



**2012**

# **Bicycle Racing Association of Colorado**

**dba ACA**

## **Policy Manual**

(USAC Local Association for Colorado and Eastern Wyoming)

**ACA**

**303-458-5538**

**[www.coloradocycling.org](http://www.coloradocycling.org)**

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## 1. SCOPE OF THE POLICY MANUAL

- 1.1 ACA is a Colorado non-profit corporation in good standing and has Bylaws and Articles of Incorporation on file with the Secretary of State.
- 1.2 ACA is the local association for USA Cycling (USAC) representing Colorado and eastern Wyoming.
- 1.3 ACA incorporates and adopts the USA Cycling (USAC) rulebook for bicycle racing.
- 1.4 As a Local Association, ACA can make exceptions or additions to USAC rules in the form of a policy, with approval of the ACA Board of Directors as long as USAC minimum standards are met.
- 1.5 ACA maintains a Policy Manual that governs the association's current policies and procedures. This manual is available online and in hard copy from the ACA office.

## 2. BRANDING

### 2.1 Logo

The Bicycle Racing Association of Colorado logo consists of a red rider silhouette embedded in the colors of the Colorado flag. The letters ACA are retained for historical significance. All rights reserved. Use of this image is by ACA permission only.

### 2.2 Website

The ACA will maintain a website for sharing information about the association. This site will also serve as an information source for competitive cycling in the territory.

## 3. ACA BOARD OF DIRECTORS

### 3.1 ACA Board of Directors

The members of the ACA Board of Directors shall fulfill responsibilities specified below, subject to the control of the Club Council of the Association, and may have other duties as shall from time to time be assigned to them by the Association President acting on behalf of the Club Council. All individual members must be members in good standing of the Association (dues paid, regulation compliance, etc.).

#### 3.1.1 President

The President shall function as Chairperson of the ACA Board of Directors and the Club Council. In periods between meetings of the Club Council, the President may interpret the Schedule of Fees, Bylaws and Constitution, with the consultation of the majority of members of the ACA Board of Directors. They shall, with the approval of the Club Council, appoint all special committees, other than those elected directly by the Club Council, and shall have the duty to inform the ACA Board of Directors or Club Council if a member is not fulfilling their

duties. The President can recommend the removal of said member from any committee. The President, along with the Executive Director, shall be the official spokesperson for the organization and their duties are, but are not limited to, preparing the monthly agenda for the meetings of the ACA Board of Directors, coordinating with the Executive Director and the Membership Manager, the racing schedule, developing/revising the annual budget, organizing the club annual meeting, procuring sponsorships and any other duties as may be assigned. The President shall work with the Executive Director to ensure efficient functioning of the association.

### 3.1.2 Secretary

The Secretary shall keep the minutes of all meetings of the Club Council and the ACA Board of Directors. They shall maintain the Secretary's Book which contains the Articles of Incorporation/Bylaws, minutes, and financial statements for the year.

### 3.1.3 Vice-President

In the absence of the President, the Vice-President shall, in general, have the power to perform the duties of the President.

### 3.1.4 Treasurer

The Treasurer, along with the Executive Director, will oversee the maintenance of the organization's financial records. The Treasurer shall monitor the monthly statements prepared by the Executive Director to the ACA Board of Directors and shall review with the Executive Director and the Association's accountant the yearly financial report to the Annual Club Council. The Treasurer shall, along with the President, supervise the Executive Director in the day-to-day financial affairs of the Association. They shall oversee the keeping of the Association books and records, which is the physical duty of the Executive Director and insure that all records and accounts are correct. The Treasurer shall attend all monthly meetings of the ACA Board of Directors and shall deliver the financial report to the Board of Directors in the absence of the Executive Director.

### 3.1.5 Directors at Large

Directors at Large will serve as representatives of the membership to the ACA Board of Directors. Directors at Large will be assigned duties by the President or the ACA Board of Directors.

- 3.2 ACA Board of Directors members may be paid from Association funds with the prior approval of the ACA Board of Directors and such fee cannot exceed \$5,000 per year.
- 3.3 From time to time Officers and Directors will incur expenses on ACA'S behalf which have been approved by the Executive Director or the ACA Board of Directors. These expenses must be submitted on the Association expense report, with all receipts attached before any reimbursement can be made. All Directors and Officers are limited in spending any funds on behalf of ACA that have not previously been approved.

