



UTAH CYCLING ASSOCIATION 2007 Event Guidelines

The Utah Cycling Association (UCA) and the United States Cycling Federation (USCF) have implemented some important changes to event permitting and reporting procedures for the 2007 season. Although some of the changes may initially cause more work for promoters, in the long run, these changes have been made to improve the quality of events and results tracking. Please read these guidelines carefully. Full details are available in the updated UCA Bylaws, which are posted on the UCA web site (www.cycleutah.com) and in the USCF Rule Book, available at the USA Cycling (USAC) Web site (www.usacycling.org). Rob Van Kirk will continue to serve as promoter contact and handle all event paperwork and permitting issues for the UCA. Please contact him at vankrobe@isu.edu or 208-282-2503 with any questions.

1. **Calendar.** The UCA Board of Directors has approved the 2007 race calendar, a copy of which is enclosed. Event dates were determined based on communication with promoters, and we anticipate few if any changes to the calendar. However, to reserve your event's status as a UCA event on the date shown on the calendar, you must submit the UCA Event Form (see item 2 below) and **\$200 deposit by FEBRUARY 28, 2007.**
2. **UCA Event Form.** A copy of this form is enclosed. Please send the completed form, along with your \$200 event deposit, to the address at the bottom of the form by **FEBRUARY 28, 2007.** Furthermore, your event will receive points series status only if we receive your event form 10 weeks prior to the event. For 2007, the February 28 deadline will roughly meet the 10 week criterion for all but Hell of the North RR (scheduled for April 7; 10 weeks prior is roughly January 29) and Tax Day Circuit Race (scheduled for April 21; 10 weeks prior is roughly February 19). Because this information packet is not getting to you until January 8, we will be a lenient on enforcing the 10-week rule for these early races.
3. **U.S. Cycling Federation Permit Application.** To be a UCA point series race, your event must be permitted by the USCF. You can apply for your event permit online via the USAC web site or by submitting the appropriate hard copy forms. If you choose to submit the application via paper forms, please send the application forms to:

Rob Van Kirk
219 South 20th Avenue
Pocatello, ID 83201

All UCA events must be approved by Rob before they will be approved by the USCF, so if you send the paperwork to the USCF in Colorado Springs, there will be a delay in processing, because the paperwork will get sent back to Rob anyway.

4. **Accepting Event Entries.** A new USCF rule this year prohibits promoters from accepting event entries, whether via mail or online, until the race announcement (the "flyer") has been approved by Rob Van Kirk. In other words, **YOU CANNOT ACCEPT ONLINE ENTRIES UNTIL YOUR FLYER IS APPROVED!** So, please plan ahead, and submit your race permit application, including the flyer, well ahead of the event. Flyers must state the prize list (including number of places) for each race class, start times, race distances, directions for how to get to the race, course information, and the statement "Held under USCF Permit" (or something similar). You may also wish to include the statement "UCA Points Series Event."

5. **UCA Points Series Scoring and Race Classification.** We have eliminated the race division classification this year. The UCA permit fee for all UCA points series races is \$50, regardless of what type of race it is. The points value of the event in a particular rider class is determined by how many riders start the race and by multipliers that are applied for state championship events and for races whose distances meet USCF guidelines for rider category upgrades. Thus, your event is more valuable to riders in terms of series points if your races meet the distance requirements giving outlined below. Further, the more riders you are able to attract to your race by putting on a quality event, the more valuable the race is in terms of points.
6. **Race Distance Guidelines.** The following distances are the minimum required by USCF for races to count towards rider upgrades. Races meeting these distance guidelines receive a 1.5 multiplier in the UCA points series. For combined fields, the minimum distance is the shortest required for any category in the in the combined field. For criteriums, I have included approximate time conversions for the distances.

Cat 5 to Cat 4 Men	Distance
Road Race	15 Miles
Criterium	10 Miles (25 minutes)

Cat 4 to Cat 3 Men	Distance
Road Race	25 Miles
Criterium	20 Miles (50 minutes)

Cat 4 to Cat 3 Women	Distance
Road race	25 Miles
Criterium	15 Miles (40 minutes)

Cat 4 to Cat 3 Juniors	Distance
Road race	25 Miles
Criterium	15 Miles (40 minutes)

Cat 3 to Cat 2 Men	Distance
Road Race	50 Miles
Criterium	20 Miles (45 minutes)

Cat 3 to Cat 2 Women	Distance
Road race	40 Miles
Criterium	15 Miles (40 minutes)

Cat 2 to Cat 1 Men	Distance
Road Race	80 Miles
Criterium	35 Miles (75 minutes)

Cat 2 to Cat 1 Women	Distance
Road race	50 Miles
Criterium	20 Miles (50 minutes)

7. **Race Classes.** All UCA points races must offer the classes listed below. If any non-junior class/category has fewer than 10 pre-registered riders, the promoter may combine classes/categories for the purposes of race starts and prize lists. When classes are combined, results are to be reported for the combined field (e.g., 5th finisher in the field is 5th, no matter which class the rider is in), but the standard UCA class for each rider must be listed for proper awarding of series points (see Results

Submission below). In this case, the rider receives points based on his placing within the combined field and not within his own class (e.g., if the 5th place finisher in the combined field is the 2nd finisher within his class, he receives 5th place points, not 2nd place points).

