



The UCI Cycling Prize Management system

High-level User Guide

In co-operation with



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Introduction

Following requests by riders' representatives during Professional Cycling Council (PCC) Meetings, the UCI commissioned the firm PWC to undertake an analysis of the current practices surrounding the payment of Prize Money in Men's Professional cycling.

Following the reports submitted by PWC, the PCC mandated the Cyclistes Professionels Associés (CPA) to devise and implement a centralised platform for the payment of prize money.

The key objectives of the UCI were as follows :

- *Transparency* : the ability for riders and / or their representatives to understand the process of Prize Money payment and follow the status of amounts owed
- *Speed of payment* : to allow both the UCI and the CPA to follow up in a timely manner any organisers late in paying prize money
- *Documentation of deductions* : ensure that where possible and appropriate, all deductions are properly documented and the riders provided with appropriate paperwork

The system is designed to allow riders and teams to continue to work with trusted representatives to manage their prize money.

The CPA partnered the company Matsport to design, implement and manage the platform.

The UCI Cycling Prize Management (CPM) platform was launched on 24 January 2019 : <https://cpm.uci.org> .

Scope

The launch of the system is limited to Men's Professional cycling and more specifically to the following race types :

- UCI World Tour Races
- HC Races & UCI Pro Series (from 2020)
- Class 1 Races

Note that the system will apply to all participants in the above races, regardless of the participant team's category. For teams below Continental level and

National Teams, distributions are made to the team's domestic National Federation.

The UCI intends to open the system to Women's Professional Road cycling and other cycling disciplines in the future.

Taxation and Social Security

As mentioned above, one of the objectives of the new system is to provide the best possible documentation to all riders and staff with respect to any fiscal or regulatory deductions which have been made.

The system has been designed to provide for the most common situations found in different countries but cannot be adapted to every situation encountered across the world.

In particular :

Organisers – it is your sole responsibility to make whatever deductions and declarations are required in the payment of prize moneys on your races. In certain territories this responsibility has been delegated to the National Federation with the agreement of the authorities.

Teams – it is your sole responsibility to understand your obligations to declare amounts paid to riders and, where necessary, make tax or social security deductions and payments.

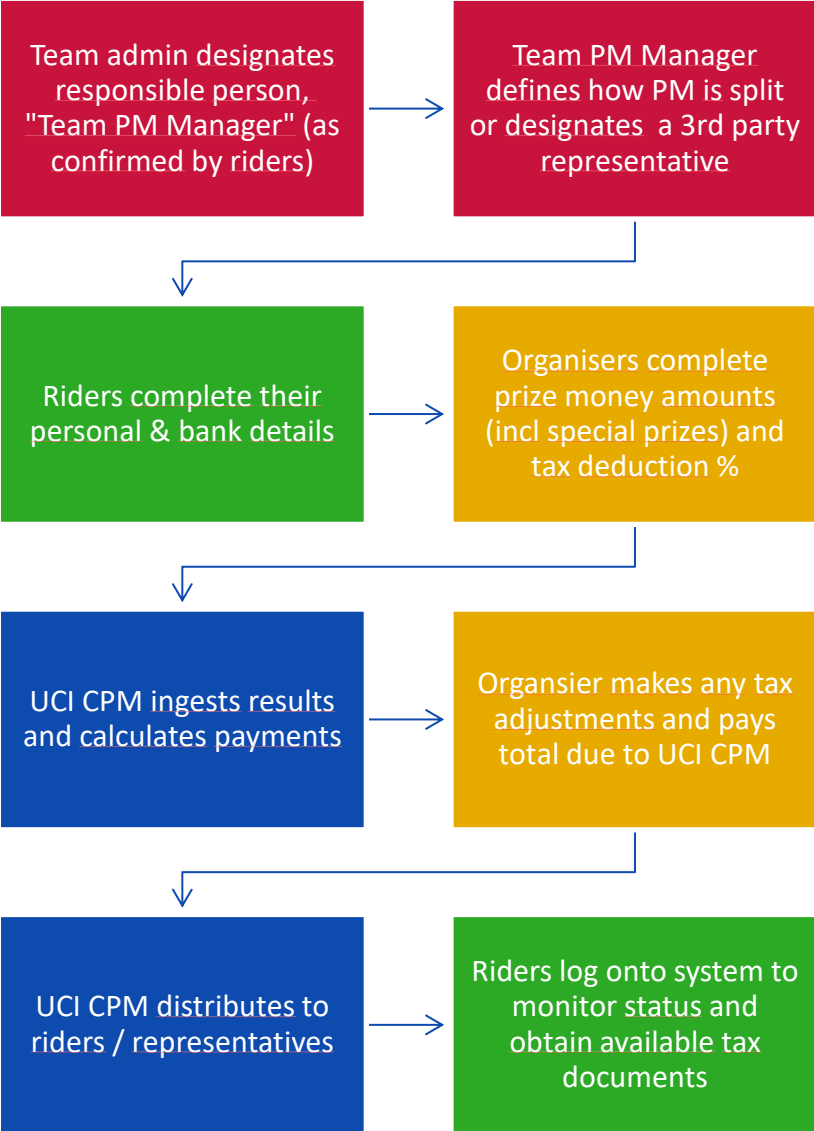
Riders – your personal taxation is your responsibility. You should always take appropriate professional advice about your earnings and prize money.

Overall Process

As cycling has evolved and become more globally widespread, we see different practices taking place in different territories. Some of those practices are driven by or in accordance with the domestic authorities where the race takes place. In any case and as described above, a centralised system will always be dependent on local regulations, most notably in the area of taxation and the system in no way replaces fiscal obligations which exist for any of the stakeholders in different territories.

All stakeholders should take their own fiscal advice where appropriate.

The schema depicted below is the 'standard' process and the UCI and CPA will discuss alternatives in some jurisdictions, including where it is necessary for fiscal reasons.



UCI Teams

Access to the System

The emails for creating team accounts were sent to all UWT, PCT, CTM teams on January 24th. (sent to the person responsible for Team Registration)

In order to have a detailed follow-up on the reception of the emails, we created the address contact@uci-cpm.org to send and receive any email related to the project. The first mail was accompanied by the document : [UCI PCM - Team manager user guide](#).

By clicking on the button inside the email, the recipient's Internet browser opens the following page :

UCI Cycling Prize Management

Welcome to the UCI CPM application!

Simple & Easy

The UCI CPM is the new application available on PC, laptops, tablets and mobile phones.

Manage your team

- Check and Edit your Team & Riders information
- Choose your Team & Riders payment method

Create your account!

Register now as the Team Manager for the "Team A" team and create your account.

You will be asked to accept the Terms & Conditions and then set your account password so you can log in.

[Register now](#)

You receive this email because your email address is listed in the UCI Dataride database.

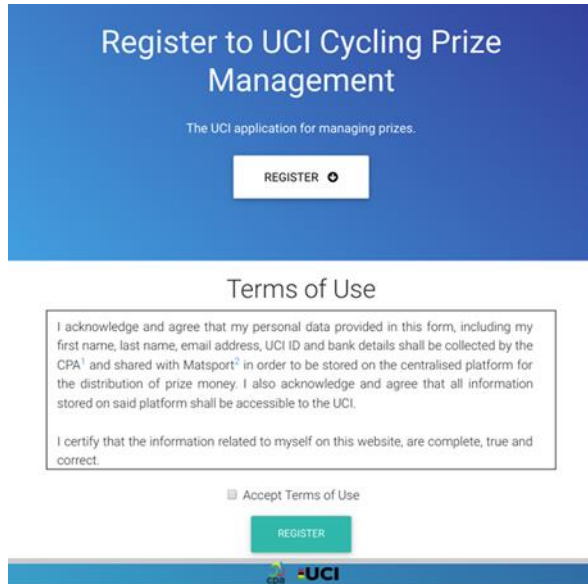
If you want to contact us or think this is an error, please email us at contact@cpm.uci.ch



The person responsible for Team Registration is asked :