- 3.4 Officers and Directors receive reimbursement of mileage or gasoline only with Board approval.
- 3.5 ACA shall assign signature power to the President, Treasurer and the Executive Director. (Resolution adopted by ACA Board of Directors - March 7, 1993)

#### 4. ACA TECHNICAL COMMITTEE

The ACA Board of Directors shall appoint a Technical Committee Chair. Other members of this committee shall be the Membership Manager and other parties designated by the Executive Director, in consultation with the ACA Board of Directors. There shall be a minimum of three people on the committee, one of whom one must be an ACA official. The Technical Committee will evaluate events and help with policy as pertaining to racing.

#### 5. ACA STAFF

##### 5.1 Executive Director

The Executive Director shall be considered a part-time, paid, employee of the Association. The ACA Board of Directors shall assign a salary amount to the position and all job responsibilities. The Executive Director shall be in charge of the operation of the Association, carrying out the details of the organization according to the policies and regulations established by the Board of Directors.

##### 5.2 Membership Manager

The ACA Membership Manager shall be considered part-time, paid, employee of the Association. The Board of Directors shall assign a salary amount and all job responsibilities with input from the Executive Director. The Membership Manager shall carry out the administrative duties of the Association.

##### 5.3 Website Administrator

The Website Administrator shall be considered a part-time, paid employee of the Association. The Executive Director will assign a salary amount and all job responsibilities. The Website Administrator shall administer the Association's website, ensuring that the web servers, hardware and software are operating accurately, and update site as needed.

##### 5.4 Race Kit Coordinator

The Race Kit Coordinator shall be considered a part-time, paid employee of the Association. The Executive Director will assign a salary amount and all job responsibilities in maintaining the ACA race kit and keeping it up to date.

##### 5.5 Junior Development Coordinator

The Junior Development Coordinator shall be considered a part-time, paid employee of the Association. The Executive Director will assign a salary amount and all job responsibilities. The Junior Development Coordinator shall be responsible for organizing and executing junior camps, stage race, and awards

parties. Additionally, the coordinator will serve as a liaison to juniors, clubs/team and parents.

## 6. ACA MEETINGS

All meetings of ACA shall be run under the Roberts Rule of Order.

### 6.1 ACA BOARD OF DIRECTOR MEETINGS

6.1.1 Meeting agendas will be posted on the organization's website within three days of the meeting, and made available to the ACA Board of Directors, member clubs, and staff.

6.1.2 The agenda and all documents pertaining to said meeting shall be posted on the ACA website.

6.1.3 All meetings are open to the general membership but only those members recognized on the agenda shall be allowed to speak.

6.1.4 The ACA Board of Directors reserves the right to hold a closed session when appropriate.

### 6.2 ACA ANNUAL CLUB COUNCIL MEETINGS

6.2.1 There shall be an Annual Meeting of the Clubs held each fall. The *preferred* meeting date is the second Sunday in December but this date may be changed to accommodate the racing schedule. The date shall be decided upon by the Executive Director in consultation with the ACA Board of Directors.

6.2.2 The purpose of this meeting shall be to:

- approve the budget for the following year
- present the current year-to-date budget
- approve a tentative racing schedule for the coming year
- discuss and make recommendations on all policy items
- elect officers/directors at large
- conduct other business as the clubs or the ACA Board of Directors sees fit

## 7. PROCESS TO CHANGE POLICY

7.1 The Technical Committee, along with the ACA Board of Directors, shall review all policy changes submitted for consideration to the Club Council at the Annual Meeting.

7.2 All agenda items for the Annual Meeting shall be submitted at least 30 days prior to the annual meeting. If not submitted by this date, members may introduce items during the New Business portion of the meeting, but any item which affects the financial aspects of the Association must have been submitted by the 30 day deadline.

