



**OPERATING GUIDELINES**  
**Rev. June 19, 2024**

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The Rocky Mountain Collegiate Cycling Conference (RMCCC) is part of the national collegiate cycling structure that is governed by USA Cycling. USA Cycling implements its policies for local racing through organizations called Local Associations (LA). In Colorado, the role of LA is held by Bicycle Colorado. Bicycle Colorado and RMCCC have a relationship that is unique in American cycling - the two organizations partner to deliver events that are welcoming to collegiate and non-collegiate athletes. BC supports the RMCCC through calendar management, officials' assignments, data validation and access to a Race Kit of event supplies.

This document outlines the policies of the Rocky Mountain Collegiate Cycling Conference (RMCCC). When there is a conflict between RMCCC Operating Guidelines and contents of the USA Cycling Rulebook and policy documents, the USA Cycling rules and policies will supersede. For any point left ambiguous, the RMCCC Conference Director shall have immediate authority to resolve the issue.

[USA Cycling Website](#)  
[USA Cycling Rulebook](#)  
[USA Cycling Policy IX: Collegiate Cycling](#)  
[Bicycle Colorado Website](#)  
[Bicycle Colorado's RMCCC Webpage](#)

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1. **ADMINISTRATION: STRUCTURE AND LEADERSHIP**

- 1.1. **Advisory Board.** RMCCC is governed by an Advisory Board that consists of representatives from member collegiate clubs and individuals who are committed to the success of the conference.
- 1.2. **Board Meetings.** The RMCCC board will meet monthly. The Conference Director will schedule the meetings and send appropriate documents and links. The board may decide to host in-person meetings at different times throughout the year.
- 1.3. **Roles and Responsibilities.**
- 1.3.1. *Board President/Conference Director.* The Board President will serve as the Conference Director (this is the title used by USA Cycling for the point of contact for a collegiate conference). Roles:
- 1.3.1.1. Schedule/host monthly phone calls
  - 1.3.1.2. Set meeting agenda
  - 1.3.1.3. Standard meeting time is 4th Thursday of each month at 6PM MT
  - 1.3.1.4. Focuses on big picture with board, looking at direction of the conference, long-term solutions, and new initiatives
  - 1.3.1.5. Directly oversees:
    - 1.3.1.5.1. RMCCC Board
    - 1.3.1.5.2. Website Manager at Bicycle Colorado
    - 1.3.1.5.3. Social Media Coordinator
  - 1.3.1.6. Attend at least one conference event per year
  - 1.3.1.7. Determine the RMCCC surcharge for each collegiate event based on the number of registered collegiate athletes.
  - 1.3.1.8. Approve upgrade/downgrade requests
  - 1.3.1.9. With support from Bicycle Colorado staff and event directors, provide input to create conference season schedules
  - 1.3.1.10. Liaise with coaches and team captains of conference
  - 1.3.1.11. Participate in debriefing sessions after road and mountain seasons to give a ground-level rundown of the conference during the previous season
  - 1.3.1.12. Ensure RMCCC events are reasonably safe, professional, and in good taste
- 1.3.2. *Social Media Content Creator and Coordinator*
- 1.3.2.1. Manage RMCCC Facebook page, Twitter account, and Instagram account
  - 1.3.2.2. Write race summary after each conference race weekend
  - 1.3.2.3. Provide content to Bicycle Colorado for website updates
- 1.3.3. *At-Large Board Member*

