



Bicycle Colorado Registration Guidelines

USAC LICENSE

- Always ask to see the rider's digital or physical 2023 USAC license. Domestic and Collegiate licenses are valid in USAC permitted event. A Collegiate license is required in Collegiate events, USAC license are now based on a calendar year, make sure to read the expiration date of the license since not all expire on 12/31/23.
- 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 \$15. 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.
- If a Novice (cat 5) wants to enter an event not open to Novice (cat 5) riders, they must request an upgrade through their USAC account. They can easily do this online and the request will be granted immediately.
- Cat 2,3,4 riders may no longer upgrade on site. 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 \$35, 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 App.- Rider Look Up.

BICYCLE COLORADO MEMBERSHIP

- A Bicycle Colorado membership is no longer needed to participate in Colorado events.
- USAC annual memberships that resides in Colorado are automatically Bicycle Colorado Members and are eligible for Bicycle Colorado Points competitions.
- Out-of-state riders can become Bicycle Colorado members but can be purchased online via the website (www.bicyclecolorado.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 2023 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

- **Bicycle Colorado RaceDay Registration Program**
 - All CUP events are strongly encouraged to use the Bicycle Colorado RaceDay Registration Program.
 - To use the software, you must first register at: <http://www.racedayreg.co> If you need help call Clint Bickmore (303)834-7093 or (720) 421-4896 - sbclint@lifeonthebike.com
 - 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 Bicycle Colorado member.
 - Use these abbreviations in the USAC # license to represent the following licenses
1-D 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

NUMBERS

- If the promoting club is a member of Bicycle Colorado and chooses the Premium Event Director Support Package, Bicycle Colorado will provide numbers for the USAC categories. Numbers will need to be picked up in Denver, so arrangements with the Event Support Operations Coordinator must be made prior to your event. However, you are required to return all unused numbers to the CJ at the end of the race day.
- Pins are provided by Bicycle Colorado. A box contains 1440 pins.
- If you decide to purchase your own numbers, they must meet 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 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 bib 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 could 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 Bicycle Colorado Race Kit..
- 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.

