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**Policy and Procedures for the Selection of Cyclists and
Officials to represent Jamaica at Local & Foreign
International Competitions**

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

BACKGROUND

As the Jamaica Cycling Federation (JCF) continues to see a rebirth in cycling over the last couple of years, it is now more important for the organization to become transparent and open in relation to the processes that govern our local and national Team Selections. As such, the Federation saw the increased need to ensure that proper structures, policies and procedures are established to ensure fair selection processes as we move forward.

Special thanks to Ricardo Lynch Olympian and former National Track Cycling coach for development of this document.

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Glossary of Terms

COPACI Confederation Pan Americana de Ciclisma 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 some specific qualification criteria.

Foreign Based Cyclist A national of Jamaica who holds residency in a country other than Jamaica. 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 Jamaica 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 (as Necessary).

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.

JADCO Jamaica Anti-Doping Commission.

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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.

JCF Jamaica Cycling Federation is the local governing cycling body in Jamaica.

JOA The Jamaica 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 Jamaica at Local & Foreign International Competitions

CHAPTER 1 – General Organization

Goal

JCF.1.001 To establish and implement transparent policies and procedures that guide the selection of cyclists to represent Jamaica at Local or Foreign International competitions Sanctioned by either the JCF, 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 Jamaica.

Objective

JCF.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

JCF.1.003 The JCF 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 JCF, herein known as the Racing Committee, shall be charged with the responsibility to ensure the policy is executed and operated in accordance with the JCF constitution.
2. This policy document will govern the selection of cyclists in the disciplines of Track, Road, BMX, Cycle-cross, Para-cycling and Mountain Bike.
3. Cyclists selected to represent Jamaica, must achieve the qualifying standards set by the JCF 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.

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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.
7. The availability of sponsorship or other funding made available to a cyclist is not a criterion to represent Jamaica at any international event. The athlete must meet the JCF requirements, as indicated JCF.1.003.3.
8. Cyclists selected must be a national of Jamaica and will be required to sign and observe the Code of Conduct.
9. Cyclists selected to represent Jamaica must submit themselves for random drug testing, as defined by the Jamaica Anti- Doping Commission (JADCO), 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 the content of this Policy at least once every two (2) years and submit any amendments and revisions to Council for Approval in accordance with the JCF constitution.

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Selected International Foreign Events

JCF.1.004 Cyclists will be selected to represent Jamaica 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 Nation Cups
6. Central American and Caribbean Games (CAC Games)
7. Pan American Games
8. Elite Pan American Track, Mountain Bike & Road Cycling Championships
10. Caribbean Cycling Elite Road Championship
11. Caribbean Games
12. UCI Junior World Track Championships
13. Youth Olympics
14. Commonwealth Youth Games
15. Junior Pan American Track, Mountain Bike & Road Championships
16. Caribbean Cycling Youth Road Championship
17. Any other event that the JCF has determined necessary to attend.

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CHAPTER 2 – Criteria for the Selection of Cyclists

Pre-requisites for the Selection of Cyclists

JCF.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.

JCF.2.002 Be a citizen of Jamaica.

JCF.2.003 Be in possession of a Jamaican passport that must be valid no less than six (6) months after the foreign international event.

JCF.2.004 Be in possession of a valid UCI licence issued by the JCF.

JCF.2.005 Indicate their availability to participate in writing to the Chairman and Secretary of the Racing Committee at least three (3) months before the event.

JCF.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.

JCF.2.007 In addition to JCF.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

JCF.2.008 Be free of any suspension or disciplinary action by the UCI, JCF or any other governing cycling body.

JCF.2.009 Be in good standing with JADCO, 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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JCF.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.

JCF.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 see fit.

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

Recognised Track Disciplines

JCF.3.001 Cyclists will be selected to represent Jamaica 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
9. Team Sprint
10. Team Pursuit

Responsibilities of the Racing Committee

JCF.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) a track located overseas.

Basic Selection Process

JCF.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 JCF.3.002.2 for each respective discipline.

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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 within the qualifying standard but outside of the maximum quota will be named as nonflying team reserve in order of seeding.

Selection Process for Omnium

JCF.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 four (4) events stated below. Cyclists must participate in all (4) four events. Tie-breakers will be determined based on the individual (s) highest placement over the four (4) events.