- 1.3.3.1. At-large board members may be assigned specific tasks to support the work of the conference. These tasks may include helping with upgrades, event safety, and assisting with production of race flyers.
  - 1.4. **Member Clubs.** [USA Cycling's Collegiate Policy IX](#) provides all relevant information about collegiate member clubs.
  - 1.5. **Faculty Involvement.** RMCCC strongly encourages all member clubs to have a faculty advisor. Contact information for this advisory will be shared with the Conference Director annually.
  - 1.6. **Collegiate athletes.** Athlete eligibility is governed by USA Cycling and can be found in the [Collegiate Policy IX](#) document.
  - 1.7. **Conference Fees.** Conference fees are collected by the conference director for each race that is hosted or supported by a collegiate club. Fees are collected only for collegiate athletes that register. The Conference Director will determine the amount to be collected from the event director based on the final roster of collegiate riders for each event. These fees are remitted to USA Cycling and held in an account for the RMCCC at USA Cycling.
2. CONFERENCE OPERATIONS
- 2.1. **USA Cycling Rules and Policy.** RMCCC operates in accordance with the [USA Cycling Rulebook](#) and USAC [Policy IX: Collegiate Cycling](#).
  - 2.2. **RMCCC Website/Webpage.** Bicycle Colorado (BC), as the Local Association for USA Cycling and a proud partner of RMCCC, hosts a web page for the conference on the BC site. This page includes information regarding member teams and contacts, event schedules, points standings and relevant documents.
  - 2.3. **Calendar Management.** Working in conjunction with BC staff, collegiate clubs that wish to organize a race will work together to build a calendar that meshes collegiate, local and national events to the best of everyone's ability. BC staff will assign officials to conference
  - 2.4. **Conference Participation Expectations.** Teams within the RMCCC should make an effort to attend as many of the events on the conference calendar as possible. Please note that eligibility to compete at collegiate national championships is dependent on a minimum number of conference race finishes. Despite the geographic expanse of the conference, attending alternate, non-collegiate races should be a second choice to attending a conference event.
  - 2.5. **Event Hosting and Support.** Each team is encouraged to host at least one collegiate event on the conference calendar per season. Given the significant undertaking of hosting an event, if the team chooses not to host an event, they should coordinate with the Conference Director to support or volunteer for another race on the conference calendar — preferably a USAC event that is not already promoted by a conference team.

- 2.6. **Conference Championship.** RMCCC may designate a specific event for a given discipline as a Conference Championship at the end of each season.
- 2.7. **Points Schedule for Points Competitions.** RMCCC will use the points schedule as adopted by USA Cycling and published in their [Policy IX: Collegiate Cycling](#) document. Calculation of Individual and Team Omniums are also described in this document.
- 2.8. **Event Registration.** It is strongly encouraged that all events on the *collegiate calendar* will be pre-registration only. Day of race registration is permitted with a \$20.00 surcharge and use of Bicycle Colorado's Race Day Reg software. Collegiate registration fees shall be set at \$35.00 per rider/event or \$70.00 per rider for an Omnium event. *There is no set registration fee for non-collegiate riders.*
- 2.9. **Racing Membership Requirements** - All RMCCC riders must hold a current USA Cycling collegiate racing membership to participate in conference events. *One-day licenses will not be authorized within the RMCCC.* Further, all riders will ensure their associated club is spelled correctly on their USA Cycling license and on all race registrations. Any rider whose team name is spelled incorrectly or incompletely, as defined by the Conference Director prior to the start of the season, is not guaranteed to have their results scored by the conference.
- 2.10. **Eligible Category for Racing.** Riders are authorized to register and participate in the race category for which they are currently licensed. A rider's current category shall be assessed as that found on their USA Cycling Collegiate license as of the registration deadline. A rider must provide proof of their correct category at race registration. If a rider upgrades between race weekends, it is the responsibility of the rider or team to coordinate a change of their registration to the correct race category, and request an upgrade to USA Cycling prior to the next race. Racers found to not be racing in their licensed race category will not have their points count towards the conference Individual or Team Omnium. Their results will be eliminated and will not count towards their participation in events.
- 2.11. **Upgrades.** Upgrades will be submitted within the USA Cycling system and will be automatically routed to the Conference Director (CD). The CD may delegate this work to a qualified member of the RMCCC board or upgrade decision-making body. All upgrade requests should contain specific results that justify the change in collegiate category. Results from National events from other disciplines and non-collegiate races may be used, but must be equivalent to the current collegiate category as defined within the [USA Cycling Rulebook](#). Any upgrade request without justifying results or explanations will be rejected without cause.
- 2.12. **Nationals Qualification and Eligibility.** The RMCCC will identify eligible riders for collegiate nationals in different cycling disciplines in accordance with the [USA Cycling Policy IX](#). All riders going to national championships must

have started in at least three category “A” events within the current season. Individual exceptions may be considered. If a cancellation of an event on the conference calendar results in a limited conference season, a reduction of this requirement will be considered and announced to conference team leadership. Alternate race results may be considered in accordance with most current USA Cycling guidance on this topic.

- 2.12.1. Given that the RMCCC does not have a complete track racing season, the requirement for number of category “A” starts is waived for nationals qualification.