## 8. MEMBERSHIP

### 8.1 INDIVIDUAL MEMBERSHIP

- 8.1.1 Membership expiration will be December 31<sup>st</sup>.
- 8.1.2 Riders are required to show both their current USA Cycling license and ACA membership card at registration at all events.
- 8.1.3 When an individual members joins ACA they agree to abide by USAC rules, ACA policies and the Bylaws of ACA.
- 8.1.4 ACA Member Benefits
  - Eligible to participate in ACA Individual Points Competitions: Rocky Mountain Road Cup and Colorado Cross Cup
  - Eligible for State Champion Vest at no charge
  - Receive regular information from the Association via email
  - Receive race results via email
  - May place free classified ads on the ACA web page and forum
  - Rider detail (resume) and upgrade point tabulations
  - Lap times for chip-timed races
  - Access to ACA Forum
  - Business listing on website
  - Juniors and Youths eligible to participate in the Junior Ride Free Program at races hosted by ACA member clubs
  - Juniors eligible to participate in the First Bike Program
  - Juniors pay lower entry fees at the ACA TT Series events, Mini Classic, and ACA Camps/Clinics
  - Ability to buy transponders for chip timing
  - Discounts from various ACA sponsors, including: Rudy Project, Pactimo, Mix1
  - Membership card given as proof to receive discounts
  - Membership card replacements free of charge
  - Avoid paying 1-Day membership fees at races

### 8.2 CLUB/ORGANIZER MEMBERSHIP

- 8.2.1 Membership expiration will be December 31<sup>st</sup>.
- 8.2.2 ACA member clubs must be USAC member clubs as well.
- 8.2.3 When a club or individual organizer joins the ACA, they agree to abide by USAC rules, ACA policies, and the Bylaws of the ACA.
- 8.2.4 The ACA member club president or official club contact must be a licensed USAC member and ACA member.

- 8.2.5 ACA clubs must promote or co-promote a minimum of one USAC event per year.
- 8.2.6 An ACA member club will be declared in bad standing if they
- do not promote/co-promote a USAC event per year
  - do not pay all USAC fees as outlined in the USAC rulebook
  - do not pay all ACA fees as outlined in the ACA Policy Manual
- 8.2.7 All USA Cycling clubs/organizers in Colorado and eastern Wyoming are expected to pay all monies owed to officials, ACA, and USAC to the chief referee at the conclusion of their event.
- 8.2.8 If a Non-ACA club fails to render fees and surcharges as outlined in USAC Rulebook and/or ACA Policy Manual, the club will be considered in bad standing with USAC and/or ACA.
- 8.2.9 A list of ACA member clubs, as well as USAC clubs that have not joined the ACA, which are in bad standing will be published on the ACA website starting in September.
- 8.2.10 ACA Member Club Benefits
- Eligible to host ACA points competition events, such as Rocky Mountain Road Cup & Colorado Cross Cup events
  - Eligible to host Colorado State Championship events
  - Eligible to participate in ACA Team Points Competitions, including Rocky Mountain Road Cup & Colorado Cross Cup
  - Events get free advertising in weekly e-News blasts, on ACA Facebook and website
  - Free advertising on the ACA website to help attract new members
  - Race flyer posted on the ACA website (1MB)
  - Racing schedule poster published at the beginning of each season which is distributed to local area bike shops and regional race publications
  - Event results posted to the ACA and USAC websites
  - Assigned complete crew of licensed USAC officials for event
  - Use of ACA Race kit free of charge
  - Use of D&L - ACA Timing System as per fee schedule
  - Access to transponders for rental purposes
  - Registration Supplies as per fee schedule
  - Have voting rights at the annual ACA Club Council meeting

## 9. PRIVACY POLICY

ACA respects the right to privacy of all communications received from all members. Information provided to us will only be used for the benefit of ACA and its members. If you do not want electronic updates, and/or membership

information from ACA, please check the appropriate box on your membership application form. We do not share, sell or distribute our list to our sponsors, publications or vendors.

10. SCHEDULE OF FEES AND SURCHARGES

The ACA BOD and staff will recommend a Schedule of Fees and Surcharges that will be ratified at the ACA Annual Meeting. The Schedule of Fees and Surcharges will be posted to the ACA website.

11. RACE CALENDAR DATES

11.1 Race Calendar Date Fee (see Schedule of Fees- Policy #10.5) is charged to all USAC clubs/promoters wishing to be placed on the ACA Calendar.

