



USAC/ACA REGISTRATION REQUIREMENTS



USAC LICENSE

- Always ask to see the rider's 2012 USAC license. . "Authorization to Ride" paper is acceptable in lieu of a license and is accessible online from a rider's USA Cycling account.
- Unless the club wants to assume the responsibility of selling annual USAC licenses at race site, it is suggested that the entry form indicate that annual licenses will NOT be available at race site. If licenses are sold, make sure all paperwork is complete, check is attached, and a receipt is given to the rider. If the person is renewing, make sure to attach the old USAC license to the application. Any one new to the sport will be categorized as a 5 if male and 4 if female. All completed applications are to be given to the CR at the conclusion of the day.
- Riders new to racing, SM 5 and SW 4, are the only participants that can purchase 1-Day USAC license on race site for \$10. Again, make sure you give the person a receipt. The cost of a 1-Day license can be applied to a senior or master annual license, assuming this is done within a three month period of time.
- Juniors may request a 1-Day USAC license, but that fee can not be applied towards an annual license.
- If a rider claims to be an USAC member but doesn't have their license, they will need to get clearance from the ACA Membership Coordinator.

ACA MEMBERSHIP CARD

- Always ask to see the rider's 2012 ACA Membership Card
- Riders who do not belong to ACA must pay a 1-Day ACA membership fee of \$5. This fee **can not** be applied to an annual membership fee.
- Only SM 5 and 1-Day USAC licensees are exempt from this.
- ACA memberships can only be purchased online.

RELEASES

- Make sure a 2012 USAC release is completely filled out, including the ACA Membership # in upper left corner and **signed**.
- Write hip number on release form in upper right hand corner.
- Promoters must keep all releases, including those marked One-Days, for seven years. However, if an accident occurs and a medical occurrence form is filled out, the rider's release must accompany the medical occurrence form and be given to the Chief Referee before the conclusion of the day's events.
- When registration closes for a particular category, place all releases in numerical order and place in a folder and/or rubber-band them together. Double check to make sure releases are all signed. If one is found unsigned, make sure to bring it to start line for rider signature.

REGISTRATION (NCR) FORMS

- Record registration information from the USAC license and ACA membership card, not the release.
- It's imperative that both the **USAC license number** and the **ACA membership number** is written down correctly. If the rider purchased a 1-Day USAC license and/or a 1-Day ACA membership indicate that on the form. If rider presents you with pdf copy of their license and/or membership, please record the number(s) that appears on the copy. If you are running multiple groups at the same time, but each has own prize list, make sure to use a separate NCR form for each prize list category.
- Verbally, verify category rider is entering. **Even if it's a combined race, list the specific category the rider belongs to. This information is needed for upgrading purposes.**
- When writing more than one category on an NCR form, try separating groups. For example, place 55+ on top half and 65+ on bottom half of NCR form.
- If a rider is entering more than one race, make sure you write 2nd race in the far right column of the rider's additional race. However, ACA juniors entered in a Jr Free race, who then chose to race in a senior event, should not be starred.

- **As an NCR form is completed, please bring it to the Timing/Officials trailer so input can begin.** You do not need to wait till a category is totally complete. All NCR forms must be given to timing/officials crew right at the close of registration.
- If electronic registration is used, information collected needs to include everything that is on the NCR form.

NUMBERS

- Always check with the Chief Referee or Chief Judge regarding your number sequencing before you begin to issue hip numbers.
- When issuing three digit numbers, always make sure the last two digits are never duplicated in a particular race. For example: do not issue number 201 and 301 in the same event.
- Issue different sets of numbers to categories that will be racing together on the course at the same time. Also make sure the last two digits of numbers are not duplicated. For example: If you are combining the SM 45+, 55+, 65+ you should issue a series of 300-320, 421-450, 555-575.
- At registration, set up a display with instructions for number placement.