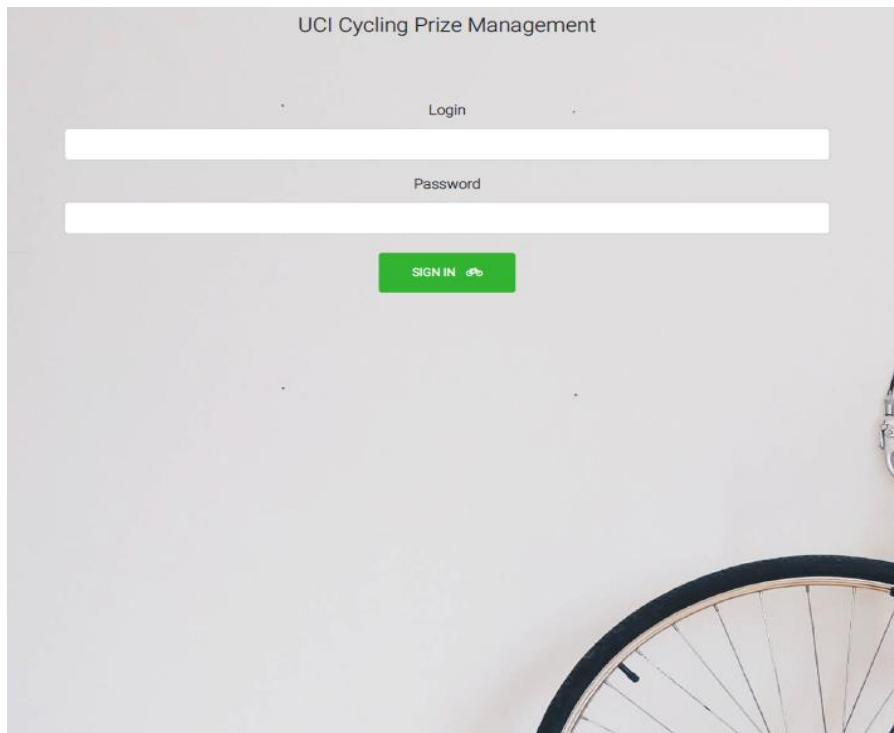
1. accept the general conditions (available on the UCI website)
2. define their account password
3. once the account is created, they connect to the platform : uci-cpm.org

The following window is displayed



The screenshot shows the registration page for the UCI Cycling Prize Management system. The page has a blue header with the text "Register to UCI Cycling Prize Management" and "The UCI application for managing prizes." Below this is a white button labeled "REGISTER". Underneath is a "Terms of Use" section with a text box containing the following text: "I acknowledge and agree that my personal data provided in this form, including my first name, last name, email address, UCI ID and bank details shall be collected by the CPA¹ and shared with Matsport² in order to be stored on the centralised platform for the distribution of prize money. I also acknowledge and agree that all information stored on said platform shall be accessible to the UCI." Below the text box is a checkbox labeled "Accept Terms of Use" and a green button labeled "REGISTER". At the bottom of the page, there are logos for CPA and UCI.

Clicking through to the login page, the user logons on with his/her newly created password



The screenshot shows the login page for the UCI Cycling Prize Management system. The page has a light gray background with the text "UCI Cycling Prize Management" at the top. Below this is a "Login" label, followed by two white input fields for "Login" and "Password". Below the input fields is a green button labeled "SIGN IN". The bottom right corner of the image shows a portion of a bicycle wheel.

This login is personal to the person responsible for Team Registration.

Verification of Team Members and Details

The person responsible for Team Registration must check and insert the requested information :

- team members (e-mail, telephone)
- team bank details
- prize money distribution method (as detailed below under “allocation”)

The Dashboard provides an overview of team information and identifies incomplete sections.

UCI CPM Dashboard Team Allocation Riders

UCI CPM Dashboard Team Allocation Riders Documents

Team A

Complete

Allocation selection ✓ Team responsible ✓ Riders emails ✓ Riders phones ✓ Riders bank accounts ✓

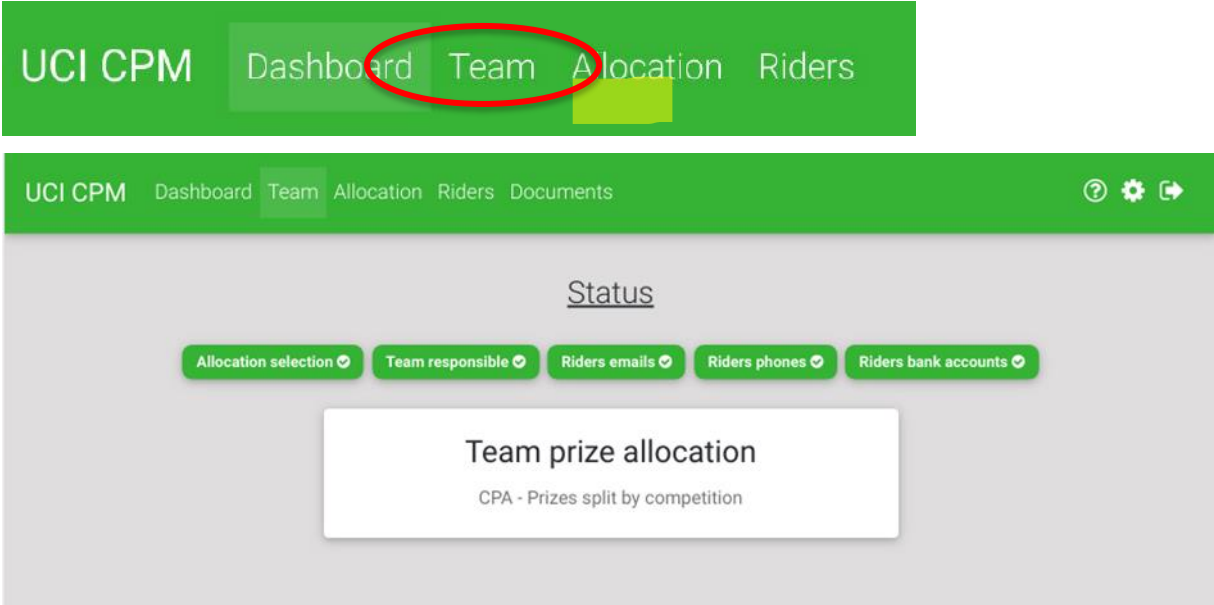
Country	Category	Website	Email
	WTT	www.website.com	info@website.com

Team prize allocation

CPA - Prizes split by competition

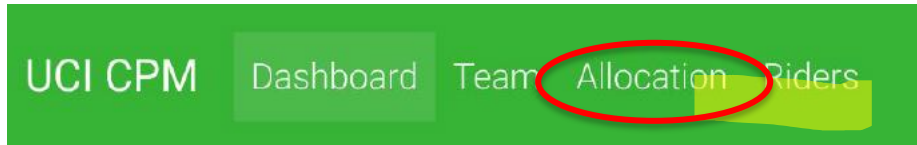
Team allocation responsible:
Name

On the Team tab, you will find a recap of missing information.

