



USAC/BRAC

2019 Permitting Guidelines



The 2019 USAC Race Permit Process is done online at www.usacycling.org

Check to make sure your USAC club profile has an event organizer and/or race director listed.

1. Event Organizer/Race Director should login to their USA Cycling account through the My USA Cycling account icon on the right top hand corner of the USA Cycling homepage.
2. Under the USA Cycling Tools:
 - a. Click "Event Permits" to duplicate an existing race that club promoted in 2018 - OR -
 - b. Click "Enter New Event" to enter information on a race you have never filed a permit for.
4. A properly submitted permit application will include the following:

Completed Event Permit Application	Completed Medical Plan
Completed Additional Insured Form	Approved Race Announcements/Flyer
Completed Event Checklist	Appropriate Permit Application Fee

The following are important items you should be aware of when planning your event

Promoting Club/Race Director

Listed event organizers of a registered USA Cycling club, or licensed race director can permit events and by doing so agree to comply with all USAC policies in addition to policies set by USAC local association, the Bicycle Racing Association of Colorado (BRAC).

A typical [USAC Club membership](#) is \$200, but it is also recommended that your club join [BRAC](#), \$95, to receive additional benefits USA Cycling does not offer to race directors.

Type of Permits

USAC offers a variety of permits. Choose the appropriate permit application(s) for your event. Most events will require a competitive application. Those event organizers/race directors that wish to include a Kids Race (under 9 yrs of age) will need to pay an extra \$25 for a special kids permit and by doing so will not need to have kids pay surcharge fees or have licenses.

BRAC member clubs that do host a Kids Race, also known as a PreJ Race, will be reimbursed the \$25 by BRAC if they place the PreJ logo on their flyers.

USAC Permit Applications must be received eight (8) weeks in advance of event date to avoid late filing fees

- If not received eight weeks prior to event date - \$ 25 Late fee
- If not received four weeks prior to event date - - \$100 Late fee
- If not received two weeks prior to event date - - \$200 Late fee

Insurance

By permitting your event with USAC you have access to various insurance programs that provides coverage not only to your event but to licensed athletes with coverage while they race at your event. A list of the various insurance programs can be found [here](#).

A general liability policy covers events permitted by USAC. The policy limits are \$1 million per occurrence with a \$3 million event aggregate and a \$10 million policy aggregate. For all events, race directors do have the option to purchase an additional \$4 million (per occurrence/per policy aggregate) for liability coverage for an additional charge. Price is dependent on number of participants so see USA Cycling Schedule of Fees for prices.

Insurance certificates will automatically be issued for the race director and each sponsoring club free of charge if listed on the permit when first filed. If another party, such as landowners, municipalities, etc., is required to be named as an additional insured, the cost will be \$13 each. This \$13 fee will apply each time your certificate needs to be reissued, so make sure your request is complete and accurate the first time including spelling, addresses, and the proper way to list the insured on the certificate. If a special endorsement is required for the insurance certificate there is a \$75 fee per request.

Typically the insurance for riders is included as part of your entry fee. The fee varies depending on the type of permit you apply for. Those fees can be found in the section entitled surcharges.

At events requiring motor referees or officials in a caravan, race directors should purchase Non-Owned/Hired Automobile and/or Motorcycle Insurance. Without this, you as a race director/club are not covered if something were to happen. If the promoting club is a member of BRAC, we will do The Non-Owned/Hired Automobile and/or Motorcycle Insurance paperwork and pay the fees to cover 2 motors at criteriums and up to 4 at a road race. If additional cars/motor are needed BRAC will then charge the race director for the remaining cost. Non-BRAC clubs will be responsible for doing the paperwork and paying the fees upfront when filing for the USAC permit.

Race Announcements/Flyers

Although USAC has a template as part of the online permit process, it is not detailed enough to meet BRAC standards. It is therefore extremely important that you have your race flyer approved by the Chief Referee or the BRAC Membership Manager prior to completing the online USAC permit process. Once approved, the flyer will then need to be attached to your USAC online permit application. See [Race Announcement Guidelines](#).

