



Bicycle Racing Association of Colorado

2016 Policy Manual

USAC Local Association for Colorado and Southeastern Wyoming

“Expand and develop the sport of amateur bicycle racing in the Rocky Mountain region while ensuring quality experiences for all involved.”

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719-393-5711

www.ColoradoCycling.org

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1. SCOPE OF THE POLICY MANUAL

1.1 501(c)(3) NON-PROFIT

BRAC 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 USA CYCLING LOCAL ASSOCIATION

BRAC is the local association for USA Cycling (USAC) representing Colorado and Southeastern Wyoming.

1.3 USA CYCLING RULEBOOK

BRAC incorporates and adopts the USA Cycling (USAC) rulebook for bicycle racing.

<http://www.usacycling.org/usa-cycling-rule-book.htm>

1.4 POLICY

As a Local Association, BRAC can make exceptions or additions to USAC rules in the form of a policy, with approval of the BRAC Board of Directors as long as USAC minimum standards are met.

1.5 POLICY MANUAL

BRAC maintains this Policy Manual that governs the association's current policies and procedures. This manual is available online.






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. All rights reserved. Use of this image is by BRAC permission only.



2.2 COLORS

		Web #	R	G	B	C	M	Y	K
Blue		1f3264	31	50	100	100	89	33	22
Red		ed1c24	237	28	36	1	99	97	0
Yellow		fff200	255	242	0	4	0	93	0
White		ffffff	255	255	255	0	0	0	0
Black		231f20	35	31	32	70	68	64	74

2.3 WEBSITE

BRAC will maintain a website, www.ColoradoCycling.org, for sharing information about the association. This site will also serve as an information source for competitive cycling in the territory.

3. BRAC BOARD OF DIRECTORS

3.1 BRAC Board of Directors

The members of the BRAC 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 BRAC 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 BRAC 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 BRAC 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 BRAC Board of Directors, coordinating with the Executive Director and/or other Association Staff, 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 and/or other staff 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 BRAC Board of Directors. Meeting minutes, financial documents, bylaws, and all policies may be found on the BRAC website.

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 BRAC 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 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 BRAC Board of Directors
- Directors at Large will be assigned duties by the President or the BRAC Board of Directors.

3.2 COMPENSATION

BRAC Board of Directors members may be paid from Association funds with the prior approval of the BRAC Board of Directors and such fee cannot exceed \$5,000 per year.

3.3 EXPENSES

3.3.1 MISCELLANEOUS

From time to time Officers and Directors will incur expenses on BRAC'S behalf which have been approved by the Executive Director or the BRAC 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 significant funds on behalf of BRAC that have not previously been approved.

3.3.2 MILEAGE OR GASOLINE

Directors receive reimbursement of mileage or gasoline only with Board approval.

3.4 SIGNATURE POWER

BRAC shall assign signature power to the President, Treasurer, Executive Director, and/or other staff as approved by the board of directors.

3.5 EMERGENCY ACTION PLAN (EAP)

BRAC has adopted an Emergency Action Plan that provides guidance to board, staff, officials, event directors and volunteers in the event of a serious accident or fatality.

3.6 CONFLICT OF INTEREST STATEMENT

BRAC has adopted a Conflict of Interest Statement for all members of the Board of Directors. This document must be signed by all board members at the first board of director's meeting after the annual meeting.

3.7 BACKGROUND CHECKS

BRAC Board Members are required to undergo an NCSI Background Check which will be funded by BRAC.

3.8 BOARD RIGHTS

The Bicycle Racing Association Board of Directors retains the right to modify, nullify, or negotiate all policy discrepancies and issues in BRAC policy or adjoining documents falling under their jurisdiction.

4. BRAC TECHNICAL COMMITTEE

- The BRAC 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 BRAC Board of Directors.
- There shall be a minimum of three people on the committee, one of whom one must be a USAC official.
- The Technical Committee will evaluate events, help with policy as pertaining to racing, and assist with meetings for Officials.

