ranking*.

TTCF.10.004 Cyclists will receive an accumulated points tally from the events identified in TTCF.10.002. If the number of events which will be considered is greater than two, the cyclist's tally will not include their lowest result. However, if two or less events are used, the results from all events will be taken into consideration. This will form the *TTCF MTB Qualification Ranking*.

TTCF.10.005 MTB events will be divided into 3 classes; Class 1 (C1), Class 2 (C2) & Class 3 (C3). C1 will be any international MTB event hosted in Trinidad and Tobago that has more than 5 International cyclists. C2 will be the National MTB Championships and C3 will be TTCF MTB League Events or any other promoter organized event which does not have more than 5 International MTB cyclists.

Comment: An International cyclist is defined as any foreign based non-national cyclist who has been invited to compete at the event in particular. Race promoters will be required to identify these entrants to the Racing Committee prior to the event in order to rank the class of the event.

TTCF.10.006 Points will be distributed as per the table below towards the *TTCF MTB Qualification Ranking*. Cyclists will receive points based on their overall placing in the Open 1 category only (except for Ladies); however their points will be tallied towards their individual category.

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Placing	Class 1		Class 2		Class 3	
	Open 1 - Male	Ladies	Elite	Non-Elite	Open 1 - Male	Ladies
1	110	110	60	40	30	30
2	90	90	40	30	20	20
3	70	70	30	20	15	15
4	60	60	25	12	12	12
5	50	50	20	10	10	10
6	40	40	18	8	8	8
7	30	30	16	7	6	6
8	20	20	12	5	4	4
9	10	10	10	3	2	2
10	5	5	5	2	1	1
> 10	1	1	1	1	1	1
DNF/DNS	0	0	0	0	0	0

Comment: If a Junior cyclist competing in the Open 1 category places second overall in a Class 1 event, he/she will receive 90points towards the Junior Ranking.

TTCF.10.007 In the event that the quota indicated in TTCF.10.001 is one (1) for that category, then a maximum of one event alone will be used for the ranking. If the quota however is greater than one, firstly; the highest placed cyclist in that category at the event identified in TTCF.10.008 will firstly gain automatic selection. The highest ranked cyclists at the end of the trial events will be selected to fill the remainder of the quota identified in TTCF.10.001.

TTCF.10.008 The Racing Committee shall identify the tie-breaker event at the same deadline as TTCF.10.002 wherever possible. Cyclists' placing in the tie-breaker event will be used to decide the higher ranked cyclist in the event that a tie is formed at the end of the *TTCF MTB Qualification Ranking* period.

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CHAPTER 11 - BMX Selection Criteria of National Teams for Foreign International Competitions

Selection criteria to be developed

CHAPTER 12 - Cyclo-Cross Selection Criteria of National Teams for Foreign International Competitions

Selection criteria to be developed



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CHAPTER 13 - Discretionary Selection Criteria

TTCF.13.001. The Discretionary Selection Criteria shall not be used to replace any cyclists qualifying under this selection policy document but shall only be used in the event that no cyclists or too few cyclists achieve the selection criteria set out in this policy.

The Racing Committee in consultation with the National Team Coach may consider selection based on the performances of the cyclists assessed against the selection criteria set out above.

TTCF.13.002. Additionally, the Racing Committee in making their selection for National Teams may give weight to extenuating circumstances when considering the performances of cyclists at events, trials, training camps or other attendances required under the above criteria based on the following:

1. Injury or illness
2. Travel delays
3. Equipment failure
4. Bereavement or personal misfortune, and/or
5. Any other factors reasonably considered by TTCF to constitute extenuating circumstances

TTCF.13.003. Cyclists unable to compete at events, trials, training camps or other attendances required must advise the Racing Committee and National Team Coach in writing of this fact and the reasons thereof within seven (7) days prior to the commencement of the event, trial, training camp or other attendance that may be required under the selection criteria.

TTCF.13.004. Any factors considered TTCF.13.002.5 shall be documented and made a permanent part of the selection records.

TTCF.13.005. In the case of injury or illness, cyclists will be required to undergo a medical examination by a doctor nominated by TTCF or provide relevant medical fitness certificate.

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CHAPTER 14 - Intentionally left Blank



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CHAPTER 15 – Criteria for the Selection of Officials

Pre-requisite for Selection to Management Team

TTCF.15.001. Officials wishing to be members of the Management Team for foreign and local international competitions are required to:

1. Be a citizen on Trinidad & Tobago and be of good character.
2. Be in possession of a passport that must be valid no less than six (6) months after the foreign international event.
3. Be in possession of a valid UCI licence issued by the TTCF.
4. Indicate their availability to participate to the Racing Committee at least three (3) months before the event via the nomination form in APPENDIX B.
5. Be free of any suspension or disciplinary action by the UCI, TTCF or any other cycling body.
6. Be in good standing with OMADC, WADA, UCI or any other relevant governing body sanctioning the event for which the official has been chosen.