1. Scratch Race
2. Points Race
3. Temp Race
4. Elimination Race

Selection Process for the Team Sprint

JCF.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. If more than two (2) persons qualify from the flying 200m then the 250m will not be held if the number of cyclists filling the quota for the Flying 200m, 500Mtt or 1kmTT.

Special Circumstances

JCF.3.006 A cyclist, who has qualified for the UCI Nations Cup in the Olympic events of Sprint, Keirin or Omnium and has attained the requisite qualifying standards at the Nations 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 Nations 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 Nations Cups two months prior to the Elite Pan American Cycling ranking.
2. In the event that there are vacant spots in the specific discipline after the UCI Nations 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" JCF.3.003 – JCF.3.005.

Selection Process for Junior World Championships

JCF.3.007 The criteria for selection of cyclists for the Junior World Track Cycling Championships for the Match Sprint, Team Sprint, Keirin, Omnium, 500m/1k Time Trial, Madison or Individual/Team Pursuit would be as follows:

1. Medal achievement at the Junior Pan American Cycling Championships and or a top (5) finishing
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 Match Sprint, Team Sprint, Keirin, Omnium, 500m/1k Time Trial, Madison or Individual/Team Pursuit is as follows:
3. Medal achievement at the Junior Pan American Cycling Championships and or top (5) finishing

Male and Female Qualifying Standards for Timed Track events:

JCF.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 Jamaica cyclists at the track where the event will be held if available.
4. Using this historical time data, adjust times to suit the National 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 JCF.3.008.1 to JCF.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

JCF.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, Omnium 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 local Velodrome.
3. Use race speeds to calculate required time standard for the Scratch Race, Madison, Omnium or Points Race at the National Velodrome.

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Procedure for Track Trials

JCF.3.009 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 Jamaica, hand-times will be used; a minimum of three (3) stopwatches must be utilized. The average of the three (3) times will be used to calculate the cyclists' times.
3. All registered cyclists will be allowed a minimum of two (2) attempts for sprints and one(1) attempt for endurance at each timed track discipline.
4. Additional attempts at a timed track discipline will only be allowed on the same day of the initial event if a cyclist's initial attempts were affected by mechanical or other factors outside the riders control as determined by the Chief Commissaire. 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 if available or rider ranking as determined by the commissaires.

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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 Nations Cups published the 10th April 2013 by the UCI, the following criteria will be used to select cyclists for International Grand Prix events.

JCF.4.001 For ease of reference, Olympic Disciplines are Match Sprint, Keirin, Omnium, Team Sprint and Team Pursuit. Non-Olympic Disciplines are Individual Pursuit, Kilo Time Trial, Madison, Scratch Race and Points Race.

JCF.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.

JCF.4.003 Any cyclist achieving the qualifying standards will be placed into a “Cycling Pool” for selection.

JCF.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.

JCF.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.

JCF.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.

JCF.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.

JCF.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

JCF.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 JCF.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. Jamaica current point's standings in the Madison summed with the maximum number of achievable points in the remaining Grand Prix events (indicated in JCF.4.005) does not surpass the 18th Nation in the "UCI Eligibility Ranking".

JCF.4.009 Once a cyclist does not fall within the criteria set in point JCF.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.

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

JCF.5.001 Only cyclists who have qualified for the UCI Nations Cups based on the UCI Eligibility Ranking will be selected to represent Jamaica at such (Team Sprint and Team Pursuit are exemptions).

JCF.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	1	1
Keirin	2	2
Team Sprint	3	3
Individual Pursuit	1	1
Team Pursuit	4	4
Points Race	1	1
Scratch Race	1	1
Omnium	1	1
Madison	2	2

JCF.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 Nations Cups season is as follows

Table 2 – Maximum Quota per Nationality for the UCI Nations Cups Season

Events	Quota
Sprint	4
Keirin	3
Omnium	1
Madison	1

JCF.5.004 In the event that the number of cyclists qualifying for the UCI Nations 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.

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

JCF.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 By Nation		Elite & Junior Women 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	-	-

JCF.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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JCF.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

JCF.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 JCF.6.002 or JCF.6.003

Comment: Example of this situation is in the event that a cyclist 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

JCF.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.