11.2 A tentative road race calendar will be generated at the Fall Promoters Meeting. The tentative cyclocross calendar will be done in the Spring. To ensure maximum participation at events, ACA prefers to schedule only one race per day.

11.3 Race day conflicts will hopefully be resolved by promoters, but if not, ACA will decide based on the following criteria:

- Availability of qualified officials
- Type of event
- History of event and its quality (“established”, well-promoted events typically given preference on their race date)
- Distance between proposed venues. (“150 mile” rule)

12. RACE KIT

The Race Kit includes, but is not limited to: lap counters, brooms, cones, polyposts, podiums, signage, bullhorns, tables, chairs, marshal vests, and coolers.

12.1 Only ACA Member Clubs/individual event promoters are eligible to use the Race Kit.

12.2 A deposit check of \$350.00 shall be provided when the Race Kit is signed out. The club will sign for and be responsible for all items taken. The deposit check shall be returned when all items in the race kit that were checked out are returned.

12.3 Race Radios are available for rent through ACA. The Race Radio deposit is a credit card.

12.4 The Race Kit shall be checked in and out by the Race Kit Coordinator. If there are more than two ACA events scheduled on a weekend, the race kit shall be divided as fairly as possible, but will still be checked out on a first-come, first-served basis. Clubs may not exchange Race Kit items between themselves.

12.5 The Race Kit must be returned within 48 hours of the completion of the event, unless other arrangements/permission has been agreed upon by the ACA.

12.6 The storage unit is located in Lafayette, CO.

Please call to schedule time to pick-up and return the race kit directly to:

Lane Miller, Race Kit Coordinator

(303) 332-2508 (Mobile), LEAVE MESSAGE!

Email: [racekit@coloradocycling.org](mailto:racekit@coloradocycling.org)

13. MEDICAL SUPPORT

13.1 All USAC competitive events held in Colorado and eastern Wyoming are required to have a licensed EMT or Paramedic at the race to facilitate the handling of medical services and decisions during the event. Race will be cancelled by Chief Referee if this requirement is not met.

13.2 All USAC non-competitive events held in Colorado and eastern Wyoming are required to have some type of medical person at the event to facilitate the handling of medical services and decisions during the event. Medical person could be a nurse, doctor, or certified first aid person.

13.3 Medical person is required to complete a medical occurrence form on every person he/she treats, excluding those who receive treatment for superficial road rash.

14. D&L - ACA TIMING SYSTEM

14.1 Clubs/promoters of any USAC event in Colorado or eastern Wyoming have access to the D&L-ACA Timing System as per the Schedule of Fee (See Policy #10.8)

14.2 System includes a high speed finish camera with integrated chip (transponder) technology, staff to run the system, trailer for transportation and operation of the system, power generation system, enclosed officials platform, shaded announcer platform, and small amplified sound system.

14.3 Those events with a Gold or Silver ACA Points designation are required to use this system. If there is a date conflict for events, ACA Member Clubs have the first right to reserve the timing system. In case of conflict, the ACA staff will make the final determination.

15. RACE CATEGORIES

15.1 The format for traditional race groups (categories) listed on race announcements should be as follows:

Categories (Road Race Groups)		Categories (CX Race Groups)	
SM Pro-1-2	JM 10-12	SM Pro-1-2	JM 10-12
SM 3	JM 13-14	SM 3	JM 13-14
SM 4	JM 15-16	SM 4	JM 15-16
	JM 17-18	Single Speed	JM 17-18
SM 35+_1-2	JW 10-12	SM 35+_1-2	JW 10-12
SM 35+_3	JW 13-14	SM 35+_3	JW 13-14
SM 35+_4	JW 15-16	SM 35+_4	JW 15-16
SM 45+_1-2-3	JW 17-18	SM 45+ 1-2-3	JW 17-18
SM 45+_4		SM 45+_4	
SM 55+_1-2-3-4	SW 35+	SM 55+_1-2-3-4	Newbies (SM 5 + 1-Days)
SM 65+_1-2-3-4	SW 45+		
	SW 55+	SW Pro-1-2-3	
SW Pro-1-2	SW 65+	SW 4	
SW 3		SW 35+	
SW 4	Newbies (SM 5 + 1-Days)		

15.2 Combination of categories (race groups):

A comma ( \_ ) between race groups implies that riders are starting together, and have one prize list, therefore only 1 overall set of results will be generated.