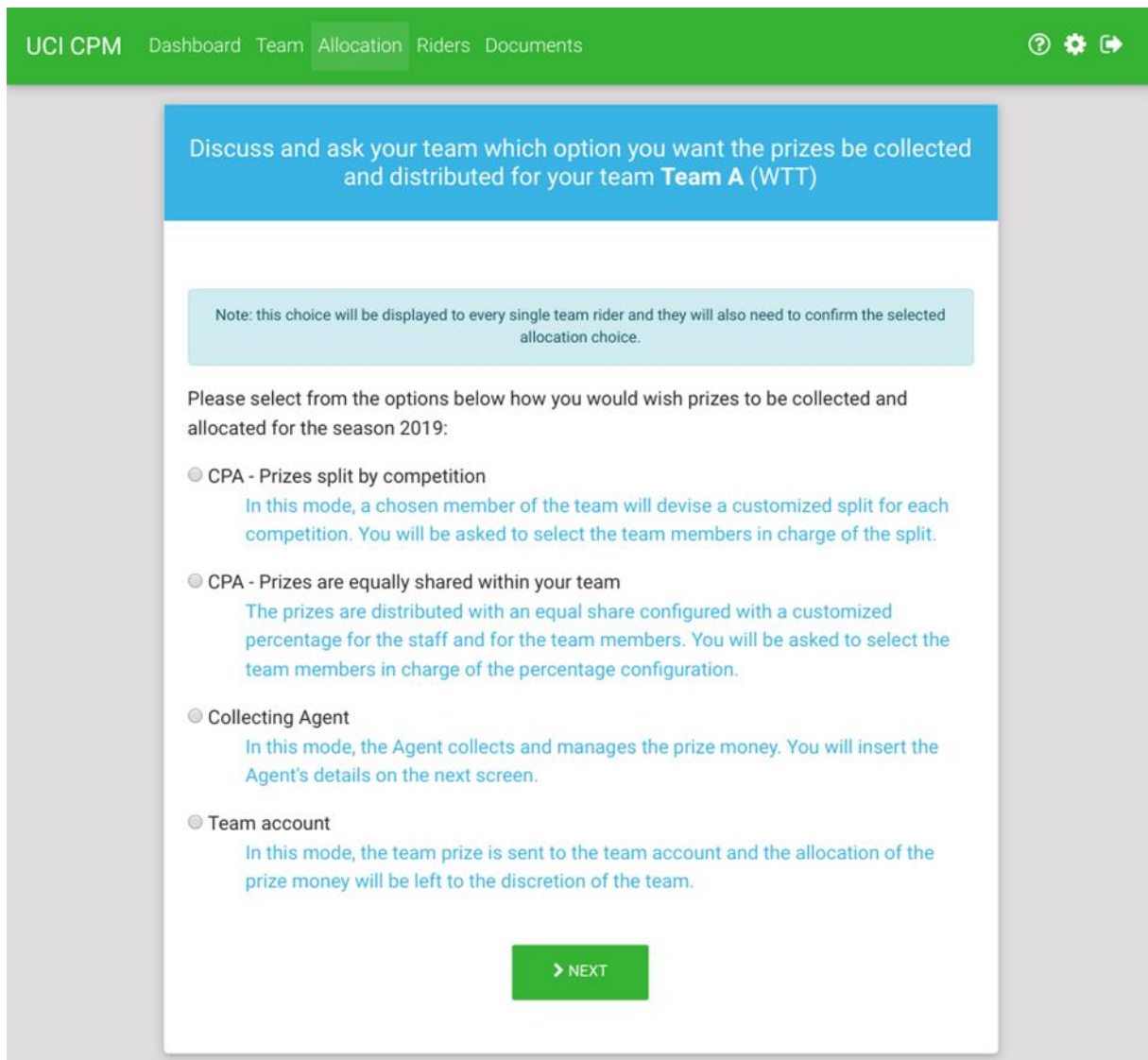


Allocation Method of Prize Money

Clicking the tab « Allocation »



The following page appears for a UWT or PCT

A screenshot of the UCI CPM Allocation page. The page has a green header with the navigation bar: 'UCI CPM', 'Dashboard', 'Team', 'Allocation', 'Riders', and 'Documents'. Below the header is a blue banner with the text: 'Discuss and ask your team which option you want the prizes be collected and distributed for your team Team A (WTT)'. Below the banner is a light blue note box: 'Note: this choice will be displayed to every single team rider and they will also need to confirm the selected allocation choice.' Below the note box is the text: 'Please select from the options below how you would wish prizes to be collected and allocated for the season 2019:'. Below the text are four radio button options: 'CPA - Prizes split by competition', 'CPA - Prizes are equally shared within your team', 'Collecting Agent', and 'Team account'. Each option has a description. At the bottom of the page is a green button with the text: '> NEXT'.

For UCI Continental teams (CTM) the following page appears

UCI CPM Dashboard Team Allocation Riders Documents ? ⚙️ ➦

Discuss and ask your team which option you want the prizes be collected and distributed for your team **Team A (CTM)**

Note: this choice will be displayed to every single team rider and they will also need to confirm the selected allocation choice.

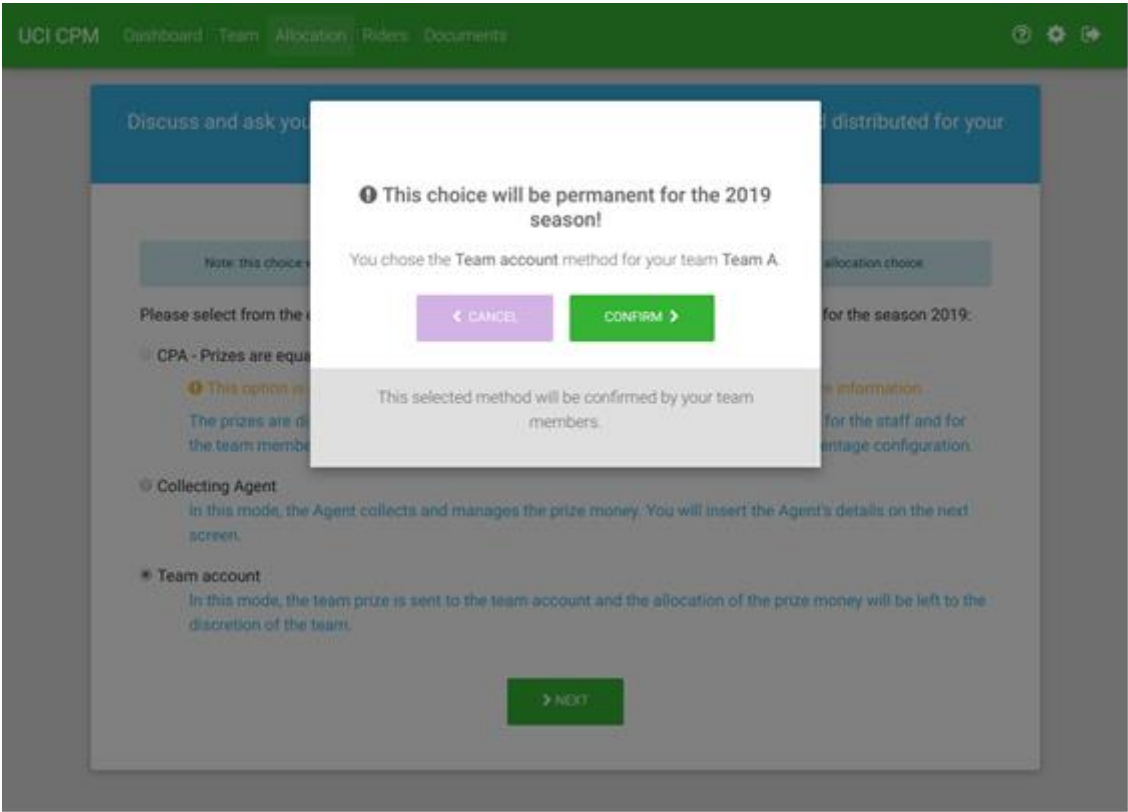
Please select from the options below how you would wish prizes to be collected and allocated for the season 2019:

- CPA - Prizes are equally shared within your team
 - ⚠️ This option is only available when signing a contract with the CPA. [Contact us for more information.](#)
 - The prizes are distributed with an equal share configured with a customized percentage for the staff and for the team members. You will be asked to select the team members in charge of the percentage configuration.
- Collecting Agent
 - In this mode, the Agent collects and manages the prize money. You will insert the Agent's details on the next screen.
- Team account
 - In this mode, the team prize is sent to the team account and the allocation of the prize money will be left to the discretion of the team.

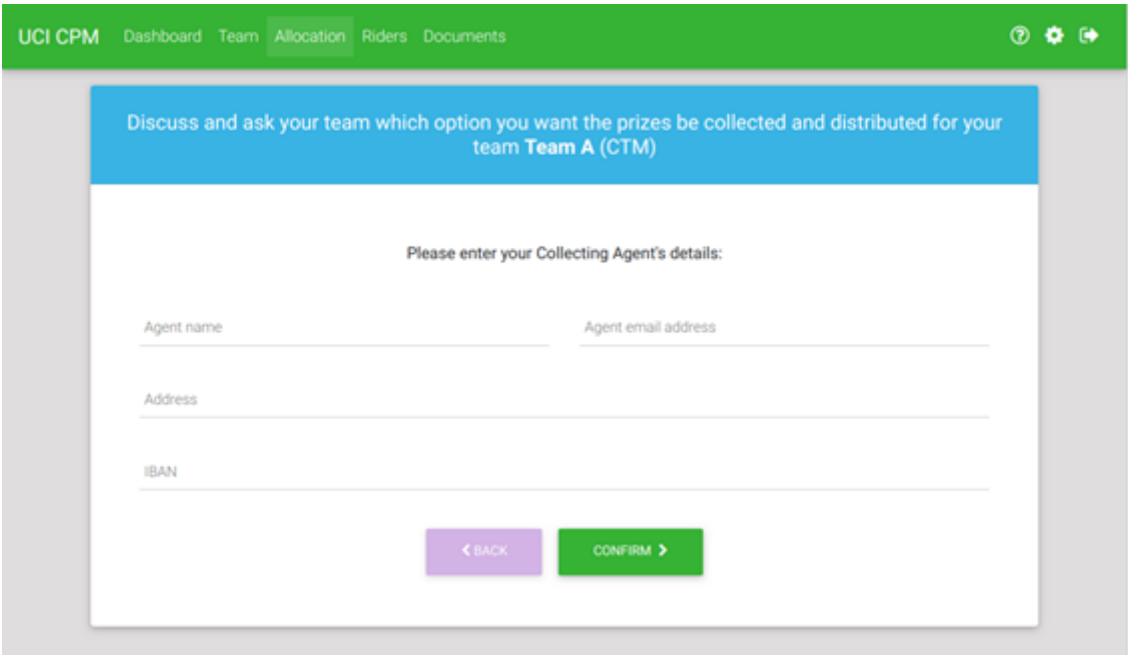
> NEXT

Each rider will confirm the distribution choice or choice of representative when they create their personal account.