For junior classes, all standard classes listed here must be offered for both prize list and UCA series scoring, regardless of number of entrants. The promoter can ride all junior men classes together and all junior women classes together, as long as they are scored separately (i.e., “raced together, scored separately”). In this case, UCA points are awarded for placing within the rider’s class, and not overall. That is, all junior results should be reported by separate class, regardless of whether classes are ridden together.

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| Men 1-2 | Masters Men 45+ |
| Men 3 | Masters Men 55+ |
| Men 4 | Women 1-2-3 |
| Men 5 | Women 4 |
| Junior Men 10-12 | Junior Women 10-12 |
| Junior Men 13-14 | Junior Women 13-14 |
| Junior Men 15-16 | Junior Women 15-16 |
| Junior Men 17-18 | Junior Women 17-18 |
| Masters Men 35+ | Masters Women 35+ |

8. **Results Submission Format.** Results must be submitted to the UCA with 72 hours of completion of the event. For the 2007 season, results must be submitted in electronic medium (text or standard spreadsheet application such as Microsoft Excel) in the format shown below to:

Todd Hageman
thageman@sunstonehotels.com

Fields consisting of only one standard UCA class

Rider First Name	Rider Last Name	Class	USCF #	Place	Team (optional)
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Example:

Rider First Name	Rider Last Name	Class	USCF #	Place	Team (optional)
Joe	Rider	Men 1/2	456876	1	LRC
Fred	Runnerup	Men 1/2	345456	2	Team Ev
Jim	Cyclist	Men 1/2	123345	3	Team SLC
Tom	Titanium	Men 1/2	234345	4	LRC

Fields consisting of more than one standard UCA class (combined classes)

Rider First Name	Rider Last Name	Class	USCF #	Overall Place	Team (optional)
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Example:

Rider First Name	Rider Last Name	Class	USCF #	Overall Place	Team (optional)
Joe	Rider	Men 4	456876	1	LRC
Fred	Runnerup	Men 4	345456	2	Team Ev
Jim	Cyclist	Men 5	One-day	3	Team SLC
Tom	Titanium	Men 5	234345	4	LRC

Note that even though the 3rd place finisher overall was the first category 5 rider, his result is still reported as a 3rd place finish.

Promoters are responsible for correct results submission, regardless of who the Chief Referee is and regardless of whether you prepare the results yourself or hire a third party service to prepare them for you. **It is your responsibility to make sure that the Chief Referee and the results/timing service understand how you need the results reported.**

9. **Deposit Policy.** The \$200 deposit is fully refundable if full results are given to the UCA Results Liaison (Todd Hageman for the 2007 season) **within 72 hours of the completion of the event.** The deposit will be forfeited if results are not submitted within 72 hours of the completion of the event. The promoter will forfeit \$10.00 for every result that does not contain the racer's USCF license number (not including one day licenses.) The deposit will be refunded after post-event paperwork has been received by the UCA. The promoter may choose to have all applicable event fees and per-rider surcharges deducted from the deposit, but the promoter remains responsible for any difference between required fees and penalties and the deposit.
10. **Post-event Form.** A copy of the post-event form is attached. It should be sent to Rob Van Kirk at the address appearing on the bottom of the form by **September 30, 2007.** The per-rider surcharge is 50 cents per starter. As mentioned above, you may wish to have both the \$50 event fee and the per rider charges deducted from your \$200 event deposit. In fact, we recommend this. The post-event form is set up to accommodate this method of accounting and payment.
11. **Race Officials.** The UCA officials liaison for 2007 is Cameron Hoffman. Please submit your preferences for Chief Referee to:

Cameron Hoffman
camzilla@gmail.com or
choffman@themortgagehub.net
801-668-7648

We recommend communicating with the Chief Referee for your event prior to preparing the race flyer, if logistically possible

12. **Tips for a safe and successful Event.**
 - a. Get your paperwork, including race flyer, submitted well ahead of time.
 - b. Touch base with the Chief Referee before you submit your flyer.
 - c. Plan for an appropriate number of riders. This means that you need enough parking, restroom facilities (including some porta-potties near the start line), registration and results personnel, course marshals, and support vehicles to efficiently run the race with the number of riders you expect. Base your expectations on attendance at your event last year. Most UCA events draw between 150 and 350 riders.
 - d. Notify all relevant land owners, government officials, emergency services officials, and residents well ahead of event day.
 - e. Mark the course so that riders off the back of the pack will not get lost. Signs are best; pavement markings are okay, as long as they are visible and cannot be confused with markings from other events (e.g., running races, triathlons, etc.) that may have previously been held on the course you are using. Make sure that the drivers of all race support vehicles know the course!
 - f. Have appropriate traffic control at key intersections and corners.
 - g. Regardless of how great your course is and how great the competition was on race day, the things that are most important to the riders are: quick and efficient registration, enough porta-potties, starting the race at the advertised time, enough porta-potties, accurate advertisement of course distance and features (e.g., climbs), enough porta-potties, timely and accurate results at the venue and submitted to the UCA, enough porta-potties, adherence to the advertised prize list, and, did I mention enough porta-potties?