Ex: SM 55+\_1-2-3-4\_ SM 65+\_1-2-3-4

A slash ( / ) between race groups implies that riders may have staggered starts, will have separate prize lists, therefore separate results will be generated.

Ex: SM 55+\_1-2-3-4 / SM 65+\_1-2-3-4

16. OMNIUMS

16.1 A Road Omnium is a series of road events (stages) with an overall prize based upon accumulated points. The individual stages may be road races, time trials, hill climbs, or criteriums.

16.2 In the event of a tie, the General Classification for a road omnium is determined by the placing on the final event -or- the event selected by promoter as indicated in the race announcement and/or technical guide.

The following point scales are recommended and will be used unless another set of point scales are in the race bible:

Road Race		Criterium/ Hill Climb		Time Trial	
Place	Pts	Place	Pts.	Place	Pts
1	35	1	25	1	20
2	30	2	22	2	17
3	27	3	19	3	15
4	25	4	17	4	13
5	23	5	16	5	11
6	21	6	15	6	10
7	19	7	14	7	9
8	18	8	13	8	8
9	17	9	12	9	7
10	16	10	11	10	6
11	15	11	10	11	5
12	14	12	9	12	4
13	13	13	8	13	3
14	12	14	7	14	2
15	11	15	6	15	1
16	10	16	5		
17	9	17	4		
18	8	18	3		
19	7	19	2		
20	6	20	1		
21	5				
22	4				
23	3				
24	2				
25	1				

## 17. CYCLOCROSS COURSE PREVIEW

17.1 At the discretion of the Chief Referee, riders are permitted to preview the course at the following times:

17.1.1 When the leader finishes his/her race, racers may preview by following the last rider on the course 5 minutes before the next scheduled race start

17.1.2 After the final rider starts, the racer may preview following the last rider for 1-2 laps

17.2 Riders previewing the course must use the rider bypass, so they do not cross the finish.

18. ACA PROGRAMS

18.1 JUNIORS RIDE FREE

All ACA junior members that enter an event hosted by an ACA Member Club, are not charged insurance or operational surcharges. These fees will be paid/waived by the ACA. This exception does not apply to junior riders who are entering senior categories. *Only those ACA Member Club/organizers not charging 10-18 year of age riders qualify for this exception.*

18.2 YOUTH RACING

The ACA Youth Racing program will be discussed at a Youth and Junior Summit in the winter of 2012. The ACA BOD will establish a Youth policy based on the meeting outcome.

18.3 JUNIOR FIRST BIKE

1st Bike Program is designed to help new juniors purchase their first racing bicycle while helping them build a relationship with a local bike shop. Check the ACA website for details.

18.4 STATE CHAMPIONSHIPS

18.4.1 ACA BOD shall designate Road, Time Trial, Hill Climb and Criterium Championships

18.4.2 ACA BOD shall designate the CX Championships

18.4.3 Championship designation can only be awarded to an ACA member club/organizer

18.4.4 Championship bid proposals shall be made available for review by clubs after November 1<sup>st</sup> for any designation where more than one bid is received.

18.4.5 Only USAC annual members with domestic road licenses, UCI men's Continental, or UCI Women's Team members who are USA citizens or permanent residents and reside in the state as shown on their license are eligible to compete for the State Championship Title. Riders who, in the current year have been members of Men's UCI Pro Tour Team or Professional Continental Teams may not enter these races.

18.4.6 One day licensees and category 5 riders are not eligible for State Championship awards.

18.4.7 A State Champion Vest will be awarded to the first eligible rider in each category as indicated in the chart below. If a winner is an ACA member the vest will be given free of charge. If a Non-ACA member wins, he/she may purchase it at our cost.