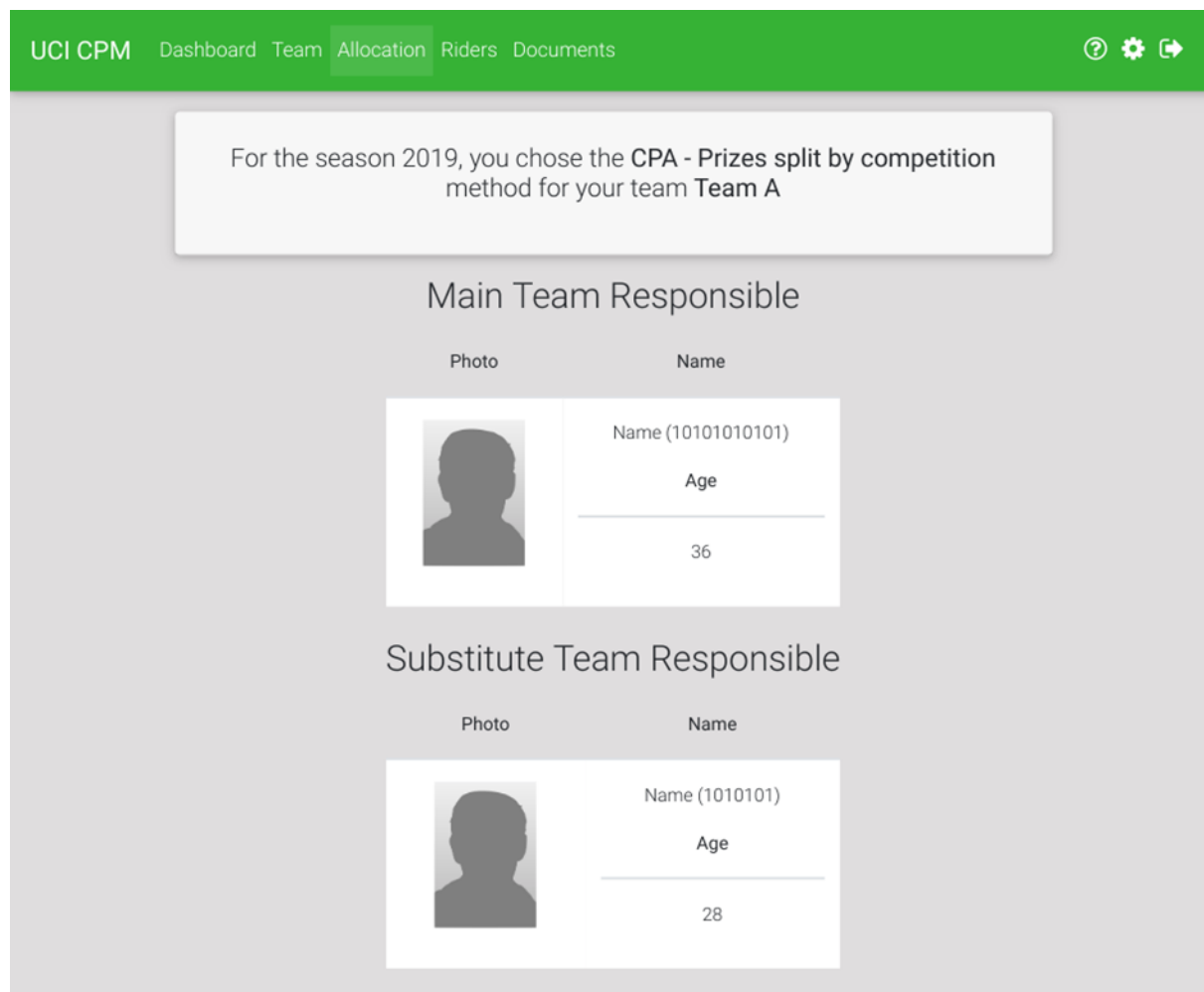
Where the person responsible for Team Registration chooses “Team Account”, the following message is received and all prize money will be paid to the team’s designated bank account.



Where the option “Collecting Agent” is chosen, the person responsible for Team Registration completes the information as below and all prize money is sent to that account.




For those teams which have chosen the CPA as distribution agent, the following page will appear:




UCI CPM Dashboard Team Allocation Riders Documents

For the season 2019, you chose the CPA - Prizes split by competition method for your team Team A

Main Team Responsible

Photo	Name
	Name (10101010101) Age 36

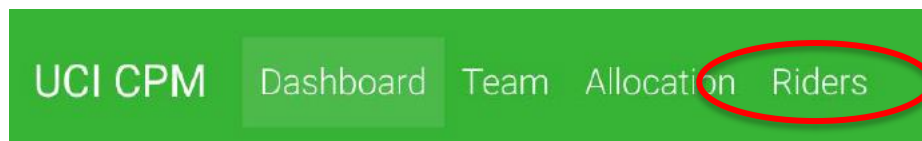
Substitute Team Responsible

Photo	Name
	Name (1010101) Age 28

A standard CPA / Team contract will be signed between the CPA and each team choosing as agent setting out the terms and conditions of prize money distribution (terms of payment, agency fees)

It should be noted that upon request from a team that has already designated the CPA as agent, it will be possible to make a direct payment to the members of the team management directly (instead of through the team bank account). This option will be subject to an amendment to the contract and will be billed to the members of the management in accordance with the terms and conditions set out in this addendum. However, this option will not open access to members of the team's staff to the software reserved for riders, team managers, organisers and UCI personnel.

Clicking on the Riders tab



The following window opens

(25) Team Riders

Photo	Name	Age	Email	Phone number	Status	
	Name 1(10009230441)	22	<input type="text" value="email@email.com"/>	<input type="text" value="+330101010"/>		<input type="button" value="SAVE"/>
	Name 2(10002264023)	36	<input type="text" value="email@email.com"/>	<input type="text" value="+330101010"/>		<input type="button" value="SAVE"/>
	Name 3(10002728411)	35	<input type="text" value="email@email.com"/>	<input type="text" value="+330101010"/>		<input type="button" value="SAVE"/>

By clicking on the Dashboard tab: **EDIT EMAIL ADRESSES** or **EDIT PHONE NUMBERS** or **RIDERS IBANS** it is possible to modify this information (if the CPA is not chosen as proxy it will not be necessary to provide the IBAN numbers)

UCI Riders

Accessing the system

Once the complete team account (email address + full phone number + distribution method defined) the riders will receive an email inviting them to create their personal account by creating their own password (validation by SMS).

The procedure will be identical to that corresponding to the creation of the team account:

Riders are asked :

1. to accept the general conditions (available on the UCI website)
2. to define their account password
3. once the account is created, they connect to the platform : uci-cpm.org

The following wondow opens :

Register to UCI Cycling Prize Management

The UCI application for managing prizes.

REGISTER →

Terms of Use

I acknowledge and agree that my personal data provided in this form, including my first name, last name, email address, UCI ID and bank details shall be collected by the CPA¹ and shared with Matsport² in order to be stored on the centralised platform for the distribution of prize money. I also acknowledge and agree that all information stored on said platform shall be accessible to the UCI.

I certify that the information related to myself on this website, are complete, true and correct.

Accept Terms of Use

REGISTER

cpa UCI

By clicking on Login page the following page appears: they must then login with the newly created password for their account