### 3. HOSTING A CONFERENCE EVENT

- 3.1. **Calendar Development.** A race promoter or club that is interested in hosting an event on the RMCCC calendar needs to communicate with BC staff at the appropriate time. BC staff will contact the RMCCC prior to creating the calendar for a given season.
- 3.2. **Required Categories.** Each conference race will host categories in accordance with guidance from Bicycle Colorado. Collegiate categories will be Women’s A, Women’s B, Women’s C, Men’s A, Men’s B, Men’s C. Due to larger enrollments, the RMCCC does not recognize the ‘D’ category in collegiate cycling. If a rider transfers into an RMCCC college or University from an outside college or University as a ‘D’ category rider, they shall be immediately petitioned for an upgrade to ‘C’ with the Conference Director. Collegiate events *may also host non-collegiate categories* to generate more revenue and provide racing opportunities for more athletes.
- 3.3. **Combining Collegiate and Domestic Categories.** There are two (2) scenarios for scoring collegiate results when collegiate categories are combined with domestic categories. The conference director will define the expected combinations prior to the start of the season. Race directors can reach out to the conference leadership for clarification during race planning. Two scenarios are permissible within the RMCCC:
  - 3.3.1. **Scenario 1:** When a collegiate category does not start with any other non-collegiate, domestic category.
    - 3.3.1.1. The collegiate riders will be the only riders on the results sheet and scored as such.
    - 3.3.1.2. Primes are allowed for points only.
    - 3.3.1.3. The only prizes for primes and final results are points.
  - 3.3.2. **Scenario 2:** When the collegiate category is combined with a domestic category. This is called a ‘combined field’ or ‘combined race.’
    - 3.3.2.1. The combined field will be scored to produce combined results.

- 3.3.2.2. Collegiate riders are allowed to compete for primes, as long as the prime **does not include** alcohol.
- 3.3.2.3. Collegiate riders are eligible for any prizes listed in the combined field as long as the prize **does not include** alcohol.
- 3.3.2.4. The collegiate rider may participate in the combined race podium.
- 3.3.2.5. In a combined field, RMCCC competition points will be earned as scored in the combined field. *For example*; If the first collegiate rider in a combined field finishes in 4th place, the points awarded to that rider for the RMCCC points competition are for a 4th place finish.
- 3.3.3. **Collegiate call-ups.** For each category start in mountain bike or other call-up event, the race official may call-up riders to the start line in the order of current individual omnium standings. If it is the first event of the year, call-ups may be based on previous years' standings. They will cycle through the list until all riders have been called to the line. If there are any additional riders from out of conference, they will join the start field last.

### 3.4. Event Requirements

- 3.4.1. **Race flyers.** Race flyers, or race announcements, **are required** and will be produced by the event director with the input and support of BC staff and the chief referee. Race flyers should be published no less than 30 days prior to the event as a PDF and posted to the BC website. **Race flyers must include** a **version number**, **version date**, event **permit number**, and name of **Chief Referee** (CR) near the top on the first page of the announcement. *It is imperative that the information on race flyers matches exactly the information that is on the event's registration platform.*
- 3.4.2. **Race numbers.** Race numbers are available at cost through Bicycle Colorado. Numbers should be assigned by the race director or CR such that a single hundred series belongs to a single race category. For example, collegiate women and/or men A's might be assigned the 100 series numbers, while collegiate B's are assigned the 200 series, and so on. *For combined events, race directors may consider color-coded numbers or a unique number series for collegiate riders to easily distinguish them from non-collegiate riders.*
- 3.4.3. **Timing.** Timing chips or high-speed photo finish is preferred for all RMCCC mass-start events. Manual timing is a viable method for smaller events, but a refined system utilizing a tablet or laptop computer should be established to ensure accurate and efficient scoring.

- 3.4.4. **Podiums.** Each event will host a podium for each race containing collegiate riders. There are no prize minimum requirements. Under **no circumstances** shall alcohol be provided as a collegiate prize or award.
  - 3.4.5. **Conference Awards.** Awards may be created and allocated for the RMCCC Conference Championships at the discretion of the Conference Director. Conference awards **may not** include cash or other monetary forms of payment.
  - 3.5. **Data Validation and Results Submission.** Results should be uploaded to the USA Cycling website no later than Monday following the race weekend. BC staff is available to support results data validation and the upload process. Additionally, a copy of the results and primes will be sent to the Conference Director for scoring of the conference omnium.
  - 3.6. **Collection of Conference Fees.** Upon completion of a conference event, the total number of collegiate rider registrations for the event will be recorded by the Chief Referee. After the event, the event director will receive an invoice of \$2 per collegiate registration to be paid to USA Cycling on behalf of the RMCCC. This fee goes to invest in equipment for the conference and supplement the Conference Director travel expenses.
  - 3.7. **RMCCC Points Competitions.** Points competitions for the RMCCC are managed by the Conference Director and the BC Data Wrangler.
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