18.4.8 Riders must have joined ACA before the event starts to be eligible for a State Champion Vest.

18.4.9 One vest per year will be awarded to those that win multiple categories/events.

State Championship Categories

ROAD, CRITERIUM, TIME TRIAL, AND HILLCLIMB			
SM Pro-1-2	SW Pro-1-2	JM 10-12	JW 10-12
SM 3	SW 3	JM 13-14	JW 13-14
SM 4	SW 4	JM 15-16	JW 15-16
SM 35+_ 1-2	SW 35+	JM 17-18	JW17-18
SM 35+_ 3	SW 45+		
SM 35+_ 4	SW 55+		
SM 45+_ 1-2-3	SW 65+		
SM 45+_ 4			
SM 55+_ 1-2-3-4			
SM 65+_ 1-2-3-4			

CYCLOCROSS			
SM Pro-1-2	SW Pro-1-2-3	JM 10-12	JW 10-12
SM 3	SW 4	JM 13-14	JW 13-14
SM 4	SW 35+	JM 15-16	JW 15-16
SM 35+_ 1-2		JM 17-18	JW 17-18
SM 35+_ 3	SingleSpeed		
SM 35+_ 4			
SM 45+_ 1-2-3			
SM 45+_ 4			
SM 55+_ 1-2-3-4			

18.4.10 If events are combined in any way, the promoter and the Chief Referee MUST ensure that all categories and results are separated out.

## 18.5 ROCKY MOUNTAIN ROAD CUP (RMRC)

### 18.5.1 GOALS

- Recognize the best Rocky Mountain Individual and Team in designated categories
- Encourage teamwork and competitiveness
- Effectively manage length of race day on closed courses
- Encourage quality event promotion
- Effectively manage the race calendar

### 18.5.2 RIDER ELIGIBILITY

- ACA annual members who are categorized as a Pro, 1, 2, 3 or 4 may earn points in the RMRC rider competition and team competition assuming the team/club is annual ACA member club.
- ACA member clubs in good standing may earn points as outlined.
- UCI Pro Tour or Professional Continental license holders are not eligible for RMRC points.

### 18.5.3 EVENT SELECTION

The ACA Board of Directors shall select the RMRC events and then assign each one to a particular points level (Gold-Silver-Bronze) based on the following criteria:

- Clubs must be current members, in good standing, of both USA Cycling and ACA.
- Organizer or club has properly applied for the status of RMRC, in writing, and paid the calendar date fee.
- Results of a recent membership web survey, if conducted.
- Attendance-by category report compiled by the ACA Membership Manager.
- Points allocation will be based on event quality, prize list, promoter organization, location, and timing on the calendar.
- ACA Technical Committee recommendations based on grade of past promotions by club/organizer applying for the status.
- The ACA Board of Directors will attempt to balance the schedule for equal opportunity to compete in RMRC for all categories.

### 18.5.4 RMRC REGULATIONS

- Points earned before annual membership is obtained *will not* be counted in the rider's points or team's points total.
- For the RMRC Rider competition, points will apply for a riders' top 16 points earning events.
- For the RMRC Team competition, points will apply for a team's top 20 events in a given season.
- The top three riders (position crossing the finish line) from a team shall have their points counted towards RMRC Team standings.
- Top five places in individual stages of a stage race will receive additional points (5-4-3-2-1) for the overall RMRC rider's competition. No additional points for omniums.