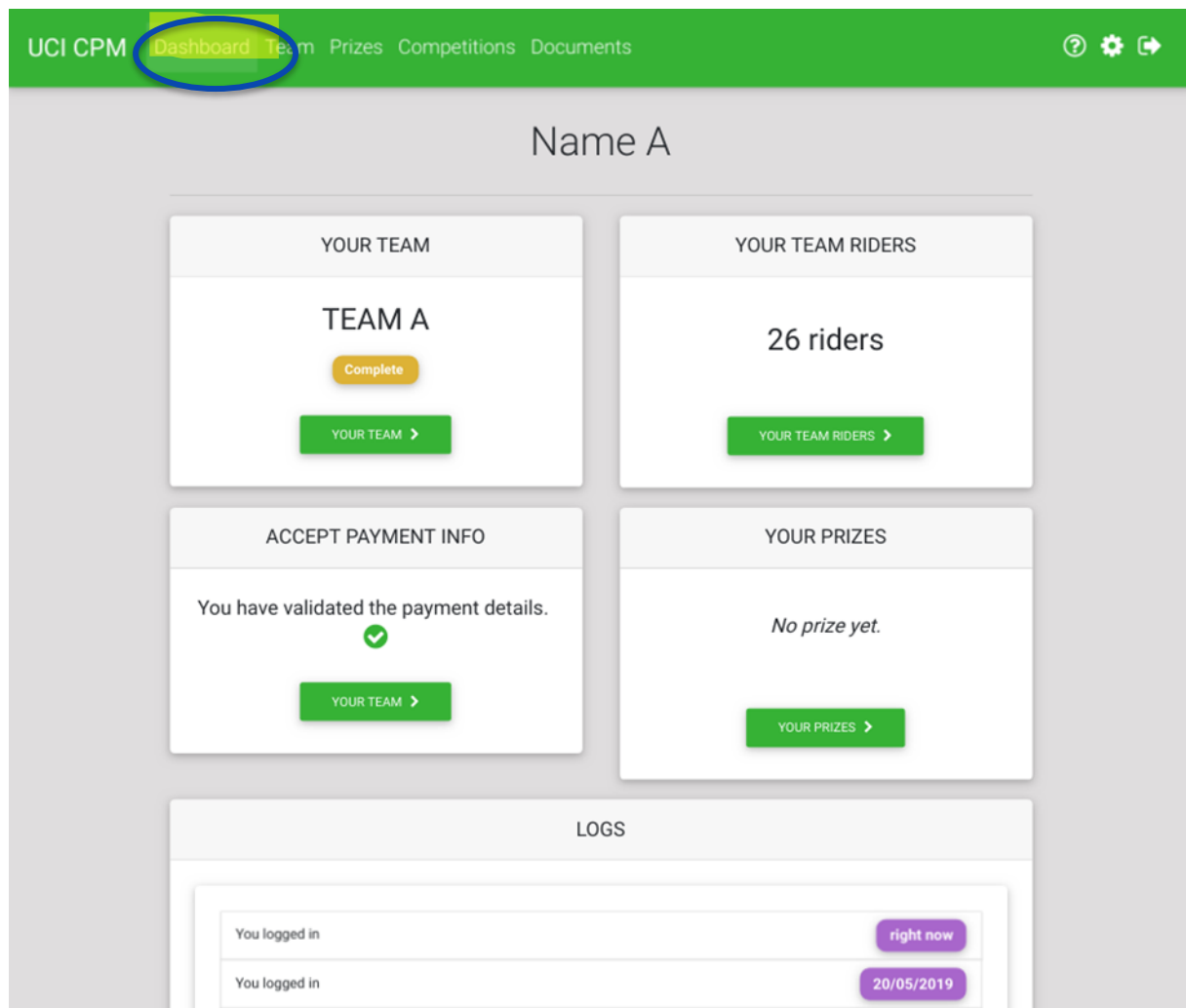
If the team account is not yet validated the riders will receive a notification indicating that because of the incomplete validation of the registration of their team in the software, the creation of their personal account is not possible for the moment.

They will also have to validate the personal information concerning themselves (e-mail, telephone, I-BAN, the choice of the proxy, the mode of distribution).

Viewing Races & Prize Money

Once he has completed his validation, the rider can access the tabs below.

1. Dashboard Tab



2. Team Tab

UCI CPM Dashboard **Team Prizes** Competitions Documents ? ⚙️ ↗️

Team A

Complete

Allocation selection ✓ Team responsible ✓ Riders emails ✓ Riders phones ✓
Riders bank accounts ✓

Country	Category	Website	Email
	WTT	website.com	email@website.com

Team prize allocation

CPA - Prizes split by competition

Team allocation responsible:
Name

Your bank account

FR.....

(26) Team Riders

Photo	Name
-------	------

3. Prizes Tab

Your Prizes

Date	Competition	Status	Team prizes	Your prize
21/10/2018	Trofeo Palma	Competition is on	-	-
07/10/2018	Amgen Tour of California	Waiting for results	-	-
02/05/2018	Vuelta a Burgos	No Prize	-	-
01/04/2018	3ème Tour Cycliste International La Provence	Waiting for Team repartition	217 € (294 € before tax)	-
23/03/2018	Belgrade Banjaluka	Organizer didn't pay yet	1766 € (2387 € before tax)	252 € (341 € before tax)
12/02/2018	Brussels Cycling Classic	Prize will be paid soon	471 € (637 € before tax)	67 € (91 € before tax)
10/12/2017	Abu Dhabi Tour	Prize paid	735 € (994 € before tax)	105 € (142 € before tax)
Total			2973 € (4018 € before tax)	424 € (574 € before tax)

4. Competitions Tab

Prizes

Brussels Cycling Classic

Competition is finished ✓ Results released ✓ Team repartition done ✓ Organizer have paid ✓
Prize will be paid soon ⚠️

Competition History

Start	✓	28/01/2018
End	✓	07/02/2018
Competition results	✓	17/02/2018
Team repartition done	✓	27/02/2018
Organize paid the prizes	✓	09/03/2018
Payments sent	⚠️	-

Prize details

Team Total Prize	546 €
Taxes	22 €
CPA deduction	39,55 €
Team prize (net)	418,14 €
Team repartition	Same amount for all riders
Staff	22,90 €
Your prize (net)	69,66 €

Riders belonging to teams that have designated the CPA as proxy will have access to additional information regarding the sharing according to the distribution terms defined by the team.

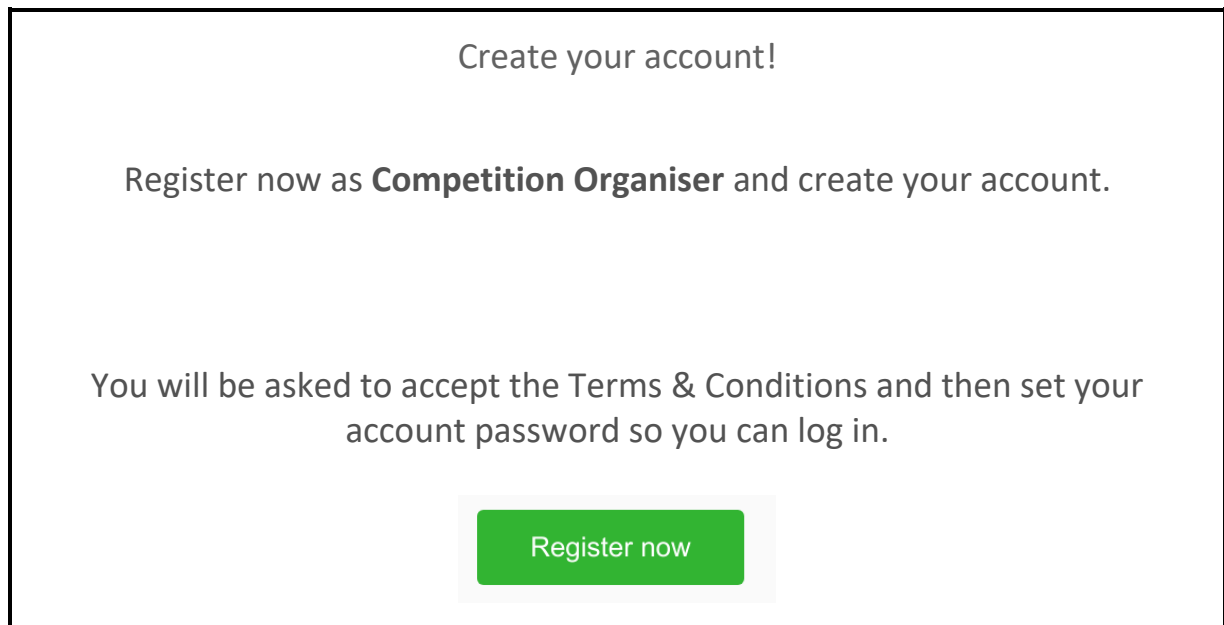
Only the rider designated as representative may modify, validate this information, all other riders of the team having an access for information only.

Where the team has designated a third party agent or manages its own distribution, riders are invited to contact their team of agent for detailed prize money distribution information. They will nonetheless be able to connect the the UCI CPM system to know whether the organiser has paid the prize money and whether it has been paid to their team or team's agent.

Race Organisers

Race Organiser user registration

As a Race Organiser you will receive an email which allows you to create your account.