5. BRAC STAFF

5.1 Executive Director

The Executive Director shall be considered a full-time, paid employee of the Association. The BRAC 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 BRAC Membership Manager shall be considered a 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 Race Kit Coordinator

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

5.4 Other Staff Positions

BRAC may appoint or hire other positions on a volunteer or paid basis as necessary for the efficient operation of the Association and the sport.

6. BRAC MEETINGS

All meetings of BRAC shall be run under Robert's Rules of Order.

6.1 BRAC BOARD OF DIRECTOR MEETINGS

6.1.1 MEETING AGENDAS

- Meeting agendas will be posted on the organization's website not later than three days prior to the meeting, and made available to the BRAC Board of Directors, member clubs, and staff.
- The agenda and all documents pertaining to said meeting shall be posted on the BRAC website.

6.1.2 ATTENDANCE AND PARTICIPATION

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

6.1.3 CLOSED SESSIONS

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

6.2 BRAC ANNUAL CLUB COUNCIL MEETINGS

6.2.1 DATE

There shall be an Annual Meeting of the Clubs held each fall. The date shall be decided upon by the Executive Director in consultation with the BRAC Board of Directors.

6.2.2 GOALS

- Approve the budget for the following year

- Approve Bylaw changes
- Present the current year-to-date budget
- Discuss and make recommendations on all policy items
- Elect /directors at large
- Conduct other business as the clubs or the BRAC Board of Directors sees fit

6.3 BRAC EVENT DIRECTOR MEETINGS

6.3.1 CYCLO-CROSS EVENT DIRECTOR MEETING

6.3.1.1 DATE

There shall be a Cyclo-Cross Race Director Meeting held in the first four months of each year.

6.3.1.2 GOALS

- Finalize the upcoming cyclo-cross season calendar.
- State Championship bids will be accepted at this meeting. Event Directors present at the meeting will provide a recommendation to the Board of Directors regarding the State Championships.
- Information from this meeting will be utilized by the BRAC Board of Directors during its next monthly meeting to:
 - Accept the cyclo-cross calendar
 - Award CUP designations to cross races
 - Determine the State Championship event

6.3.2 ROAD RACE EVENT DIRECTOR MEETING

6.3.2.1 DATE

There shall be a Road Race Event Director Meeting held in the fall of each year.

6.3.2.2 GOALS

- Finalize the upcoming road racing season calendar.
- State Championship bids will be accepted at this meeting.
- Race Directors present at the meeting will provide a recommendation to the Board of Directors regarding the State Championships.
- Information from this meeting will be utilized by the BRAC Board of Directors to:
 - Accept the road racing calendar
 - Award CUP designations to road racing events
 - Determine the state championship events

7. PROCESS TO CHANGE POLICY

7.1 AGENDA ITEMS

7.1.1 ITEM SUBMISSION

All agenda items for the Annual Meeting shall be submitted at least 30 days prior to the annual meeting.

7.1.2 NEW BUSINESS

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 DURATION

- Memberships are annual and based on a standard calendar year expiring December 31st.
- Memberships may be offered prior to January 1st. In this case the membership is good for the remainder of that calendar year and the next complete calendar year.

8.1.2 PROOF OF MEMBERSHIP

- Riders are required to show both their current USA Cycling license and proof of BRAC membership at registration at all events.
- The My USA Cycling app is sufficient proof.
- VALIDATED pre-registration data also serves as sufficient proof.

8.1.3 OBLIGATIONS OF MEMBERSHIP

- When an individual member joins BRAC he or she agree to abide by USAC rules and BRAC policies and bylaws.

8.1.4 BRAC MEMBER BENEFITS

- Eligible to participate in BRAC Individual Points Competitions: Rocky Mountain Road Cup, Colorado Track Cup and Colorado Cross Cup.
- Eligible for State Champion Jersey or other recognition at no charge.
- Receive regular information from the Association via email.
- Access rider result detail and upgrade point tabulations at ColoradoCycling.org.
- Business listing on website at substantially reduced rates.
- Discounts from various BRAC sponsors.