- At the conclusion of the program, the rider and team with the greatest number of points shall received the Individual and team designations. In case of a tie, duplicated titles shall be awarded.
- Individual Time Trials may only be considered for RMRC Individual designation.
- Team Time Trials may be considered only for RMRC Team designation.
- Mid-Week races will not be part of the RMRC
- Change of race type other than what was originally published may results in the removal of RMRC status from the event.
- Closed course events, less than 3K, shall be considered for only 1 of the following groups- Blue or Yellow. See 18.5.5.1
- In closed course of less then 3K, there must be at least 10 minutes of time between ALL categories with Chief Referee input if more time is needed.
- Closed course events must include a 15minute additional break for officials during the mile of the day. A Youth Fun Race is recommended during the middle of the day to provide a break.
- Categories (Race Groups)
  - An organizer shall run all RMRC categories designated by the ACA unless granted an exemption by the ACA Board of Directors.
  - An organizer MAY NOT run more than the designated number of optional/recommended race groups on closed courses unless granted an exemption by the ACA Board of Directors. Exemptions will be considered on race history in terms of number of racers, quality of event, and treatment of officials.
  - ACA highly recommends that RMRC categories be run separately on closed courses less than 3K in length.
  - If combinations of RMRC categories are to be run on the course at the same time, the Chief Referee must approve these combination after consulting with ACA Executive Director. Factors in this decision include, but not limited to: course length, course composition, typical size and speed of categories involved.
- Registration for Gold and Silver RMRC Events
  - Must close a minimum of 40 minutes before race start.
  - Pre-registration must be available until 36 hours before the event starts. Stage races and time trials can close registration earlier with Chief Referee approval.
  - Pre-registration is encouraged to provide a \$10 discount for pre-registered riders.
  - Promoters who do not use the ACA Day of Race Registration Software must charge s \$10 late fee.
  - Pre-registration must be sent to timing company 18hrs in advance of first race
- Prize lists for Gold and Silver Events
  - Gold Level events must have cash prizes for SM P 1-2 (minimum 10 deep) and SW P 1-2 (minimum 5 deep).
  - Silver Level events must have cash prizes for SM P 1-2 (minimum 5 deep) and SW P 1-2 (minimum 3 deep).
- Race flyers must be posted 30 days in advance of pre-registration deadline to remain part of the RMRC program.

- ACA/D&L Sound Timing, therefore chip timing, is required for all Gold and Silver RMRC events. Bronze events must have a high speed photo-finish camera at all road races and criteriums. Hill climbs and time trials must have electronic results.
- RMRC status may be removed if minimum times/distances, as specified in section 18.5.5, are not met for designation and/or time between finish/start of each race group was not approved by the Chief Referee.
- Failure to meet RMRC policy standards will result in loss of RMRC status for the current year's events and cause the club/organizer to be ineligible for status the following year.

18.5.5 CATEGORIES / DISTANCES

18.5.5.1 Closed Courses Less than 3K

BLUE GROUP	TIME
SM 4	45
SM 35+_1-2	55
SM 55+_1-2-3-4 SM 65+_1-2-3-4	40
JM 10-12/13-14 JW 10-12/13-14	20
JM 15-16/17-18 JW 15-16/17-18	30
SW 4	40
SM 45+_4	45
SW 35+/45+/55+/65+	40
SM Pro-1-2	75
SM 3	55
SM 45+_1-2-3	50
SW Pro-1-2-3	50

YELLOW GROUP	TIME
SM 3	55
SM 35+_3	55
SM Pro-1-2	75
SW Pro-1-2	50
SW 3	45
SM 35+_4	45
SM 45+_1-2-3	50
SM 4	45
SW 4	40
SM 35+_1-2	55
Newbies (SM 5 +1-Day)	20
Youth (6-7)	5
Youth (8-9)	10

18.5.5.2 Courses Over 3K

CATEGORY	LENGTH (Min. Miles)
SM Pro-1-2	75
SM 3	50
SM 4	35
SM 35+_1-2	50
SM 35+_3	50
SM 35+_4	35
SM 45+_1-2-3	40
SM 45+_4	35
SM 55+_1-2-3-4	35
SM 65+_1-2-3-4	25
Newbies (SM 5 + 1-Day Lic.)	10

CATEGORY	LENGTH (Min. Miles)
SW Pro-1-2	50
SW 3	40
SW 4	25
SW 35+	40
SW 45+	25
SW 55+	25
SW 65+	25
JM 10-12	10
JM 13-14	10
JM 15-16	25
JM 17-18	25
JW 10-12	10
JW 13-14	10
JW 15-16	25
JW 17-18	25

18.5.6 RMRC RACE GROUP COMBINATIONS

- Combinations must be approved by Chief Referee and ACA Executive Director.
- When RMRC race groups are combined, separate scoring must take place. It is also highly recommended that separate prize lists be offered to combined groups.
- Recommended Combinations

