



## *Colorado Cycling* REGISTRATION REQUIREMENTS

### USAC LICENSE

- Always ask to see the rider's 2021 USAC license. "Authorization to Ride" paper, or a downloaded copy of a license onto a phone in lieu of a physical license. USAC license are now based on a calendar year, make sure to read the expiration date of the license since not all expire on 12/31/21.
- 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 you become familiar with the different types of licenses and fees so you can advise the applicant appropriately. Anyone new to the sport will be categorized as a Novice (cat 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, Novice (cat 5 men and women), are the only participants that can purchase a 1-Day USAC Beginner license at race site for \$10. One-day licenses can only be paid for with cash at an event, unless credit card payment can be taken by registration staff. Participants may not list their credit card information for one-days on the forms.
- When taking a USAC 1-Day on site, 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.
- Collegiate licenses can be used in regular USAC events.
- If a Novice (cat 5) presents you with a Standard license which can only be used in Novice (cat 5) events, yet wants to enter an event not open to Novice (cat5) riders, they must first purchase a *Racing Add-On* for an additional \$50. They must do this online at USA Cycling so that the new license will read cat 4. However, those juniors and collegiate riders with a Standard license may upgrade without paying the additional \$50, but must request the upgrade online at USACycling.org.
- Cat 2,3,4 riders may no longer upgrade on site via the Colorado Cycling Membership Manager. They must submit a request to USAC via their USAC account.
- 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, Colorado Cycling Registration Program or check with the CCO Membership Manager.

### COLORADO CYCLING MEMBERSHIP

- Colorado Cycling Race Day Registration program will indicate if a rider has a valid Colorado Cycling membership.
- Colorado riders who do not belong to Colorado Cycling must pay a 1-Day Colorado Cycling 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 in Collegiate events are exempt from this.
- Colorado Cycling annual memberships can only be purchased online via the website ([www.coloradocycling.org](http://www.coloradocycling.org))

### 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 2021 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 BikeReg. 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

- **Colorado Cycling Registration Program**
  - All CUP events are required to use the Colorado Cycling 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 Colorado Cycling member.
  - Use these abbreviations in the USAC # license to represent the following licenses  
1D            1-Day USAC license bought at race site  
ONE DAY   1-Day USAC license bought on BikeReg  
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

## C

- **NCR Registration Forms**
  - These forms can be purchased from Colorado Cycling, when the Colorado Cycling Registration Program is not used.
  - Record registration information from the USAC license, but also verbally, verify the category rider is entering.
  - If rider is a Colorado Cycling member, place a check mark in the Colorado Cycling 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 these abbreviations in the USAC # license to represent the following licenses  
1D            1-Day USAC license bought at race site  
ONE DAY   1-Day USAC license bought on BikeReg  
UCI-XXX   Foreign rider using a UCI license, just write 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.
  - 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 2<sup>nd</sup> race in the far right column of the rider's additional race.

## NUMBERS

- If the promoting club is a member of Colorado Cycling, Colorado Cycling will provide numbers for the USAC categories. Numbers will need to be picked up in Denver, so arrangements with the Colorado Cycling Membership Manager must be made prior to your event. However, you are required to return all unused Colorado Cycling numbers to the CJ at the end of the race day, or be charged for them.
- Pins are available from Colorado Cycling for \$11/box of 1440 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
- 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 Colorado Cycling Race Kit for use by CCO 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.

