



# Bicycle Colorado Event Support Program 2024 General Policy Manual

USAC Local Association for Colorado

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## **Mission**

Bicycle Colorado's Event Support Program inspires and supports our community to produce and experience quality cycling events throughout Colorado.

## **Vision**

Bicycle Colorado's Event Support Program will be the premier resource for all stakeholders involved in cycling events in Colorado. Through the shared values of inclusion and respect, we will work to grow the sport of cycling in its many forms by building a meaningful connection between quality events and advocacy work. We will accomplish this goal by increasing awareness of the value of advocacy work in our racing community, maintaining a comprehensive event calendar that includes all cycling disciplines, serving as the Local Association for USA Cycling, assisting with the Rocky Mountain Collegiate Cycling Conference, supporting event directors and race officials to provide safe and accessible events, building and executing season-long points competitions, and offering programs, awards events, beginner clinics, camps and trainings to make cycling events more fun, safe and rewarding for all involved.

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## 1. SCOPE OF THE POLICY MANUAL

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### 1.1 501(c)(3) NON-PROFIT

Bicycle Colorado is a non-profit corporation in good standing with the Colorado Secretary of State.

### 1.2 USA CYCLING LOCAL ASSOCIATION

Bicycle Colorado serves the local association for USA Cycling (USAC) representing Colorado.

### 1.3 USA CYCLING RULEBOOK

Bicycle Colorado incorporates and adopts the USA Cycling (USAC) rulebook for bicycle racing.

<http://www.usacycling.org/usa-cycling-rule-book.htm>

### 1.4 POLICY

As a Local Association, Bicycle Colorado can make exceptions or additions to USAC rules in the form of a policy, with approval of the Bicycle Colorado Event Support Program Manager, as long as USAC minimum standards are met.

### 1.5 POLICY MANUAL

Bicycle Colorado maintains this Policy Manual that governs the program's current policies and procedures. This manual is available online at [www.bicyclecolorado.org](http://www.bicyclecolorado.org).

## 2. BRANDING

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### 2.1 LOGO

Use of this image is by Bicycle Colorado permission only.



### 2.2 WEBSITE

Bicycle Colorado maintains a website, [www.bicyclecolorado.org](http://www.bicyclecolorado.org) for sharing information for athletes, clubs, event directors, race officials and other stakeholders. This site will serve as an information source for cycling events in Colorado.

## 3. Bicycle Colorado EVENT SUPPORT ADVISORY COMMITTEE

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### 3.1 ADVISORY COMMITTEE

Bicycle Colorado's Event Support Advisory Committee acts as a sounding board for the Bicycle Colorado EVENT SUPPORT PROGRAM to provide input on cycling events.

#### 3.1.1 MEETINGS

Bicycle Colorado Event Support Advisory Committee will meet four times per year.

## 4. Bicycle Colorado EVENT SUPPORT STAFF

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### 4.1 Event Support Program Manager

The Event Support Program Manager shall be considered a full-time, paid employee of Bicycle Colorado. Bicycle Colorado shall assign a salary amount to the position and all job responsibilities. The Event Support Program Manager shall be in charge of the operation of the program, carrying out the details of the policies and regulations.

### 4.2 Event Operations Coordinator

The Bicycle Colorado Event Operations Coordinator shall be considered a part-time, paid employee of Bicycle Colorado. Bicycle Colorado shall assign a salary amount and all job responsibilities with input from the Event Support Program Manager. The Event Operations Coordinator shall carry out the administrative duties of the program as defined by the Event Support Program Manager.

### 4.3 Other Staff Positions

Bicycle Colorado may appoint or hire other positions on a volunteer or paid basis as necessary for the efficient operation of the program and the sport.

## 5. Bicycle Colorado EVENT DIRECTOR / PROMOTER MEETINGS

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### 5.1 Bicycle Colorado EVENT DIRECTOR / PROMOTER MEETINGS

#### 5.1.1 CYCLO-CROSS EVENT DIRECTOR / PROMOTER MEETING

##### 5.1.1.1 DATE

There shall be a Cyclo-Cross Race Director Meeting held in the first four months of each year.