8.2 CLUB/RACE DIRECTOR MEMBERSHIP

8.2.1 DURATION

- Memberships are annual and based on a standard calendar year expiring December 31st.
- Memberships may be offered prior to January 1st. In this case the membership is good for the remainder of that calendar year and the next complete calendar year.

8.2.2 USA CYCLING MEMBERSHIP

BRAC member clubs must be USAC member clubs as well.

8.2.3 OBLIGATIONS

8.2.3.1 When a club or individual organizer joins the BRAC, they agree to abide by USAC rules, BRAC policies, and BRAC Bylaws.

8.2.3.2 The BRAC member club president or official club contact must be a licensed USAC member and BRAC member.

8.2.3.3 BRAC clubs must promote or co-promote a minimum of one permitted USAC event per year or help BRAC with a non-USAC permitted activity (i.e. awards party, camp, clinic, or summit).

8.2.3.4 All USA Cycling clubs/race directors in Colorado and southeastern Wyoming are expected to pay all monies owed to officials at the end of the race and give the Chief Referee all occurrence reports with releases in addition to any USAC 1-Day Licenses and annual USAC memberships sold. BRAC will send the race director, within 48 hours, a surcharge report outlining all fees owed to BRAC and USAC. BRAC and USAC checks are expected within 1 week of receipt of bill.

8.2.4 OUTSTANDING OBLIGATIONS

8.2.4.1 BRAC member clubs will have “Outstanding Obligations” until all obligations detailed in 8.2.3 are satisfied.

8.2.5 BAD STANDING

8.2.5.1 BRAC member clubs will be declared in “bad standing” if in a previous year of club membership (between meetings of the Club Council) the club did not satisfy obligations detailed in 8.2.3.

8.2.5.2 Any Non-BRAC Race Director that fails to render fees and surcharges as outlined in USAC Rulebook and/or BRAC Policy Manual, will be considered in bad standing with USAC and/or BRAC.

8.2.5.4 A club in bad standing will forfeit the benefits provided to member clubs, including eligibility in Cup Points Competitions. In order to regain good standing, clubs must pay all fees and money owed to both USAC and BRAC. Clubs which have not promoted or co-promoted a USAC competitive event or helped with a BRAC non-USAC event must be listed on an upcoming event permit or be scheduled to help BRAC with an upcoming activity in order to regain their good standing.

8.2.5.4 A club in “bad standing” (from previous year) must fulfill obligations before any team points can be accrued.

8.2.6 BRAC Member Club Benefits

- BRAC member clubs in “Good Standing” are eligible for the following benefits;
- Eligible to host BRAC points competition events, such as Rocky Mountain Road Cup, Colorado Track Cup and Colorado Cross Cup events
- Eligible to co-host Colorado State Championship events with BRAC
- Eligible to participate in BRAC Team Points Competitions, including Rocky Mountain Road Cup, Colorado Track Cup, and Colorado Cross Cup
- Events get free advertising in weekly e-News blasts, on BRAC Facebook and website
- Free advertising on the BRAC website to help attract new members
- Race flyer posted on the BRAC website (1MB maximum)
- Event results posted to the BRAC and USAC websites
- Assigned complete crew of licensed USAC officials for event
- Use of BRAC Race kit free of charge
- Registration Supplies at cost
- Have voting rights at the annual BRAC Club Council meeting
 - Annual Budget Approval

- Schedule of BRAC Fees Approval
- Nomination of members to the Board of Directors
- Elections of members to the Board of Directors
- Advertise for members on the BRAC website
- Eligible for Non-Owned/Hired Automobile and/or Motorcycle Insurance subsidies.
- Eligible for Pre-J permit fee reimbursement if offering a Kids race during a competitive permitted event.
- Use of BRAC Registration Program with laptop and Printer
- Discuss and make recommendations on all Policy Items
- Input on State Championship Venue Selection

9. PRIVACY POLICY

BRAC respects the right to privacy of all communications received from all members. Information provided to us will only be used for the benefit of BRAC and its members. If you do not want electronic updates, and/or membership information from BRAC, 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 BRAC Board of Directors and staff will recommend a Schedule of Fees and Surcharges that will be ratified at the BRAC Annual Meeting. The Schedule of Fees and Surcharges will be posted to the BRAC website.