Selection Criteria of the Management Team

TTCF.15.002. Members of the Management Team will be selected via the following criteria:

1. The Racing Committee will review and verify the data supplied on the nomination forms received from the TTCF members.
2. Applications for positions of Team Management must bear with it two (2) references from within the cycling fraternity (See Nomination form in APPENDIX B).
3. Officials must meet all of the pre-requisites stated above and must also meet the minimum qualification criteria as indicated in the Chapter 16 – Team Management – Job Description.
4. The identified list of foreign events shall be divided into three (3) levels. Each level of competition will have its own minimum requirements with respect to experience for the Team Coach, Manager, Mechanic and Chaperone. See table 4 below for classification of events.
5. Once the final list of nominees has been determined, the Racing Committee shall analyse the documents and select the best fitting candidate.

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Table 4 - Classification of International Competitions

Level 1	Level 2	Level 3
<ul style="list-style-type: none"> Junior Pan Am Track & Road Championships Elite & Junior Caribbean Road Cycling Championships Pan American Mountain Bike Championships ALBA Games UCI Sanctioned Grand Prix Junior World Track Championships All local International Competitions 	<ul style="list-style-type: none"> Elite Pan Am Track & Road Championships Central American & Caribbean Games UCI World Cups 	<ul style="list-style-type: none"> Olympic Games Commonwealth Games Pan American Games UCI World Track & Road Championships

TTCF.15.003. The minimum experience requirements for Level 1, Level 2 and Level 3 type events are listed below. Note that 2 Level-One events are equivalent to 1 Level-Two event and 2 Level-Two events are equivalent to 1 Level-Three event.

Table 5 - Minimum Management Experience Requirements for International Competitions

	Level One	Level Two	Level Three
Team Coach or Assistant Coach	3 years practicing experience as a Coach UCI Level 1 Coaching Certification	4 years practicing experience as a Coach Attended at least 2 Level-One Events as a Manager or Coach UCI Level 1 Coaching Certification	5 years practicing experience as a Coach Attended at least 2 Level-Two (or equivalent) events as a Manager or Coach UCI Level 2 Coaching Certification
Team Manager or Assistant Manager	Evidence of Managerial/Organisational Skills	Attended at least 2 Level-One Events as a Manager or Coach	Attended at least 2 Level-Two (or equivalent) events as a Manager or Coach
Mechanic	3 years practicing experience as a Mechanic UCI Mechanic Licence (when it becomes available)	Attended at least 2 Level-One Events as a Mechanic UCI Mechanic Licence (when it becomes available)	Attended at least 4 Level-Two (or equivalent) events as a Mechanic UCI Mechanic Licence (when it becomes available)
Chaperone	Working knowledge with teenagers Knowledgeable in First Aid	Not Applicable	Not Applicable

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CHAPTER 16 – Management Team - Job Description

Position:	Team Manager	Report to:	Racing Committee
Function:	Managing National Team	Direct Reports:	National Team
Job Holder:	To be selected amongst TTCF members		

Job Purpose

To manage National teams at local and international events

Responsibilities

1. Work closely with the National Coach, Team Coach, High Performance Manager or Technical Director (where applicable), to support the delivery of the coaching and competition programs for the events.
2. Attends Technical briefing sessions at international and local events and communicates back to the coaching staff and team.
3. Responsible for the team on all matters specific to the event, policies of the TTCF liaise with the athletes, their manager, clubs, parent/guardian (for junior cyclists), equipment and apparel distribution. The team shall be briefed prior, during and after the event.
4. Will work in conjunction with the Finance Committee to submit a detailed budget for the event in question at a minimum of six (6) weeks before the event
5. Manages the team budget and gives an accurate account along with source documents presented to the Finance Committee.
6. The Manager of the team has the responsibility for ensuring that every member of the international contingent read and sign a Code of Conduct and forward to the Racing Committee.
7. Undertakes any other tasks appropriate to this level of responsibility as required by Racing Committee
8. Must be a Team Player
9. Coordinate preparation of training camps (where necessary)
10. Provide accurate reports as required by the Racing Committee after an event, detailing qualitative and quantitative data relating to the event and making the necessary recommendations to ensure continuous improvement. A written report is to be submitted within two (2) weeks after the event.