##### 5.1.1.2 GOALS

- Finalize the upcoming cyclo-cross season calendar.
- Information from this meeting will be utilized by the Events Program Manager to:
  - Accept the cyclo-cross calendar
  - Award CUP designations to cross races
  - Determine the State Championship event

#### 5.1.2 ROAD RACE DIRECTOR MEETING

##### 5.1.2.1 DATE

There shall be a Road Race Director Meeting held in the fall of each year.

##### 5.1.2.2 GOALS

- Finalize the upcoming road racing season calendar..
- Information from this meeting will be utilized by the Events Program Manager to:
  - Accept the road racing calendar

- Award CUP designations to road racing events
- Determine the state championship events

## 6. MEMBERSHIP

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### 6.1 INDIVIDUAL RACING MEMBERSHIP

#### 6.1.1 MEMBERSHIP

- o Memberships are annuals and based on a rolling calendar year.
- o BC Racing memberships are included with the purchase of an annual USAC RACE membership.

#### 6.1.2 PROOF OF USAC MEMBERSHIP

- o Riders are required to show their current USA Cycling license at registration at all events.

#### 6.1.3 OBLIGATIONS OF MEMBERSHIP

- o Members agree to abide by USAC rules and Bicycle Colorado policies.

#### 6.1.4 Bicycle Colorado MEMBER BENEFITS

Members in good standing with Bicycle Colorado and USA Cycling enjoy the following benefits:

- o Eligible to participate in points competitions
- o End of season parties
- o State Champion's medals and jerseys
- o Access to clinics and camps
- o Receive regular information from BC via email updates
- o Discounts from various Bicycle Colorado sponsors.
- o Communication with Bicycle Colorado staff
- o All races held to high standards, such as EMT on site, photo-finish, etc.

### 6.2 CLUB AND EVENT DIRECTOR/PROMOTER MEMBERSHIP

#### 6.2.1 DURATION

Memberships are annual and based on a standard calendar year.

#### 6.2.2 USA CYCLING MEMBERSHIP

Bicycle Colorado member clubs are strongly encouraged to be USAC member clubs as well.

#### 6.2.3 OBLIGATIONS

**6.2.3.1** When a club joins Bicycle Colorado, they agree to abide by USAC rules, as well as Bicycle Colorado policies.

**6.2.3.2** Bicycle Colorado clubs must sponsor, volunteer at, promote or co-promote a minimum of one permitted USAC event per year or help Bicycle Colorado with a non-USAC permitted activity (i.e. awards party, camp, clinic, or summit).

**6.2.3.3** Bicycle Colorado clubs may also earn good standing by promoting other types of events, such as group rides and other events with the approval of Bicycle Colorado.

**6.2.3.4** All USA Cycling clubs in Colorado are expected to pay all monies owed to officials at the end of the race and give the Chief Referee all occurrence reports with releases. Bicycle Colorado will send the club, within 48 hours, an invoice outlining all fees owed to Bicycle Colorado. Payment is expected within 3 weeks of receipt of the bill.

## **6.2.4 OUTSTANDING OBLIGATIONS**

**6.2.4.1** Bicycle Colorado member clubs will have “Outstanding Obligations” until all obligations detailed in 6.2.3 are satisfied.

## **6.2.5 BAD STANDING**

**6.2.5.1** Bicycle Colorado member clubs will be declared in “bad standing” if in a previous year of club membership, the club did not satisfy obligations detailed in 6.2.3.

**6.2.5.2** A club that hires an independent race director to manage part or all of its event is responsible for the behavior and performance of said race director, including payment of any fees or other monies owed or incurred due to the race director’s actions.

**6.2.5.3** A club in bad standing will forfeit the benefits provided to member clubs, including eligibility in Team Cup Points Competitions. In order to regain good standing, clubs must pay all fees and money that is owed to both USAC and Bicycle Colorado.

**6.2.5.4** A club in “bad standing” (from previous year) must fulfill obligations before any team points can be accrued. Points are not retroactively earned before the obligation was fulfilled.