11. RACE CALENDAR DATES

11.1 RACE CALENDAR DATE FEE (see Schedule of Fees) is charged to all USAC clubs/Race Directors wishing to be listed on the BRAC Calendar. Only events that are directed by BRAC member clubs will have a link to their event flyer from this listing.

11.2 DATE EXCLUSIVITY

To ensure maximum participation at events, BRAC prefers to schedule only one race per day per discipline. Race Directors are expected to resolve race day conflicts. If not, BRAC will decide based on the following criteria:

- Availability of qualified officials
- Discipline (Road, Track, Cyclo-cross)
- History of event and its quality (“established”, well-promoted events typically given preference on their race date)
- Races may co-exist if of different sub-disciplines (e.g. Criterium and time trial)
- Distance between proposed venues. (“150 mile” rule) for weekend events

Except in the case where it is unavoidable, BRAC will not have two different State Championships on consecutive days of a weekend.

12. RACE KIT

The Race Kit includes, but is not limited to: lap counters, brooms, cones, poly posts, podiums, banners, signage, bullhorns, tables, chairs, marshal vests, coolers, computers, printers, decorative flags, tents, and radios.

12.1 ELIGIBILITY

Only BRAC Member Clubs are eligible to use the Race Kit. The club will sign for and be responsible for all items taken.

12.2 LOCATION

The storage unit is located in Lafayette, CO. Please call to schedule time to pick-up and return the race kit directly to:

Shelley Hartman, Race Kit Coordinator
(303) 549-0494 (Mobile), [Please leave a message.](#)
Email: simplypersnickety@hotmail.com

13. MEDICAL SUPPORT

13.1 REQUIREMENTS

All USAC competitive events held in Colorado and southeastern Wyoming are required to have a licensed EMT, paramedic or a comparable medical professional with triage experience at the race to facilitate the handling of medical services and decisions during the event. The race will be cancelled by the Chief Referee if this requirement is not met.

13.2 DOCUMENTATION

The medical professional is required to complete a First Report of Occurrence Form on every person he/she treats, excluding those who receive treatment for superficial road rash.

14. RACE GROUPS

14.1 CUP EVENTS

Race Groups offered at BRAC events can be found in the respective policy documents for the Rocky Mountain Road Cup, the Colorado Cross Cup and the Colorado Track Cup.

14.2 COMBINATION OF 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: MM 50+, MM 60+

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

Ex: MM 50+ / MM 60+

15. ROAD OMNIUMS

15.1 DEFINITION

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.

15.2 TIE BREAKERS

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 Race Director as indicated in the race announcement and/or technical guide.

15.3 Omnium Point Scale

The following point scales are recommended to determine the final placings for road omniums and will be used unless another set of point scales are in the technical guide:

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

16. BRAC PROGRAMS

16.1 PRE-J EVENTS

BRAC supports youth riding by encouraging criterium and cyclo-cross events to provide a Pre-J event (Pre-Junior) for athletes with a racing age of less than nine years. Pre-J events have no entry fee and no scoring. Standard release waivers are required. Race Directors are reimbursed the Pre-J permit fee if they place the Pre-J logo on flyer.

16.2 WOMEN'S PROGRAM

BRAC is committed to growing the sport of women's cycling in our area. To this end, we host an annual Women's Summit, work to coordinate clinics and mentoring events for beginning women racers, host a women-specific road camp and cyclo-cross camp, and serve as a common ground on which to build communication between BRAC member clubs, collegiate clubs, and like-minded organizations.