Qualification/ Training

- Completion of Secondary School Education or equivalent experience
- Criteria set out in Table 5 – Minimum Management Experience Requirement for International Competitions

Knowledge/Experience

- Experience of working with different organizations and people at a variety of levels to develop effective partnerships and relationships.
- Knowledge and understanding of core sports development principles.
- Previous experience in managing National teams could be an asset
- Holder of a certificate of the Trinidad & Tobago Olympic Committee (TTOC) Sports Administration Programme could be an asset

Skills

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- Excellent interpersonal skill, demonstrating an ability to communicate
- Ability to produce accurate data and reports.
- Excellent planning and organizational skills with the ability to prioritise work set targets for self and others.
- Ability to motivate, manage and lead others to deliver targets and achieve full potential.
- Understand the technical cycling terms.
- Excellent verbal and written communication skills.
- Ability to work effectively on own initiative and to maintain a high standard of work under pressure.
- Must be computer literate

Additional Requirements

- Ability to acquire relevant visas for overseas travel if necessary.
- Holder a valid Driver's Licence would be an asset
- Good disciplinary record within a one-year period with any governing body under the umbrella of the UCI.
- Medical Fitness Certificate
- Certificate of Good Character

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Position:	Assistant Team Manager	Report to:	Team Manager
Function:	Assists with Managing National Team		
Job Holder:	To be selected amongst TTCF members		

Job Purpose

To assist team manager in managing National team at local and international events where applicable.

Other Requirements: Refer to Team Manager.



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Position:	Team Coach	Report to:	Racing Committee
Function:	Coaching National Team	Direct Reports:	National Team
Job Holder:	To be selected amongst TTCF members		

Job Purpose

To guide, motivate and provide support to the National Team to achieve pre-determined goals

Responsibilities

1. Assist the athletes to ensure that their programmes prepare them to excel at the identified international racing competitions.
2. Achieve Key Performance Index factors set by the Racing Committee
3. Coordinating all training sessions, training camps or otherwise
4. Liaising with club coaches and prepare necessary programs
5. Selection of individual cyclists to participate in team events
6. Travel with National Teams to regional and international training camps and competitions.
7. Excellent interpersonal skill, demonstrating an ability to communicate
8. Ability to produce accurate data and reports
9. Keep current with regards to new rules, regulations and procedures set by the UCI and TTCF
10. Continue to learn about new products and technique.
11. Understands the technical aspects of competitive racing and must be able to relate that information clearly to cyclists and management team

Qualification/ Training

- a. Completion of Secondary School Education or equivalent experience
- b. Criteria set out in Table 5 – Minimum Management Experience Requirement for International Competitions

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Skills

- Understand the technical cycling terms
- Ability to problem solve and work in a fast paced environment
- Good Team Player
- Continue to learn about new products and technique
- Be a good motivator to encourage best performances

Additional Requirements

- Ability to acquire relevant visas for overseas travel if necessary.
- Certificate of Good Character
- Medical Fitness Certificate
- Clear disciplinary record within a one-year period with the TTCF.



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Position:	Assistant Team Coach	Report to:	Team Manager
Function:	Assists with Managing National Team		
Job Holder:	To be selected amongst TTCF members		

Job Purpose

To assist team coach in coaching National team at local and international events where applicable.

Other Requirements: Refer to Team Coach.



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Position	Team Mechanic	Reports to:	Team Coach and Manager
Function:	Maintains cycling equipment		
Job Holder	To be selected amongst TTCF member		

Job Purpose

To provide reliable mechanical service to National team cycling equipment

Responsibilities

1. Know the correct procedures for doing all types of repairs and maintenance.
2. Performs repairs within established time limits.
3. Working with the instructions of the Team Coach or Team Manager with regards to cycling equipment. This will include but not be limited to the following:
 - a. Changing gears
 - b. Tuning and maintaining bikes
 - c. Changing and repairing tyres
 - d. Changing and repairing wheels
4. Performs each repair thoroughly and satisfactorily.
5. Undertakes any other tasks appropriate to this level of responsibility as required by the Management Team
6. Work with team prior to event to familiarise himself with specific bicycles
7. Prepare maintenance log on work performed on all the equipment, including defective equipment and reports to Team Manager as necessary
8. Familiar with UCI Regulations with respect to bike fit and equipment
9. Coordinating in consultation with Team Manager, proper inspection of all racing equipment prior to event
10. Continue to learn about new products and technique.

Qualification/ Training

1. Criteria set out in Table 5 – Minimum Management Experience Requirement for International Competitions

Knowledge/Experience

- Practicing mechanic and works with different types bicycles on a regular basis.