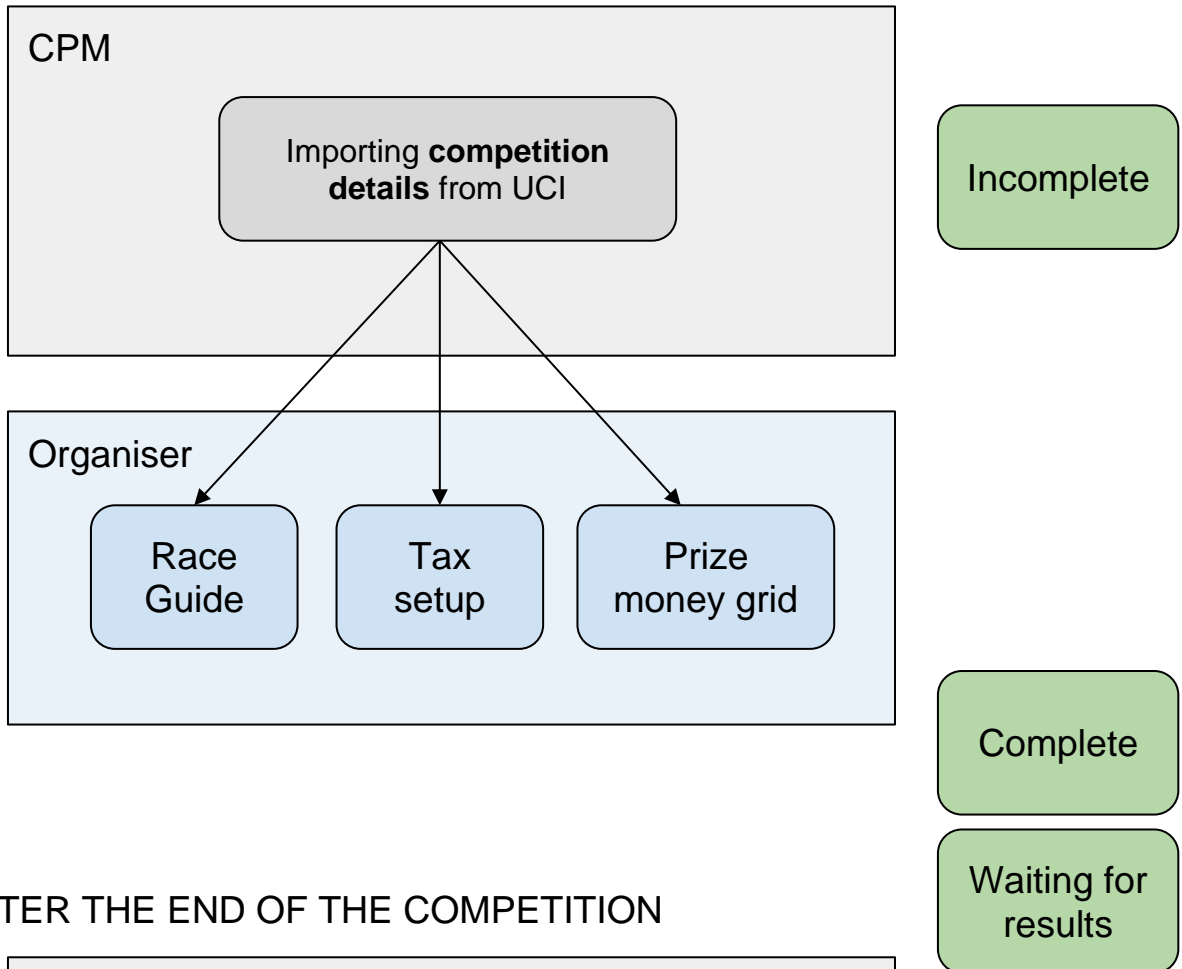


Click on the button within the email to open the internet browser. After reading and accepting the terms of use, insert a password and repeat it. Your account will then be created which then allows you to log into the platform cpm.uci.org.

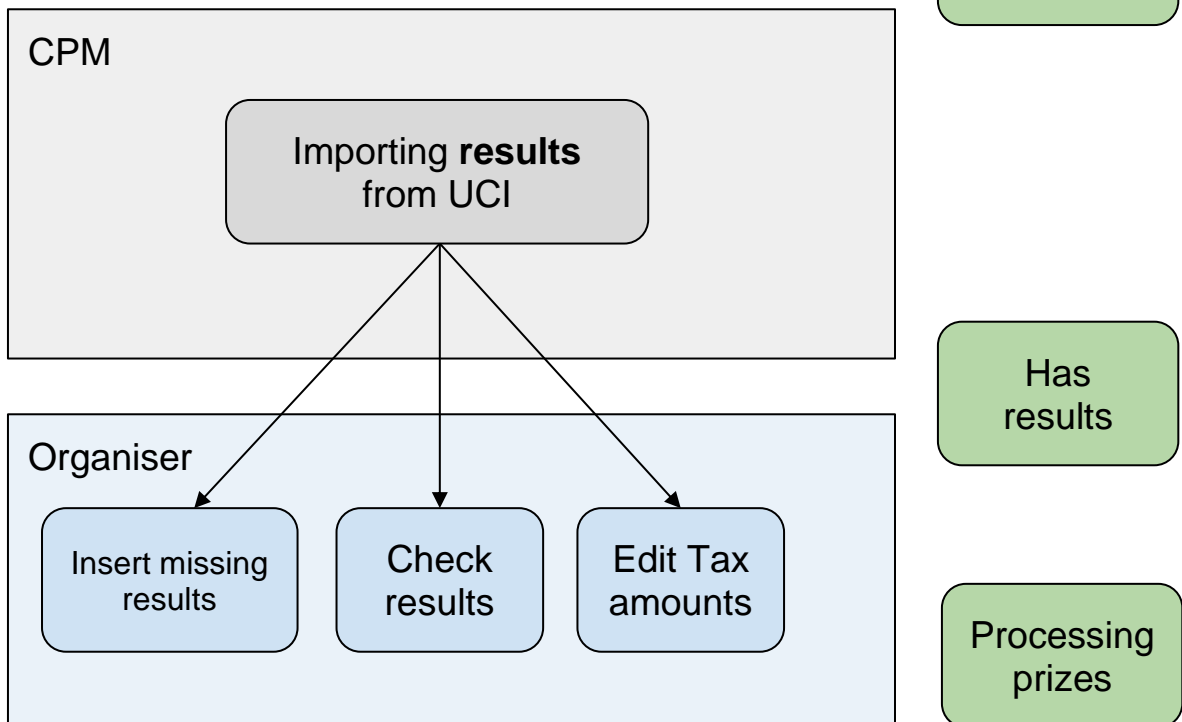
Competitions workflow

This schema below details the different steps from the creation of the competition to the payment of the associated price money.

