



Officials and Organizer Responsibilities

- Paperwork
- Money
- Online Registration
- Changes on the horizon



Paperwork

- The Organizer is responsible for the post-event report

ROAD/TRACK POST-EVENT REPORT AND PAYMENT

For All USAC permitted events

Payment must be submitted no later than 21 days following the event date

210 USA Cycling Point, Suite 100, Colorado Springs, CO 80919-2215

Phone: 719/434-4200 Fax: 719/434-4300

e-mail: membership@usacycling.org



Event Name:	Permit #
Event Date:	Phone # ()
Event Organizer/Contact:	E-mail:
Chief Official:	Phone # ()

Insurance Surcharges

# of riders _____	on date _____	x \$ 3 each =	\$ _____
# of riders _____	on date _____	x \$ 3 each =	\$ _____
# of riders _____	on date _____	x \$ 3 each =	\$ _____



Post-Event Report

Licenses and Memberships Sold

Licenses included:

# of one-day licenses sold	_____	x \$10 each = \$ _____
# of USA Cycling annual licenses sold	_____	x \$60 each = \$ _____
# of USA Cycling dual annual licenses sold	_____	x \$90 each = \$ _____
# of junior or collegiate USA Cycling annual licenses sold	_____	x \$30 each = \$ _____
# of junior USA Cycling dual annual licenses sold	_____	x \$60 each = \$ _____
# of add-on USA Cycling annual licenses sold	_____	x \$30 each = \$ _____
# of annual licenses using personal credit cards	_____	\$ _____ N/A
# of annual licenses using personal checks payable to USAC	_____	\$ _____ N/A

Late Filing Fee:

(\$50 if within 22-40 days following the event date, \$100 if within 41-60 days, \$150 if within 61-100 days.)

\$ _____

NO REFUNDS NO EXCEPTIONS

TOTAL DUE \$ _____



Paperwork

- The Chief Referee is responsible for submission of the CR report form



ROAD/TRACK/CYCLOCROSS CHIEF REFEREE REPORT
USA CYCLING, INC.

EVENT NAME _____ DATE OF EVENT _____

PROMOTING CLUB(S) _____

PROMOTER'S NAME _____ STATE _____ PERMIT # _____

PLEASE CHECK APPROPRIATE BOXES BELOW

Race Categorization: _____
A B C D E (enter prize list of highest event)

Race Announcement:

Available: Yes No

Events as Indicated: Yes No

Prizes as Specified: Yes No

What time did event start? _____

What time did event end? _____

Registration:

Sufficient Staff: Yes No

Sufficient facilities/time allowed: Yes No

Start lists adequate: Yes No

Rider Discipline (check if any to report): Yes No
 Attach written report including name, license number and official action, including relegations, disqualifications and fines.

Additional Comments

Number of Event Motorcycles: _____

Number of Event Automobiles: _____



Officials Responsibilities

- Officials responsible for first report of occurrence

Annual License Rider
 One Day Rider
 Road Mountain Biking Pro Cyclocross
 Track Collegiate BMX
 _____ Number of Riders
 _____ Number of Officials
 _____ Number of Staff

Return to: USA Cycling, Inc.
 210 USA Cycling Point, Suite 100
 Colorado Springs, CO 80919-2215
 Ph: 719-434-4200 Fax: 719-434-4300
In case of serious accident or injury, contact:
Philadelphia Insurance Company
Phone 1-800-765-9749 Fax 1-800-685-9238

2011 FIRST REPORT OF OCCURRENCE	
Date of Incident _____ Time of Incident _____	Does the injured person have other medical insurance? <input type="radio"/> Yes <input type="radio"/> No If "yes", name of insurance company and policy _____
Date of Event _____ This accident occurred: <input type="radio"/> Before Event <input type="radio"/> During Event <input type="radio"/> After Event	_____
Was the injured person wearing a helmet at the time of the accident? <input type="radio"/> Yes <input type="radio"/> No	Race name _____
Was the injured person riding: <input type="radio"/> Single Bike <input type="radio"/> Tandem Bike	Permit # _____
USAC License Number _____	Promoter's name _____
Waiver and Release signed? <input type="radio"/> Yes <input type="radio"/> No (If "yes", attach the original waiver to this form before mailing and retain a copy of both documents for your files.)	Promoting club _____
INJURED PERSON INFORMATION: <input type="radio"/> Participant <input type="radio"/> Volunteer <input type="radio"/> Pedestrian <input type="radio"/> Official <input type="radio"/> Spectator <input type="radio"/> Other _____	
Last Name _____ First Name _____ MI _____	Telephone # () _____
Address _____	Social Security # _____
City _____ State _____ Zip _____	<input type="radio"/> Male <input type="radio"/> Female
Age _____ DOB _____ Category _____	Employer's Name _____



Occurrence Reports

- Send forms along with copy of waivers
- In case of serious injury, contact our insurance company
- We still struggle with this concept nation-wide
- What constitutes an injury serious enough to call the insurance company?
- What constitutes an incident worthy of filling out an occurrence report?
- What happens when there is a serious injury and no report is filled out?



Waivers

- Promoters required to use USAC waivers
- **ALL participants and volunteers MUST sign waivers**
- **Volunteers should sign special Volunteer waiver**
- Cannot change format and font size
- **Promoter required to keep waivers for 10 years**
- **Waivers must be hand-signed (no electronic waivers)**
- Only parent or court appointed legal guardian can sign waiver for a minor
- Power of Attorney documents **are not** accepted for signing waivers
- Need to make sure waivers completed properly and are legible



Money

- At present, the CR is still to collect all the money and submit to USAC
 - Insurance surcharges
 - Day-of-race license sales
 - One-day licenses



Online Registration

- Has change the way we do business
- More and more organizes use an online registration service.
- Money collected upfront, by somebody
- We, of course, would prefer organizers use ours.
- If they use ours, then we already have the money
- Who should really be responsible for the money?
 - Officials?
 - Organizer?



Changes on the Horizon (maybe)

- Moving (once again) to organizers being responsible for the money.
- Slam dunk when they use our online registration system
- CR report still responsibility of the officials
- Makes a good check and balance.
 - Organizer post event says X dollars
 - CR report says X dollars
 - Done deal
- If the two don't match, there is an issue
- Moving towards more online submission (with receipt)