Colorado USAC permitted competitive events, plus non-competitive Colorado USAC permitted Gran Fondos, Gravel events, and Fun Rides/Tours, will be listed on the BRAC calendar. BRAC clubs, who complete a race calendar date request form and submit a race calendar refundable deposit of \$100, in addition to being listed on the BRAC calendar will have links to their flyers, pre-registration site/ club websites posted on our website .be listed on the BRAC homepage 2 weeks prior to their event and have e-blasts sent to all BRAC members the week of the race.

Participant Licenses

The type of permit applied for determines the type of license required by a participant. Most events will require some type of USAC license.

USAC Competitive Events:

- [USAC Annual License](#)
- USAC *Beginner* 1-Day competitive license: \$10.00/day
(these are available on site or online at USAC to category 5 men and women who have never held a USAC license with a higher category in the discipline they are registering for)
- USAC *Experienced* 1-Day competitive license: \$25
(may only be purchased online at USAC by former USAC members to race in categories excluded by the Beginner license)

If the promoting club/ is a member of BRAC, then in addition to a USAC license, participants in competitive events must have either a

- [BRAC Annual membership](#)
- 1-Day BRAC membership: \$5.00/day (1-day USAC Beginner licensees & Out-Of-State Licensees are exempt)

Collegiate Events:

- [Collegiate Annual License](#) Collegiate 1-Day license: \$10.00/day

Fun Rides/Tours/Training Rides, Clinics and Camps:

- [USAC Annual License](#) USAC Non-Competitive 1-Day: \$10/day

Gran Fondos:

License is not required, but those that do will get priority in staging.

- [USAC Annual License](#)
- USAC Gran Fondo 1-Day: \$10/day

Releases

All participants must sign the [2019 USAC standard release form](#). If USAC one-days or annual licenses are sold on site, participants should complete the 3-part "ONE DAY & ANNUAL LICENSE APPLICATION" form. You are to give the yellow copy to the rider, pink for your records and white copy goes to USA Cycling.

Any volunteers, including promoting club members, must sign a volunteer release form.

Race directors are to keep all signed releases for a minimum of 10 years.

If an accident occurs, a [First Report of Occurrence](#) must be completed by the medical person on site and the individual's release form must be attached. This paperwork needs to be presented to the Chief Referee at the end of the race.

Medical Personnel

A person who is licensed as an EMT, Paramedic or a comparable medical professional with triage experience, **must** be at all competitive events to facilitate the handling of medical services and decisions during the event. **Event will be cancelled by Chief Referee if this requirement is not meet.** Medical person is required to complete a [USAC First Report of Occurrence](#) on every person he/her treats, excluding those that receive treatment for superficial road rash.

Entry Fees

USAC/BRAC recommends charging fees that are fair and reasonable to the rider. BRAC encourages race directors to allow juniors a reduced entry fee, in an effort to keep juniors racing.

Surcharges

The following surcharges must be charged and are typically included as part of the entry fee.

USAC Rider Insurance

- Competitive Events: \$4.00 per rider per day
- Non-Competitive Events: \$4.00 per rider per day (Gran Fondos/ Gravel Events)
\$3.50 per rider per day (Camps/Clinics/Training Rides)
\$3.25 per rider per day (Fun Rides/Tours/Charity Rides) Events)

BRAC Operational Surcharges

- Competitive Events: \$1.50 per rider per day
- Non-Competitive Events & Collegiate Races: \$0

If competitive event is promoted by a BRAC club/race director, BRAC will email a surcharge report to event race director which will indicate USAC charges owed, 1-day USAC releases needed, and any other fees due to BRAC. This is should be paid within 3 weeks of receipt or a late fee to \$100/week will be assessed. USAC also starts charging late fees after 3 weeks.

If a competitive event is not promoted by a BRAC club, or if it's a non-competitive, then race director is responsible for calculating and sending all required materials to USAC directly.

Other surcharges that can be collected are as follows, assuming it is clearly stated on race announcement and has been distributed at least 30 days before your pre-registered deadline.