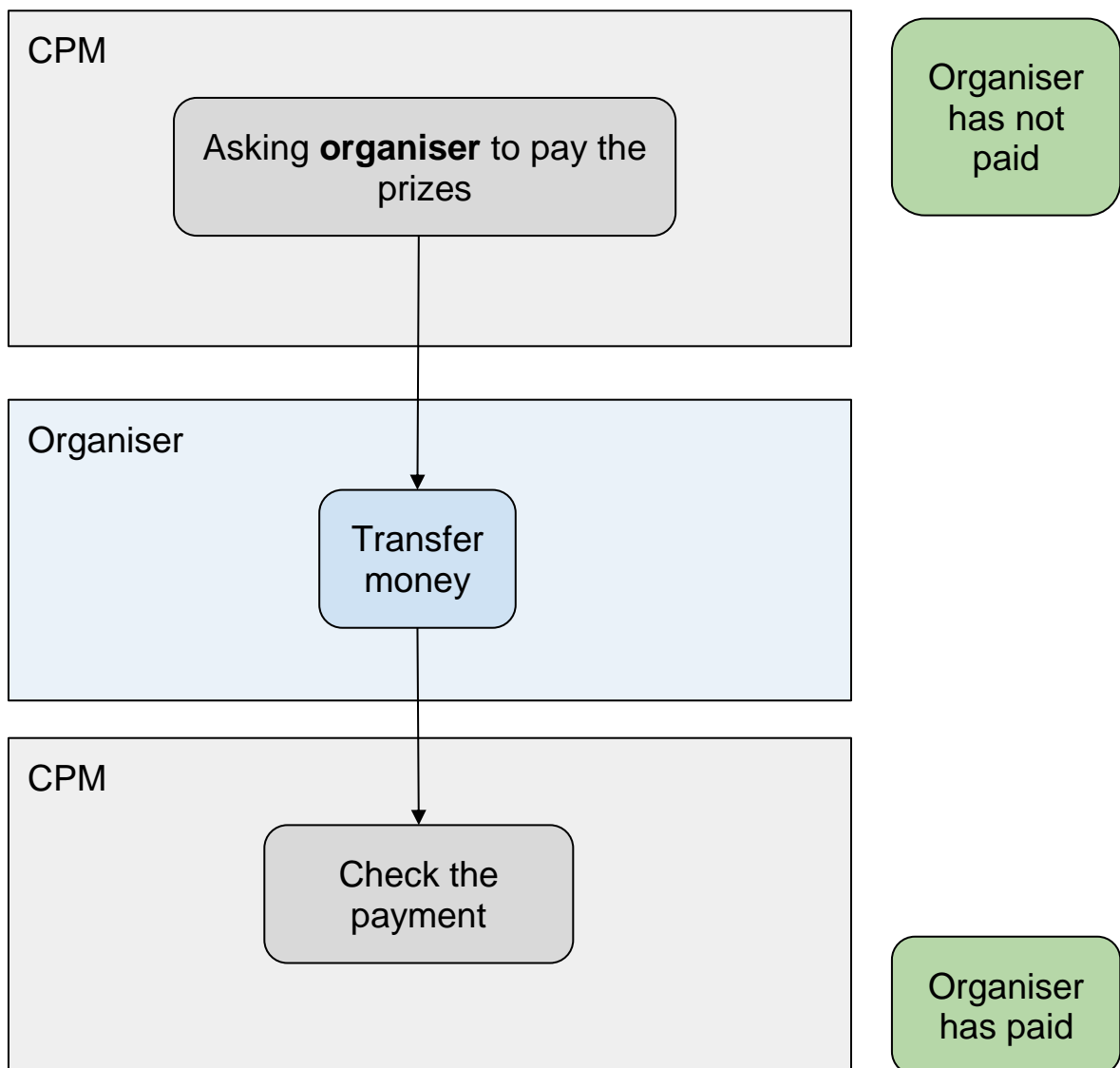
BEFORE THE END OF THE COMPETITION



AFTER THE END OF THE COMPETITION



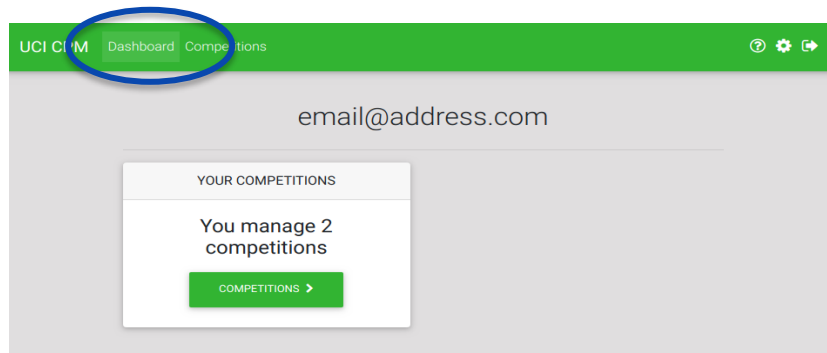
AFTER ORGANISER COMPLETED
AND CHECKED THE PRIZES



Competition Organisers Step-by-step

1) Dashboard

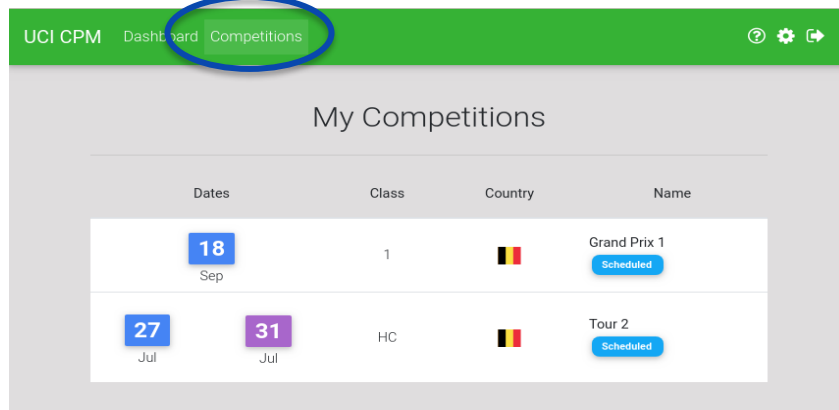
UCI Competition Organisers can manage one to multiple competitions. On the main screen (**Dashboard**), you can browse the number of competitions you manage.



* this is just an example screen, information displayed here should not be taken as a real case

If you click on the button, you reach the Competitions page.

2) Competitions list



* this is just an example screen, information displayed here should not be taken as a real case

On the **My Competitions page** you can check the competitions you manage. One competition can be managed by several organisers, as defined in the email list from the UCI ; the organisers list is displayed in the next screen.

In the competition list, you can check the dates, class, country, name and several status of the corresponding race.

Then you can edit one competition by clicking on the name in the list.

3) Competition Editing

The screenshot shows the 'Grand Prix 1' competition editing interface. At the top, there's a green header with 'UCI CPM Dashboard Competitions' and utility icons. Below is a navigation link 'My competitions'. The main title 'Grand Prix 1' is centered, with 'Missing info 0' and 'Scheduled' buttons. Below this, it says 'Managed by: resp1@competition.com & resp2@competition.com'. The interface is divided into two main sections: 'BEFORE COMPETITION' and 'AFTER COMPETITION'. The 'BEFORE COMPETITION' section has three cards: 'Competition book' (Book not yet uploaded, UPLOAD BOOK button), 'Prize money grid' (Grid not yet edited, EDIT GRID button), and 'Setup tax information' (Tax not yet edited, SETUP TAX button, with a list of tax rules: Tax on net prizes, 5% tax for resident riders, 15% tax for foreign riders). The 'AFTER COMPETITION' section has three cards: 'Competition results' (No results can be entered yet, EDIT RESULTS button), 'Tax documents' (Tax documents cannot be uploaded yet, UPLOAD DOCUMENTS button), and 'Competition Payment' (Payment not possible yet, EDIT RESULTS button). At the bottom, there's a 'COMPETITION LOGS' section with a message 'No log yet.'

* this is just an example screen, information displayed here should not be taken as a real case

On the **Competition Editing** page, you will be able to edit the documentation, configuration and manage your competition.

1. Before the competition

- a. Competition book: you are asked to upload the **rules book** of this race in the PDF format. This mandatory action enables the CPM team to check the competition rules if needed.
- b. Prize money grid: you need to manage the prize money of this competition (see section 4.5 below)
- c. Setup tax information: every competition can have a specific set up for the withholding tax. (see section 4.4 below)

2. After the competition

- a. Competition results: you can browse the UCI results for this competition and add the missing results for the events not handled by the UCI (ex: “Maillot jaune / Yellow Jersey”)
- b. Tax documents : once the results are all inserted, you can download the prizes list for your competition and you also can upload the tax documents for every rider who won a prize (see section 4.6 below)
- c. Competition payment : here you have all the information for the payment of the competition: the total amount to be paid and the bank account details where all prize money should be paid. This account is a dedicated account, managed by the CPA and denominated in EUROS.

4) Tax setup

« Source » : by default this box reads 'gross' – tax is calculated on the gross amount. In certain jurisdictions, there is an agreement that the prize money is taxed after deduction of CPA & UCI "fees" – in these jurisdictions, you should select "net"

Source	Tax on net prize money
Tax for resident riders	Tax of 5 % prize money
Tax for foreign riders	Tax of 15 % prize money
Tax exemption thresholds	Stage 1: 100 € Stage 2: 200 € Stage 3: 200 € Stage 4: 200 € Stage 5: 200 €

SAVE

* this is just an example screen, information displayed here should not be taken as a real case

5) Competition prize grid

First, the organiser can check the default prizes defined by the UCI Financial Obligations.

The screenshot shows the UCI CPM dashboard for the 'Giro d'Italia' competition. The top navigation bar includes 'UCI CPM', 'Dashboard', and 'Competitions'. The main content area is titled 'Giro d'Italia' and features three status buttons: 'Infos complete' (green), 'In progress' (orange), and 'Has results' (green). Below this, it indicates 'Managed by: email'. The dashboard is divided into two main sections: 'BEFORE COMPETITION' and 'AFTER COMPETITION'. Under 'BEFORE COMPETITION', there are three panels: 'Competition book' (with 'Book uploaded.' and 'UPLOAD BOOK' button), 'Prize money grid' (circled in blue, with 'Grid done.' and 'EDIT GRID' button), and 'Setup tax information' (with 'Tax setup done.' and a list of tax rules: 'Tax on net prizes', '1% tax for resident riders', and '1% tax for foreign riders', plus a 'SETUP TAX' button). Under 'AFTER COMPETITION', there are three panels: 'Competition results' (with 'BROWSE RESULTS' button), 'Tax documents' (with 'Tax documents cannot be uploaded yet.' message), and 'Competition Payment' (with 'Payment not possible yet.' message and 'EDIT RESULTS' button).

* this is just an example screen, information displayed here should not be taken as a real case

For every STAGE and FINAL CLASSIFICATION prize, you can click on it and edit the grid:

1. You can add as many lines as you want
2. You can edit the amount for every line.







Some of the official UCI prizes will be already filled with the minimum prize declared in the UCI Financial Obligations.