Skills

- Good communication skills
- Ability to prioritize work schedule
- Ability to work under pressure or in a fast paced environment
- Understand the technical cycling terms and gearing.

Additional Requirements

- Ability to acquire relevant visas for overseas travel if necessary.
- Clear disciplinary record within a one-year period with the TTCF.
- Certificate of Good Character
- Medical Fitness Certificate
- Good Team Player.

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Position	Soigneur	Reports to:	Manager
Function	Provides non-bicycle assistance to team members		
Job Holder	To be selected amongst TTCF members		

Job Purpose

To provide non-bicycle related assistance to team members.

Responsibilities

1. Provides assistance to the Team manager and other team members inclusive but not limited to:
 - a. Grocery/Shopping for the Team
 - b. Team members' laundry
 - c. Massages (if certified/qualified to do so)
 - d. Prepare drinks/meals/shakes for cyclists at the race venue
 - e. Feed cyclists (during road races)
 - f. Provide First Aid assistance if doctors/medical personnel are not around

Qualification/ Training

1. First Aid Training or equivalent

Knowledge/Experience

- Experience working with National Teams
- Basic knowledge of cycling terms

Skills

- Good communication skills
- Ability to prioritize work schedule

Additional Requirements

- Be a good motivator so as to encourage best performance
- Ability to acquire relevant visas for overseas travel if necessary.
- Good disciplinary record within a one-year period with the TTCF.
- Certificate of Good Character
- Medical Fitness Certificate
- Good Team Player

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CHAPTER 17 – National Cycling Pool

TTCF.17.001 The objective of this chapter is to prepare of pool of Elite and Junior cyclists to represent Trinidad and Tobago at the highest level in the sport of cycling. The focus of the pool will be that of the Team events.

The purpose behind this team driven format is following the current Olympic format where Team Events qualify additional cyclists for Individual events. In addition, Nations are limited to those on the Team Events and thus selection to the individual events is from those participating in Team Events.

TTCF.17.002 The National Cycling Pool is to be overseen and managed by the National Cycling Coach.

Optional withdrawal

TTCF.17.003 Cyclists who decide not to enter the pool will be able to be eligible for selection through the regular qualification process indicated within this document – TTCF-SP-001.

TTCF.17.004 Those cyclists who withdraw from the pool and who do not train within the pool for a stipulated time with the National Cycling Coach will not be eligible for selection to the Team Events. Cyclists wishing to be part of a Team Event must train with the pool for a stipulated time outlined by the National Cycling Coach in conjunction with the Racing Committee.

Pool Composition

TTCF.17.005 The National Cycling Pool will consist of the following numbers:

Sprint:

Elite Men – 6

Junior Men – 5

Women (Elite & Juniors) – 4

Endurance

Elite Men – 6

Junior Men – 6

Women (Elite & Juniors) - 4

Criteria for Selection

TTCF.17.006 Cyclists will be firstly assessed based on the following criteria

- Established top 100 world ranking in specific events in the year of pool selection
- Established Performance measurement at National Championships
- Established performance measurements at established assessments periods
- Exceptional performance by athletes who fall outside of the above. Note, exceptional performance will be defined by a Panel comprising of National Coaches and the Racing Committee.

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Criteria for Involuntary Withdrawal

TTCF.17.007 Cyclists can be automatically withdrawn from the National Cycling Pool if the cyclist has been found to be guilty of the following. Withdrawal of an athlete will be made after discussions with the National Cycling Coaches and the Racing Committee.

- a. Athlete not meeting KPI over a defined period set out by the National Coach
- b. Poor attendance
- c. Continued poor discipline
- d. Athletes found to violating WADA rules and regulations

Structure and Support

TTCF.17.008 In addition to the National Cycling Coaches for Sprint and Endurance, the National Cycling Pool will be assisted by a Manager and Assistant Manager whose roles and responsibilities are defined in Chapter 16.

TTCF.17.009 Each athlete should be contracted on a yearly basis.

TTCF.17.010 As reasonably possible, all equipment, team travel etc will be provided by the TTCF.

TTCF.17.011 Pool members will have access to the Elite Performance Development Unit (EDPU) or equivalent.

TTCF.17.012 All members will be required to undergo monthly assessments which will be reviewed by the RC

TTCF.17.013 The pool would be reviewed on an annual basis after the National championship.

TTCF.17.014 The National Cycling Pool will not supersede the preceding qualification processes stipulated within this document. All cyclists within the pool will be required to participate in a final trial before the team is selected.



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