



USA Cycling/Bicycle Colorado 2023 Permitting Guidelines



2023 Race Permit Process is done online at USA Cycling

Click [here](#) for step-by-step instruction.

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, Bicycle Colorado .

A typical [USAC Club membership](#) is \$225, but it is also recommended that your club join [Bicycle Colorado](#), \$100, 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 USAC insurance surcharge fee or have licenses.

USAC Permit Applications must be received four (4) weeks in advance of event date to avoid late filing fees

- If not received four weeks prior to event date - - \$ 25 Late fee
- If not received two weeks prior to event date - - \$100 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. For all events, race directors do have the option to purchase an additional \$2 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.

USAC 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 \$15 each. This \$15 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 USAC insurance for riders is included as part of your entry fee.

At events requiring motor referees or officials in a caravan, race directors should purchase USAC 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 Bicycle Colorado 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 Bicycle Colorado will then charge the race director for the remaining cost. Non-Bicycle Colorado clubs will be responsible for doing the paperwork and paying the fees upfront when filing for the USAC permit.

Race Announcements/Flyers

USAC requires local associations to review Road,Track,Cyclocross flyers, so Bicycle Colorado prefers you send us you flyers prior to submitting your permit. However, if it hasn't been by the approved by us you want to submit your permit to USAC just watermark it Draft, and once approved and we will post it to the Bicycle Colorado site and send it to USAC for posting. See [Race Announcement Guidelines](#).

Colorado USAC permitted competitive events ([Road,Track,Cyclocross](#).) will be listed on the calendar will have links to their flyers, pre-registration site/ club websites posted on our website, have E-News sent to all Bicycle Colorado members the week of the race. Additionally, Colorado USAC non-competitive permitted events (Gran Fondos, Gravel events, Fun Rides/Tours, Camps/Clinics) will be listed on the Bicycle Colorado calendar.

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 Road, Track Cyclocross:

- [USAC or Collegiate Annual License](#)
- USAC *Beginner* 1-Day competitive license: \$15.00/day
(these are available on site or online at USAC and BikeReg to Novice (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: \$35.00/day
(may only be purchased online at USAC by former USAC members to race in categories excluded by the Beginner license)

Collegiate Events:

- [Collegiate Annual License](#)
- [Collegiate 1-Day license](#): \$15.00/day

Training Rides, Clinics, Camps:

- [USAC or Collegiate Annual License](#)
- [USAC Non-Competitive 1-Day](#): \$15.00/day

Gran Fondos/Gravel Events:

- License is not required

Fun Rides/Tours/Charity Rides:

- License is not required

Releases

All participants must sign the [USAC standard release form](#). However, if your pre-registration company is BikeReg most participants will NOT need to sign a release on site. (USAC will only accept electronic signatures from BikeReg.) Race Directors should check the BikeReg tool that lists those riders that do need to sign waivers onsite. If USAC one-days or annual licenses need to be on site it is strongly recommended that they do so on the USAC website using their smart phone, otherwise participants should complete the "[Event Annual and 1-Day License Application](#)".

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 and Bicycle Colorado recommends charging fees that are fair and reasonable to the rider. Bicycle Colorado encourages race directors to allow juniors a reduced entry fee, in an effort to keep juniors racing. Bicycle Colorado encourages gender equity in prize lists.

Event Fees

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

USAC Rider Insurance Surcharge

\$5.30 for all types of events

Bicycle Colorado Event Director Support Package

Bicycle Colorado charges a fee to Bicycle Colorado Event Organizers putting on road, CX, or track events. There are two tiers (basic- \$1/rider and premium-\$2/rider) that comes with different benefits as described in [Bicycle Colorado Schedule of Fees](#).

Bicycle Colorado will email a post event invoice to Bicycle Colorado event race director which will indicate fees due to Bicycle Colorado. USAC will inform the race director fees owed to them after the event.

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

Other USAC 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 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 even

- 2023 IRS Mileage Rate: 65.5 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 Category	Chief Referee	Chief Judge	Other
All Events	Full Day: \$200 Half Day: \$120	Full Day: \$140 Half Day: \$ 85	Full Day: \$115 Half Day: \$ 70
Full Day:	Between 5 and 8 hours.		
Half Day:	5 hours or less		
Overtime:	\$20 per hour in increments of 15 minutes		

Race Groups and Distance

The following Race Groups are those typically offered to the Bicycle Colorado 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
Men Novice (cat5)		

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
Women Novice (cat 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
Men Novice (cat 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	50
SW 3	40
SW 4	40
Women Novice (cat 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 Bicycle Colorado members compete in selected Road CUP events gaining points for both Individual and team awards. Bicycle Colorado 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 Bicycle Colorado 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 Bicycle Colorado 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 Bicycle Colorado website for more details concerning these combinations and other CUP requirements.