UCI CPM Dashboard Competitions

< My competitions / Giro d'Italia

Stages competition Class UWT

1. define competition prize types 2. assign prize types to every stage

STAGES PRIZES		ACTIONS
> Stage Classification (ST)	3461 €	
> King of Mountain	500 €	 
Add custom prize type <input type="text"/> 		
FINAL PRIZES		ACTIONS
> Points Classification (FNPT)	4000 €	
> Mountain Classification (FNMT)	120 €	
> General Classification (FNGE)	200 €	
> Prize A	100 €	 
Add custom prize type <input type="text"/> 		

* this is just an example screen, information displayed here should not be taken as a real case

Once you entered all the prizes, you can attach them to the stages by clicking on the “Competition Stages Prize Grid” tab.

The screenshot displays the UCI CPM interface for managing competition prizes. At the top, there is a green header with 'UCI CPM Dashboard Competitions' and utility icons. Below this, a breadcrumb trail shows 'My competitions / Giro d'Italia'. Two buttons, 'Stages competition' (purple) and 'Class UWT' (orange), are visible. A progress bar indicates two steps: '1. define competition prize types' (grey) and '2. assign prize types to every stage' (white). The main content area shows a table of stages:

STAGES	71972 €
Stage 1 - Individual Time Trial (ITT) — Bologne - Bologne	2752 €

Below the stage list, a detailed view for 'Stage 1 - Individual Time Trial (ITT) — Bologne - Bologne' is shown. It includes a 'Stage Classification (ST)' field with a value of '2750 €' and 'SAVE' and 'CANCEL' buttons. The main part of this view is a table for assigning prizes to positions:

Position	Prize €	Action
1	<input type="text" value="1000"/> ⌵	
2	<input type="text" value="500"/> ⌵	
3	<input type="text" value="250"/> ⌵	
4	<input type="text" value="100"/> ⌵	
5	<input type="text" value="100"/> ⌵	
6	<input type="text" value="100"/> ⌵	
7	<input type="text" value="50"/> ⌵	
8	<input type="text" value="50"/> ⌵	

* this is just an example screen, information displayed here should not be taken as a real case

Here, you can attach the prizes you previously declared to a stage. By default, the prize amount is the same as the declared prize, but if you want to edit the prize, like for the half-day stage, you can add other instances of the same prize to the same stage and edit the amounts.

Once you have entered of the prizes for every stage, the total prize at the end of the screen gives you the information of the competition prize money amount.

6) Tax documents

UCI CPM Dashboard Competitions

My competitions / Grand Prix de Wallonie

Grand Prix de Wallonie

Tax documents

Missing info Scheduled

Prizes export

Download the list of prize won by every rider with the amounts to declare to the tax administration.

DOWNLOAD COMPETITION PRIZES EXPORT >

Upload tax declarations

Upload the documents sent by the tax administration.

Please upload a zip file containing the PDF documents:

- the tax declaration for every rider, renamed with his UCIID (ex: 10000991807.pdf, 10000991809.pdf...)

AND/OR

- the tax declaration for the overall competition prizes (ex: competition.pdf)

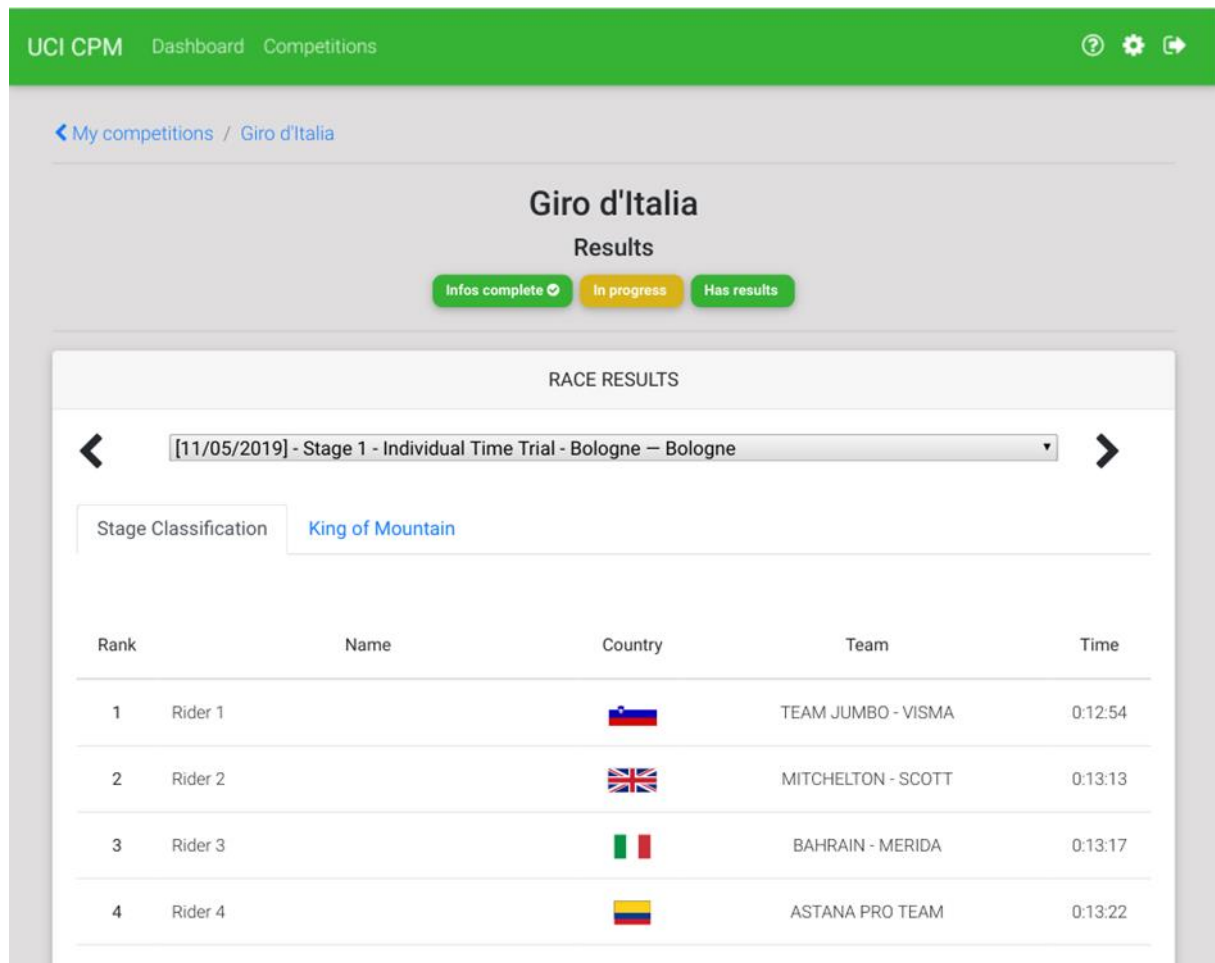
Choose File No file chosen UPLOAD FILE

Prizes export : you can download the PDF document containing the list of prizes won by the riders for this competition

Upload tax declarations : the riders will be able to download their own tax receipt on their account after you upload a ZIP file containing the files. Please ZIP the folder containing the documents renamed with the rider UCIID :
i.e:

- **10000991807.pdf** for the rider **10000991807**
 - **10000991809.pdf** for the rider **10000991809**
- AND / OR**
- **competition.pdf** for the overall document ; if you cannot provide the tax declaration proof for every rider.

7) Competition Results



UCI CPM Dashboard Competitions

< My competitions / Giro d'Italia

Giro d'Italia





Results

Infos complete In progress Has results

RACE RESULTS

[11/05/2019] - Stage 1 - Individual Time Trial - Bologne - Bologne

Stage Classification King of Mountain

Rank	Name	Country	Team	Time
1	Rider 1		TEAM JUMBO - VISMA	0:12:54
2	Rider 2		MITCHELTON - SCOTT	0:13:13
3	Rider 3		BAHRAIN - MERIDA	0:13:17
4	Rider 4		ASTANA PRO TEAM	0:13:22

8) Settings & Logout



On the **Settings** page, you can check your profile and also **contact us** by sending us a message.

Finally, you have the **logout** button.

Conclusion

The UCI Centralised Prize Money system was launched to improve the experience for riders and team staff.

Our goal is to achieve better transparency on organisers' prize money payments, to accelerate the speed of distribution to the riders and their colleagues and to improve the documentation available to riders to manage their affairs.

Should you have any questions concerning the system, you should contact either your team representative, the UCI CPM system operators (contact@uci-cpm.org) or the CPA.