



FBRA Information for Cyclocross Promoters 2013-2014

FBRA - Florida Bicycle Racing Association
www.myFBRA.org

The FBRA welcomes all promoters to the 2013-14 calendar year and is here to assist all promoters in Florida.

USA Cycling Event Submission

When submitting your event application to USA Cycling, please send your flyer to Keith Creeden @ kwcdogdoc@gmail.com for preapproval prior to submitting to USA Cycling. This will avoid unnecessary work to modify your flyer at USAC should there need to be a correction, and will speed up the permitting process. A few items to remember on event submission:

1. Please remember that it is less expensive to permit your event online. (\$50 paper processing fee).
2. USA Cycling also attaches late fees as follows: less than 8 weeks \$25, less than 4 weeks \$100, less than 2 weeks \$200, no event will be permitted if submitted within 72 hours of the event start date. Click for the full [2013 USA Cycling Schedule of Fees](#).
3. Must have the statement "Held under USA Cycling event permit"
4. Apply for the correct permit level based on the purse being paid out
5. Must list the amount of cash payout and depth of places being paid. You can also use a grid system payout but it must be published as part of the flyer. You may protect yourself by placing minimum field sizes for full payout, but if you are reducing the payout if the field limit is not, you must list how the payout will be reduced. Some examples are:
 - If field minimums are not met, the prize list will be adjusted according to an equal percentage not met
 - If field min not met, prizes will be reduced by % of field min not met
 - If field min not met, payout reduced \$XX per rider or payout is \$XX per rider
 - Or a comparable statement
6. Beginning in 2013, there is no longer a requirement on depth of payout based on the amount of the purse.
7. If non-cash prizes being award, must list the depth of prize payout
8. Should list "riders must hold USA Cycling annual license or purchase a one day at event"
9. contact information (e-mail or phone) for information must be listed
10. late fee must be listed if applicable
11. Under medical plan, please list police jurisdiction, list hospital name and phone number, not just 911
12. Since CX courses are not set up for approval t the time of permitting, it is up to the chief referee upon arrival at the event to verify the course meets the requirements for CX and is safe for the riders. It is the promoter's responsibility to work with the chief referee to guarantee the rider safety and course approval. If a course does not meet safety guidelines, it is the promoter's responsibility to modify the course prior to the beginning of the event.



FBRA Information for Cyclocross Promoters 2013-2014

FBRA - Florida Bicycle Racing Association
www.myFBRA.org

13. USA Cycling would like you to include the [USA Cycling Logo](#) but it is not required
14. If you would like your event to be included in the [FRS-CX Ranking System](#), the FRS logo must be on the flyer to aid riders in identifying these events submitting results to be included in the Rankings. [LOGOS](#)
15. If you need to amend your flyer after it is submitted or approved, you must resubmit it for approval. Send it to kwcdogdoc@gmail.com and once approved it will be forwarded to USA Cycling to be updated on the permit and site. This is essential to ensure insurance coverage and to avoid multiple flyers floating around.
16. Do not publish your race announcement prior to permit approval. This causes issues if the flyer needs to be amended and multiple flyers are out there, and you could potentially be fined for doing such. You may advertise general information such as date, location, etc., regarding your event prior to permit approval, just not a flyer with start times, prizes, etc.
17. Refer to the [USA Cycling Rulebook](#) for full permitting details. Most rules regarding permitting begin on page 31. Specific promoter rules regarding event permitting can be found at [Policy VI Race Permits and Race Director Responsibilities](#).
18. Remember that the complete prize list, with values for each place, shall be posted at registration and available to competitors on the day of the event.
19. Include mail in registration address if applicable
20. Include online registration link if applicable
21. Additional insured certificates are now free for the race director and the sponsoring club, then \$10/each additional. If a special endorsement is needed there will be a fee of \$75/request.
22. Be aware that autos or motos used in your event are not covered for damage or liability insurance unless this coverage is added to your permit.
23. All volunteers must sign volunteer waivers

Kids Rides / Races

USA Cycling now has an insurance offering for kid's fun rides affiliated with events. This is different from juniors 6-9 year old races which are handled the same as other categories. Following are the terms and conditions of the insurance. Race directors need to agree to these before USAC can insure.

- \$25 flat fee for insurance for a Kids non-competitive event (includes kids "races" if there are no prizes based on how the kids place)
- Entry into the kids non-competitive event is free
- Can be called a Kids Race, but there can be no placings (1st, 2nd, 3rd, etc.) based on finish or time. Should be a non-competitive event focused on getting kids on bikes, trikes, big wheels, etc.
- For kids under the age of 10



FBRA Information for Cyclocross Promoters 2013-2014

FBRA - Florida Bicycle Racing Association
www.myFBRA.org

- No participant list is required to be submitted
- There is no per rider insurance fee
- The course must be closed and should be less than 2 km
- A USAC license will not be required, but an optional non-competitive license for \$5 may be purchased to be covered by USAC's accident medical insurance policy.
- All participants and their parents must sign a waiver
- All participants must wear helmets

If you are having a kid's race and not pulling a kid's race permit, you must note on the flyer that the kid's race is not held under the USAC permit.

One Day License Matching Grant Program

The Board has approved a One Day License Matching Grant for cyclocross promoters. This program hopefully will bring in some new riders to the discipline that are not currently licensed. The FBRA will place \$500 in a one day license grant program for CX where the FBRA will reimburse the CX promoter \$5 for each one day license if the promoter will match that \$5 and not charge the new rider a one day license fee. This program will stay in effect until Jan 1, 2014 or until the \$500 is exhausted. This program will apply to all CX events including series events. The caveat is that the promoter is matching the FBRA's \$5. In the case of series events permitted by a single promoter, a rider may receive one "free" one day license from that promoter, ie, a rider cannot participate in multiple series permitted events on a one day and received this "free" one day license each time. The race promoters will be reimbursed for the one day license fees upon submitting the rider's names and e-mail address to the FBRA. To participate, the flyer must note that the one day license is being paid by jointly by the FBRA and the race promoter.