- Late or Post Entry surcharge: at the discretion of the race director
- Unattached Rider surcharge: up to \$ 5.00 (Cat 5 men & women may not be assessed this surcharge)

Officials' Fees

Race Category	Chief Referee	Chief Judge	Other
PRT/NC/UCI	Full Day: \$200 Half Day: \$120	Full Day: \$140 Half Day: \$ 85	Full Day: \$115 Half Day: \$ 70
A (\$10,000)	Full Day: \$175 Half Day: \$110	Full Day: \$125 Half Day: \$ 90	Full Day: \$100 Half Day: \$ 70
B (\$5,000- \$9,999)	Full Day: \$140 Half Day: \$ 90	Full Day: \$110 Half Day: \$ 75	Full Day: \$ 90 Half Day: \$ 60
C-E (\$0-\$4,999)	Full Day: \$120 Half Day: \$ 75	Full Day: \$100 Half Day: \$ 50	Full Day: \$ 90 Half Day: \$ 50
Full Day:	Between 5 and 8 hours.		
Half Day:	5 hours or less		
Overtime:	\$20 per hour in increments of 15 minutes		

Race director shall pay USAC officials a daily fee based on the race category. The fees are based on the highest race category for that day, plus reasonable and necessary travel . Lunch and liquid refreshment for events over are to be paid at the conclusion of the event

- 2019 IRS Mileage Rate: 58 cents per mile
- Single Day Per Diem: \$15
- Housing if Overnight is required
- Multiple Day Per Diem when overnight stay required: \$ 35
- Site Visit: \$50 plus mileage
- Site Visit Per Diem if overnight needed: \$25
- Cancellation Fee if officials have already traveled to event: actual expenses & at least half day fees

Race Groups and Distance

The following Race Groups are those typically offered to the Colorado Cycling Community,

Road Event (minutes and distance shown are minimums)

RACE GROUPS	CRIT (MINUTES)	RR (MILES)
SM Pro-1-2	60	75
SM 3	50	50
SM 4	40	35
MM 40+ 1-2-3	50	50
MM 40+ 3	45	50
MM 40+ 4	40	35
MM 50+ 1-2-3	45	50
MM 50+ 4	40	35
MM 60+	40	35
MM 70+	40	35
Beginner Men 5		

RACE GROUPS	CRIT (MINUTES)	RR (MILES)
SW Pro-1-2	45	50
SW 3	45	40
SW 4	40	25
MW 40+	45	40
MW 50+	40	25
MW 60+	40	25
Beginner Women 5		

Pre-J Race (under 9) are encouraged during break time for officials when on a closed course

RACE GROUPS	CRIT (MINUTES)	RR (MILES)
JM 9-10	20	10
JM 11-12	20	10
JM 13-14	40	25
JM 15-16	30	25
JM 17-18	30	25
JW 9-10	20	10
JW 11-12	20	10
JW 13-14	20	25
JW 15-16	30	25
JW 17-18	30	25

Cyclocross Events (minutes shown are minimums)

CATEGORY	CX (MINUTES)
SM Open	55
SM 3	45
SM 4	40
Beginner Men 5	40
MM 40+	55
MM 40+ 3	45
MM 40+ 4	40
MM 50+	40
MM 50+ 4	40
MM 60+	40

CATEGORY	CX (MINUTES)
SW Open	40
SW 3	40
SW 4	40
Beginner Women 5	40
MW 40+	40
MW 50+	40
SS Men	45
SS Women	40
SS 4-5	40

Pre-J Race (under 9) are encouraged during break time for officials when on a closed course

CATEGORY	CX (MINUTES)
JM 9-10	20
JM 11-12	20
JM 13-14	30
JM 15-16	30
JM 17-18	30
JW 9-10	20
JW 11-12	20
JW 13-14	30
JW 15-16	30
JW 17-18	30

Rocky Mountain Road CUP

The Rocky Mountain Road Cup is a point's competition for the road season. Annual BRAC members compete in selected Road CUP events gaining points for both Individual and team awards. BRAC member clubs/organizers, in good standings, may apply for CUP designation for their event.

To be a Rocky Mountain Road CUP race all categories must be run, however, certain combinations are allowable. See the Rocky Mountain Road Cup Policy on the BRAC website for more details concerning these combinations and other CUP requirements.

Colorado Cross CUP

The Colorado Cross Cup is points competition during cyclocross season. Annual BRAC members compete in selected cyclocross CUP events gaining points for both an Individual and team awards.

To be a Colorado Cross CUP race all categories must be run, however, certain combinations are allowable. See the Colorado Cross CUP Policy on the BRAC website for more details concerning these combinations and other CUP requirements.