16.3 BRAC ROAD EVENTS PROGRAM

BRAC is committed to supporting road racing. To this end, we help coordinate venues, provide funds for insurance endorsements, and structure the race calendar to protect road racing events from unnecessary competition.

16.6 STATE CHAMPIONSHIPS

16.6.1

BRAC shall designate Colorado State Championships events for Road Racing, Time Trial, Hill Climb, Criterium, Cyclo-cross and Track events.

16.6.2

State Championship designation can only be awarded to a BRAC member club/organizer.

16.6.3

BRAC State Championships shall be a partnership between BRAC and a Race Director or Promoting Club. BRAC will provide State Championship medals and jerseys, administrative support, Awards podiums and backdrop, and/or other services to be determined between the two parties.

16.6.4

Only current USAC annual licensees 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. Pros, including UCI continental team and UCI women's team riders are not eligible.

16.6.5

USAC State Champions who are current annual BRAC members prior to the event will receive a complimentary BRAC State Championship jersey or other recognition, which they may wear in the same discipline and class until the subsequent State Championships

16.6.6

Riders must have joined BRAC before the event starts to be eligible for a State Champion Jersey or other recognition.

16.6.7

State Championship Categories are found in the tables below:

16.6.7.1 ROAD, CRITERIUM, TIME TRIAL, AND HILLCLIMB

Junior Men	JM 9-10	JM 11-12	JM 13-14	JM 15-16	JM 17-18		
Junior Women	JW 9-10	JW 11-12	JW 13-14	JW 15-16	JW 17-18		
Senior Men	SM 1-2*	SM 3	SM 4				
Senior Women	SW 1-2*	SW 3	SW 4				
Master Men	MM 40+ 1-2-3	MM 40+ 3	MM 40+ 4	MM 50+ 1-2-3	MM 50+ 4	MM 60+	MM 70+
Master Women	MW 40+	MW 50+	MW 60+				

* PRO license holders are welcome to race in State Championships but are not Colorado State Championship eligible

16.6.7.2 CYCLO-CROSS

Junior Men	JM 9-10	JM 11-12	JM 13-14	JM 15-16	JM 17-18	
Junior Women	JW 9-10	JW 11-12	JW 13-14	JW 15-16	JW 17-18	
Senior Men	SM OPEN*	SM 3	SM 4	SINGLESPEED		
Senior Women	SW OPEN*	SW 3	SW 4	SINGLESPEED		
Master Men	MM 40+ 1-2-3	MM 40+ 3	MM 40+ 4	MM 50+	MM 60+	
Master Women	MW 40+					

16.6.7.3 TRACK

SPRINT	SM* 1-4	MM 40-49 1-4	MM 50+ 1-4	JM 17-18
	SW* 1-4	MW 40-49 1-4	MW 50+ 1-4	JW 17-18
OMNIUM	JM 9-10	JM 11-12	JM 13-14	JM 15-16
	JW 9-10	JW 11-12	JW 13-14	JW 15-16
ENDURANCE	SM* 1-4	MM 40-49 1-4	MM 50+ 1-4	JM 17-18
	SW* 1-4	MW 40-49 1-4	MW 50+ 1-4	JW 17-18

* PRO license holders are welcome to race in State Championships but are not Colorado State Championship eligible.

16.7 ROCKY MTN ROAD CUP

The Rocky Mountain Road Cup is a season long points competition for the road season. See the Rocky Mtn Road Cup Policy on the BRAC web site for more details.

16.8 COLORADO CROSS CUP

The Colorado Cross Cup is a season long points competition for the cyclo-cross season. See the Colorado Cross Cup Policy on the BRAC web site for more details.

16.9 COLORADO TRACK CUP

The Colorado Track Cup is a season long points competition for the track season. See the Colorado Track Cup Policy on the BRAC web site for more details.