Online Registration

Please consider using USA Cycling when choosing your event online registration provider. Benefits include:

- you will not need to pay for your permit in advance
- the waivers can be signed electronically when the rider registers online and you do not need to store these for 10 years as hand signed waivers
- post event payment can be deducted from your account
- USAC sends payment for monies collected on Tues. and Thurs via check or ACH transfer
- race directors receive \$.40/registration if over 100 register for your event, and the FBRA receives \$.40.
- helping to support USA Cycling, which in turns supports the growth and development of bicycle racing



FBRA Information for Cyclocross Promoters 2013-2014

FBRA - Florida Bicycle Racing Association
www.myFBRA.org

Officials

- Promoters are not allowed to assign their own officials. If you have officials you would like to use for your event, encourage them to make the request through the USA Cycling official's assignment website. I would suggest that you as the promoter also contact the Florida Chief Official Coordinator Jim Hubbard at theump2@att.net and inform him. A promoter's request for select officials does not guarantee assignment of these officials, but is taken into consideration. Attempts are made to assign officials to minimize travel costs as best as possible.
- Promoters or event service providers that are also officials cannot officiate their own event
- The Chief Referee, not the promoter, is responsible for filling out the post event paperwork and submitting payment requests for official's pay and USA Cycling fees.

Post Event Paperwork Reporting

USA Cycling now has post event paperwork reporting available for officials and promoters for submitting forms and payment. Please go to your account on USA Cycling > login > tools > clubs & race directors > event permits > then online post event form.

USA Cycling Competition / Series Rankings

USA Cycling, in cooperation with the FBRA, has developed a competition reporting module for all local associations. All promoters permitting USA Cycling sanctioned events are welcome to use this module for tracking their series. The module is quite versatile and some of the highlights follow.

- points based on rider placings
- can select depth of points
- can select points assigned to each placing
- can have multiple different points structures in the same competition
- can assign different points structures to different categories in a series
- can select how many of a riders finishes count to the overall series
- can track team competitions
- can select how many riders on a team in a race can earn team points
- can select how many team results count to team competition
- results are submitting through the normal submission for USA Cycling's Results & Rankings



FBRA Information for Cyclocross Promoters 2013-2014

FBRA - Florida Bicycle Racing Association
www.myFBRA.org

- promoter must use the exact same Excel csv template for all race submission
- promoter can have custom banner for series at top of the display page

You may view the appearance and functionality of this module in use for the FBRA Florida Ranking System at [FRS Rankings](#). If you would like to consider using this module for tracking your series, please contact Keith Creeden at kwcdogdoc@gmail.com or call 407-921-1902 for further information. The FBRA will set up results page to link to all promoters series standings.

2013 FBRA / FRS-CX Events

The FBRA will be listing all USA Cycling events on the myFBRA.org website. All currently scheduled events have already been loaded along with contact information, series, and course maps using Google maps where riders can also map out directions to get to the event. Please review your listing on the [Calendar](#) and contact the webmaster Craig Creeden at craigcreeden@myFBRA.org if you find any mistakes or there is any information missing. The website has a form for [Event Submission](#) to assist you. You may submit a short 50-60 word description of your event and banner to be included in the calendar listing and to be used in e-mail marketing.

Following is an example submitted by WAM Events for the Spring Fling in Deland.

The event weekend consists of a Saturday criterium course located near the Deland Airport and the Sunday Road Race which starts at the Spring Garden Ranch in DeLeon Springs. The distances are perfectly aligned with the beginning of the season and both courses are rider friendly, regardless of your skill level.

The FBRA will be assisting in the advertising of all events by sending out an e-mail to the entire licensed rider database in the state once a week. These weekly e-mails will list the upcoming events for the coming week along with other news from the FBRA. All events will show in the calendar and upcoming events will display in a list on the home page.

The FBRA will track the [FRS-CX Ranking System](#) for cyclocross events. There are no fees for an event's results to be a part of the ranking system. The FBRA is tracking these rankings to assist all racers with ranking themselves against other riders in the state, and allows teams to use team state rankings to assist with sponsorship acquisition. This ranking system is not intended to compete with promoter administered series. Following is a brief description of the ranking system.

- there are no fees for an event's results to be a part of the ranking system
- will include all USA Cycling cyclocross events that hold the FRS-CX categories and submit their complete results to USA Cycling in the prescribed format
- events must add the FRS-CX logo to their flyer for rider awareness



FBRA Information for Cyclocross Promoters 2013-2014

FBRA - Florida Bicycle Racing Association
www.myFBRA.org

- eligible events agreeing to submit results will be listed in the [Calendar](#) on the FBRA website identifying these events as participating in the FRS-CX rankings.
- there will be no monetary purse or awards banquet
- [trophies](#) will be given out at the final event of the FRS-CX season. For 2013-14 that will be at the State Championships at Little Everglade Ranch.

Logos for the FBRA, FRS, and USA Cycling can be found on the FBRA site under [Resources / Logos](#) for you to use on your flyers and links from your websites.

Please feel free to contact the Permit Coordinator Keith Creeden at 407-921-1902 or kwcdogdoc@gmail.com with any permitting questions or for any assistance that we can provide you.