



USAC/BRAC REGISTRATION REQUIREMENTS



USAC LICENSE

- Always ask to see the rider's 2019 USAC license. "Authorization to Ride" paper, or a downloaded copy of a license onto a phone is acceptable in lieu of a physical license.
- If a rider wants to purchase a license at race site, always encourage them to do it online using a smart phone. If the club has decided to sell annual licenses on site at races, make sure all paperwork is complete, check payable to USAC is attached, and a receipt is given to the rider. Anyone new to the sport will be categorized as a 5. All completed applications, along with attached check(s) are to be sent to USA Cycling within 24hr of the race by the race director.
- Riders new to racing, Cat 5 men and women, are the only participants that can purchase a 1-Day USAC Beginner license at race site for \$10. Riders may not pay for a 1-day by credit card, it must be by check or cash. You will need to verify that they indeed never held a license with a higher category before by checking the USAC website. Make sure the person completes the 3 part 1-Day Beginner License/waiver form; Rider gets the yellow copy, you keep the pink, and white gets sent to the USAC office. To avoid having to do the verification yourself, direct the rider to the USAC website to purchase the license and ask them to show you the receipt.
- Former USAC members, that is, cat 1,2,3,4 men or cat 1, 2, 3, 4 women, are allowed to purchase a 1-Day Experienced license for \$25, however, they must purchase it on the USAC website.
- If a rider claims to be a USAC member but doesn't have their license, check the USAC database, BRAC Registration Program or check with the BRAC Membership Manager.

BRAC MEMBERSHIP

- BRAC's Race Day Registration program will indicate if a rider has a valid BRAC membership.
- If a rider purchased their BRAC membership through the USAC site, the USA Cycling phone app. will also display if they are a current member of BRAC. It will say: LA Membership Status- expires 12/31/2019.
- Colorado riders who do not belong to BRAC must pay a 1-Day BRAC membership fee of \$5. There is not a separate form for this. This fee **can not** be applied to an annual membership fee.
- Only 1-Day Beginner USAC licensees, Out-of State and Collegiate riders are exempt from this.
- BRAC annual memberships can only be purchased online.

RELEASES

- Before running off copies of the release forms, suggest you complete the top portion of the waiver: Today's Date, Event Name and Event Date, so riders do not waste time completing that portion.
- Make sure a 2019 USAC release is completely filled out.
- Junior riders must have a parent or legal guardian sign release, not friend or coach.
- Electronic signatures will only be accepted from most riders that register using USA Cycling Registration System. The Online Program will inform the race director which of the pre-registered riders will need to sign a waiver at race site. Write hip number on release form in space provide in the upper right hand corner.
- Race Directors must keep all releases, including those marked One-Days, for ten 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 all releases are signed. If one is found unsigned, make sure to bring it to start line for rider signature.

RECORDING REGISTRATION INFORMATION

- **BRAC Registration Program**
 - All CUP events are required to use the BRAC Registration Program
 - To use the software, you must first register at: <http://www.racedayreg.co>

- Program populates all vital registration information based on USAC license number. It verifies if a rider has a current USAC license, is eligible to race in the category he/she is signed up for, and if they are a current BRAC member.
 - Use these abbreviations in the USAC # license to represent the following licenses
 - 1D 1-Day USAC license bought at race site
 - 1D-OL 1-Day USAC license bought online (remove license # and replace with the abbrev.)
 - UCI-XXX Foreign rider using a UCI license, just write UCI followed by the 3-letter country code EX: UCI-ITA
 - Race directors are responsible for printing start lists and call-up lists for CX, and providing registration data to the timing company either electronically or on a flash/thumb drive
- **NCR Registration Forms**
 - These forms can be purchased from BRAC, when the BRAC Registration Program is not used.
 - Record registration information from the USAC license.
 - If rider has a BRAC sticker on their license, place a check mark in the BRAC 1-D column.
 - It's imperative that the USAC license number is written down correctly. If rider presents you with pdf copy of their license and/or membership, please record the USAC number that appears on the copy.
 - Use the following abbreviation for these situations
 - 1D 1-Day USAC license bought at race site
 - 1D-OL 1-Day USAC license bought online (remove license # and replace with the abbrev.)
 - If rider is from a foreign country and present you with an international license, record in the license column, UCI followed by the 3-letter country code. Ex UCI-ITA
 - If you are running multiple groups at the same time, but each has its own prize list, make sure to use a separate NCR form for each prize list category.
 - Verbally, verify the 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 60+ on top half and 70+ 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.

NUMBERS

- If the promoting club is a member of BRAC, BRAC will provide numbers for the USAC categories. Numbers will need to be picked up in Denver, so arrangements with the BRAC Membership Manager must be made prior to your event. However, you are required to return all unused BRAC numbers to the CJ at the end of the race day, or will be charged for them. Pins will not be available from BRAC so refer to the Race Directors Resource list to find vendors that sell pins.
 - If you decide to purchase your own numbers, they must USAC minimum requirements :
 - Figures shall be printed in block letters using black waterproof ink
 - Constructed from materials sufficiently durable to last the race without tearing or disintegrating, even in adverse weather.
 - Road races, Circuit Races and Hill Climbs require 2 bib numbers; all others just one.
 - 18 x 16cm; with digit height of 10 cm and 1.5cm line width; border 3cm
- Race directors who fail to provide numbers meeting the above requirements to all riders shall be fined as specified in the USAC Schedule of Fees (Rule 1N7- \$1/rider/day)
- 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 MW 40+, 50+, 60+ you should issue a series of 300-320, 421-450, 555-575.. Riders have also requested that a color bar be placed on the number to help distinguish one race group from another when on the course on at the same time.
 - At registration, set up a display with instructions for number placement. A number display mannequin is available in the BRAC Race Kit for use by BRAC member clubs/RD's.
 - If chip timing is used, make sure the chip handed out corresponds to the bib number assigned, and that the chip return location is away from and beyond the finish line.