JCF.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.

JCF.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

JCF.7.004. Each race will be categorized 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

JCF.7.005. Cyclists will receive points towards the Sprint and Endurance categories.

JCF.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 and International Competitions

JCF.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.

JCF.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.

JCF.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

JCF.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 JCF.8.003.

JCF.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

JCF.9.001. The minimum average qualifying speeds for Road Time Trials at Foreign International Competitions will be as listed in JCF.9.003. The Racing Committee will convert this qualifying speed into a time for the specific course for ease of reference.

JCF.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.

JCF.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 JCF.9.003 TBA Time Trial Course

Road Race

JCF.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.

JCF.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.

JCF.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

JCF.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 JCF.9.006.

JCF.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

Selection criteria to be developed

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

Selection criteria to be developed

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

Selection criteria to be developed

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CHAPTER 13 - Discretionary Selection Criteria

JCF.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.

JCF.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 JCF to constitute extenuating circumstances

JCF.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.

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

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

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Policy & Procedures for the Selection of Officials to Represent Jamaica at Local & Foreign International Games

CHAPTER 14 – General Organization

Goal

JCF.14.001. To establish and implement transparent policies and procedures that guide the selection of officials to represent Jamaica at Local or Foreign International competitions sanctioned by either the JCF, the International Cycling Union (UCI) or any other governing cycling body recognised by the UCI.

Objectives

JCF.14.002. To select officials to accompany teams for local and foreign international competitions.

Policy Statement

JCF.14.003. The JCF has determined that its policy with respect to the selection of officials to accompany National Teams at local and foreign international competitions is as follows:

1. The Racing Committee will be responsible for the selection of officials to accompany cyclists representing the country at international events.
2. The Racing Secretary shall be responsible for the preparation of the list of potential officials who have submitted applications.
3. This policy document will govern the selection of officials to accompany National Teams in the disciplines of Track, Road, BMX, Cycle-cross, Para-cycling and Mountain Bike.
4. The Racing Committee will select the officials to accompany cyclists to any particular international meeting at least two (2) months before the scheduled departure of the international contingent, based on the guidelines outlined in this document.
5. Officials selected must be a national of Jamaica, a member of the JCF and will be required to sign and observe the Code of Conduct.
6. The officials of the National contingent will be presented to the General Council and the wider cycling fraternity at the next Council meeting following the selection of the Management Team in JCF.14.003.4.
7. Officials selected to represent Jamaica must submit themselves for random drug and alcohol testing. Any official found to be in violation of this while on duty will be immediately removed from the team.
8. Only the members of the National contingent will be eligible for accreditation at foreign or local International competitions.
9. The Team Manager will present a written report with supporting documents to the Racing Committee within two weeks after the return of the international contingent to the country. Details of the reports are included within the individual job descriptions for the management team Comment: A format of this report can be accessed in Appendix C
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 JCF constitution.

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CHAPTER 15 – Criteria for the Selection of Officials Pre-requisite for Selection to Management Team

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

1. Be a citizen of Jamaica 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 JCF.
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, JCF or any other cycling body.
6. Be in good standing with JADCO, WADA, UCI or any other relevant governing body sanctioning the event for which the official has been chosen.

Selection Criteria of the Management Team

JCF.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 JCF 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 analyze the documents and select the best fitting candidate.

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 • 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"> <input type="checkbox"/> Olympic Games <input type="checkbox"/> Commonwealth Games <input type="checkbox"/> Pan American Games <input type="checkbox"/> UCI World Track & Road Championships

JCF.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 JCF 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 JCF 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 reads and signs a Code of Conduct and submits a signed copy 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

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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 Jamaica Olympic Committee (JOC) Sports Administration Program could be an asset
-
- Excellent interpersonal skills, demonstrating an ability to communicate
-
- Ability to produce accurate data and reports.
-
- Excellent planning and organizational skills with the ability to prioritize work and 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 JCF 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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APPROVAL

Upon receiving approval by the General Council of the Jamaica Cycling Federation on the 21st of January in the Year 2024, this document is hereby adopted as the Policy and Procedures for the Selection of Cyclists and Officials to Represent Jamaica at Local and Foreign International Competitions.

President

General Secretary

First Vice President