SM 35+ _ 1-2	with	SM 35+ _ 3
SM 35+ _ 4	with	SM 45+ _ 4
SM 45+ _ 1-2-3	with	SM 45+ _ 4
SM 55+ _ 1-2-3-4	with	SM65+ _ 1-2-3-4
SW Pro-1-2	with	SW 3
SW 35+	with	SW 45+ , SW 55+ , and SW 65+
JM 10-12	with	JM 13-14
JW 10-12	with	JW 13-14
JM 15-16	with	JM 17-18
JW 15-16	with	JW 17-18

18.5.7 TEAM TIME TRIALS

- All riders on a TTT Team must have the same club on their annual USAC license to count for RMRC Team Points.
- Composite Teams and/or teams with 1-Day licensees are ineligible for RMRC Team points.
- Points shall be awarded to the top ten teams.
- Riders may ride up categories for TTT's. Group is taken in highest category rider.
- Category must be designated at registration. Example below...
  - SM P-1-2 TTT: Can have 1 cat. 2, 1 cat. 3, 1 cat.4. They will be placed in the SM P-1-2 times.
  - SM 35+ \_ 1-2 TTT: Can have 1- 35+ cat.1-2, 1- 45+ cat.1-2 . 1- 55+ cat. 1-2. They will be placed in the SM 35+ category.
  - Junior 15-16: Can have 1, 15-16 and 1, 13-14 rider. They will be placed in the 15-16 category.
- 

	# on Team	Time Taken On
Men	3-5	3 <sup>rd</sup> rider
Women	2-4	2 <sup>nd</sup> rider
Juniors	2-4	2 <sup>nd</sup> rider

## 18.5.8 RMRC POINTS

<b>Place</b>	<b>Gold Level Event</b>	<b>Silver Level Event</b>	<b>Bronze Level Event</b>
<b>1</b>	50	30	15
<b>2</b>	40	25	13
<b>3</b>	35	22	11
<b>4</b>	32	20	10
<b>5</b>	29	18	9
<b>6</b>	27	16	8
<b>7</b>	25	14	7
<b>8</b>	23	13	6
<b>9</b>	22	12	5
<b>10</b>	21	11	4
<b>11</b>	20	10	3
<b>12</b>	19	9	2
<b>13</b>	18	8	1
<b>14</b>	17	7	
<b>15</b>	16	6	
<b>16</b>	15	5	
<b>17</b>	14	4	
<b>18</b>	13	3	
<b>19</b>	12	2	
<b>20</b>	11	1	
<b>21</b>	10		
<b>22</b>	9		
<b>23</b>	8		
<b>24</b>	7		
<b>25</b>	6		
<b>26</b>	5		
<b>27</b>	4		
<b>28</b>	3		
<b>29</b>	2		
<b>30</b>	1		

## 18.5.9 RMRC RIDER RESPONSIBILITIES

- It is the rider's responsibility to ensure that :
  - USAC and ACA club and rider fees, have been paid for themselves as well as for their club.
  - the correct category and club affiliation is shown on their USAC license and in your ACA membership account.
  - transponder is correctly placed on bicycle to be placed in the results.
  - they will verify their placing on the official results that are posted on race site.
  - they will monitor the points standings on the ACA website, and submit questions to Chris McGee, ACA Executive Director, within three days from the date that event's RMRC results are posted on the ACA website.

18.5.10 RMRC CLUB/ORGANIZER RESPONSIBILITIES

- If event was been selected for a Gold or Silver points designation, club/promoter must pay fee appropriate fee, \$50 for Gold, \$25 for Silver prior to being placed on the Points Calendar
- The club/organizer will abide by the RMRC policy.
- The club/organizer agrees to collect and pay all fees are outlined in the ACA Schedule of Fees.
- The club/organizers of Gold-Silver RMRC events agree to follow the instructions as it relates to the Timing System as outline on the ACA website:  
[http://www.coloradocycling.org/sites/default/files/Site\\_Files/Document s/Promoters/aca\\_timing\\_system\\_doc.pdf](http://www.coloradocycling.org/sites/default/files/Site_Files/Document s/Promoters/aca_timing_system_doc.pdf)
- Event must have a professional appearance and atmosphere. Suggest items include, but not limited to:
  - Announcers
  - Finish Line Apparatus
  - Vendor/Expo Area
  - Activities for Children