## 6.2.6 Bicycle Colorado MEMBER CLUB BENEFITS

Bicycle Colorado member clubs in “Good Standing” are eligible for the following benefits:

- o Eligible to host points competition events, such as Rocky Mountain Road Cup and Colorado Cross Cup events
- o Eligible to host Colorado State Championship events
- o Eligible to participate in Team Points Competitions, including Rocky Mountain Road Cup and Colorado Cross Cup
- o Events get free advertising in weekly e-News blasts
- o Events can purchase additional advertising on social media, emails, printed materials and BC website.
- o Additional opportunities to promote the club or events.
- o Free listing on the website to help attract new members
- o Race announcement posted on the Bicycle Colorado website
- o Race website and registration links posted on Bicycle Colorado calendar
- o Support with results posting and updates on the USAC website
- o Assigned complete crew of licensed USAC officials for event
- o Use of Bicycle Colorado Race kit (depending on race package selected)
- o Race Numbers provided (depending on race package selected)
- o Advertise for members on the Bicycle Colorado website
- o Eligible for Non-Owned/Hired Automobile and/or Motorcycle Insurance subsidies.
- o Use of Bicycle Colorado Race Day Registration Program

## 7. PRIVACY AND GENDER EQUITY POLICIES

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### 7.1 MEMBER PRIVACY

Bicycle Colorado respects the right to privacy of all communications received from all members. Information provided to us will only be used for the benefit of Bicycle Colorado and its members. If you do not want electronic updates, and/or membership information, please email BC events support staff to be removed from communication We do not sell or distribute our list to our sponsors, publications or vendors.

### 7.2 GENDER EQUITY

Bicycle Colorado is committed to promoting equity [parity] in women’s cycling. As a part of this commitment, we understand the importance of equity in race prizes. Equal payouts send a message to all cyclists that Men’s and Women’s races are equally important, and the racers deserve equal respect for their efforts. While Bicycle Colorado does not require specific prize amounts, we encourage Race Directors to strive for equitable payout distribution across Men’s and Women’s races. While we understand that field sizes can vary significantly and may impact total prize amounts, ultimately, pay equity remains important to the growth of our sport, even if some races may pay out more than collected for those entrants.

## 8. SCHEDULE OF FEES

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Bicycle Colorado staff will determine a Schedule of Fees. This document will be posted to the BC website.

## 9. RACE CALENDAR DATES

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### 9.1 DATE EXCLUSIVITY

To ensure maximum participation at events, Bicycle Colorado prefers to schedule only one race per day per discipline. Clubs are expected to resolve race day conflicts. If not, Bicycle Colorado will decide based on the following criteria:

- Availability of qualified officials
- Discipline (Road,Cyclo-cross)
- History of event and its quality (“established”, well-promoted events typically given preference on their race date)
- Races may coexist if of different sub-disciplines (e.g. Criterium and time trial)

- Distance between proposed venues. (“150 mile” rule) for weekend events
- Priority to National Championships, State Championships and Collegiate Events

Except when it is unavoidable, Bicycle Colorado will not have two different State Championships on consecutive days of a weekend.

## 10. EVENT SUPPLIES AND RACE KIT

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**10.1** Bicycle Colorado owns race numbers, safety pins, course tape, printed forms and other consumables necessary for producing cycling events. These consumables are available to BC members in good standing who select the Premium Event Support package.

**10.2** Event directors/promoters who supply their own race numbers must provide numbers that meet USAC minimum standards as described in the USAC rulebook.

**10.3** BC owns and maintains a Race Kit of assets that are necessary for producing cycling events. The Race Kit includes, but is not limited to: lap counters, brooms, cones, poly posts, podiums, banners, signage, bullhorns, tables, chairs, marshal vests, coolers, computers, printers, decorative flags, tents, and radios.

**10.3.1** This Race Kit is available to BC member organizations in good standing who select the Premium Event Support package.

**10.3.2** Clubs/Event Directors/Promoters are responsible for checking the equipment out and returning it in good order. Materials must be put back into the facility in their proper location. Clubs are responsible for any loss or damage to the race kit and may be invoiced accordingly.

**10.3.3** The storage unit is located in Lafayette, CO. Computers, printers and race radios are not stored in the Race Kit due to security concerns. Please call to schedule time to pick-up and return BC assets to:

Chris McGee, Events Program Manager Director

(303) 223-4170 (Mobile), Please leave a message. Email: [chris.m@bicyclecolorado.org](mailto:chris.m@bicyclecolorado.org)

**10.4** All BC Clubs/Event Directors/Promoters have access to the RaceDay Registration Program, an online registration tool. This tool can include laptops and printers. This is available at <https://racedayreg.co>.

## 11. MEDICAL SUPPORT

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### 11.1 REQUIREMENTS

All USAC competitive events held in Colorado are required to have a licensed EMT, paramedic or a comparable medical professional with triage experience at the race to facilitate the handling of medical services and decisions during the event. The race will be canceled by the Chief Referee if this requirement is not met.

### 11.2 DOCUMENTATION

The medical professional is required to complete a First Report of Occurrence Form on every person he/she treats, excluding those who receive treatment for superficial road rash.



## 12. RACE GROUPS

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### 12.1 CUP EVENTS

Race Groups offered at Bicycle Colorado events can be found in the respective policy documents for the Rocky Mountain Road Cup and the Colorado Cross Cup. Cup documents provide the overall structure for each discipline as they are governed in Colorado.

### 12.2 COMBINATION OF RACE GROUPS

A race group is defined by the gender, age, and category of the riders in the group. Different categories are separated by dashes. For example, the Men 1-2 race group comprises men of categories 1 or 2. This is a group that will be tracked for Cup points at all cup events.

When multiple race groups are run on a course at the same time, a slash ( / ) between race groups implies that riders may be started together or have staggered starts, will have separate prize lists, and separate results will be generated.

Ex: Men 50+ 1-2-3 / Men 60+

In the scenario above, two race groups, Men 50+ 1-2-3 and Men 60+ are starting at the same time, or slightly staggered. Both of these race groups have their own prize list, and results will be reported for each.

## 13. Bicycle Colorado PROGRAMS

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### 13.1 PRE-J EVENTS

Bicycle Colorado supports youth riding by encouraging criterium and cyclo-cross events to provide a Pre-J event (Pre-Junior) for athletes with a racing age of less than nine years. Pre-J events have no entry fee and no scoring. Standard release waivers are required.

### 13.2 WOMEN'S PROGRAM

Bicycle Colorado is committed to growing the sport of women's cycling in our area. To this end, we work to coordinate clinics and mentoring events for beginning women racers, host women-specific camps, and serve as a common ground on which to build communication between Bicycle Colorado member clubs, collegiate clubs, and like-minded organizations.

### 13.3 JUNIOR PROGRAM

Bicycle Colorado is committed to youth/junior/U23 racing. To this end, we work to coordinate clinics and mentoring events for beginning junior athletes.

### 13.4 STATE CHAMPIONSHIPS

#### 13.4.1

Bicycle Colorado shall designate Colorado State Championships events, including but not limited to Road Racing, Time Trial, Hill Climb, Criterium, Cyclo-cross.

#### 13.4.2

State Championship designation can only be awarded to a Bicycle Colorado member club.

#### 13.4.3

Bicycle Colorado will provide State Championship medals and jerseys, administrative support, awards podiums and backdrop, and/or other services to be determined between the two parties.

#### 13.4.4

Only current USAC annual licensees who are USA citizens or permanent residents and reside in Colorado as shown on their license are eligible to compete for the State Championship Title. Pros, including UCI continental team and UCI women's team riders are welcome to participate in State Championship events but are not eligible to win medals or jerseys.

### **13.4.5**

State Champions will receive a complimentary State Championship jersey or other recognition, which they may wear in the same discipline and class until the subsequent State Championships.

## **13.5 ROCKY MOUNTAIN ROAD CUP**

The Rocky Mountain Road Cup is a season-long points competition for the road season. See the Rocky Mountain Road Cup Policy

## **13.6 COLORADO CROSS CUP**

The Colorado Cross Cup is a season-long points competition for the cyclo-cross season. See the Colorado Cross Cup Policy.

## **13.7 Bicycle Colorado OFFICIALS' PROGRAM**

BC maintains an Officials Program to support, coordinate and help to train race officials. See the OFFICIALS' PROGRAM document for more information