



American Cycling Association
REGISTRATION REQUIREMENTS

LICENSES

- Always ask to see the rider's ACA license. 2009 licenses are white, with blue strip on top of card.
- ACA licenses can only be sold by an ACA rep. If an ACA rep is not present at your race, riders with a racing age of 10 and older will need to purchase a One-Day license for \$10.
- If rider is registering as a One-Day member, ask to see his/her USCF license to verify category. If this is their first race they are to register as a 4 and/or in their age-group.
- If a rider claims to be an ACA member but doesn't have their license, check the ACA membership list for verification. A current membership list, in pdf format, will be sent to promoters who request it. If list is not available, rider will need to purchase a One-Day license.

RELEASES

- Make sure a 2009 ACA release is completely filled out and **signed**.
- Write hip number on release form in upper right hand corner. If person is a One-Day member, make sure line is checked and highlight hip number.
- Promoters must keep all releases, including those marked One-Days, for seven years. However, if an accident occurs and a medical occurrence form is filled out, the rider's release must accompany the medical occurrence form and be given to the Chief Referee before the conclusion of the day's events.
- When registration closes for a particular category, place all releases in numerical order and place in a folder and/or rubberband them together. Double check to make sure releases are all signed. If one is found unsigned, make sure to bring it to start line for rider signature.

REGISTRATION (NCR) FORMS

- Record registration information from the license, not release.
- It's imperative that the **ACA license number** is written down correctly. If the rider purchased a One-Day license, indicate that on the form. If rider presents you with pdf copy of their license, please record the license number that appears on the copy. "Pending" should only appear on the NCR form if a rider purchased a license that morning. If you are running multiple groups at the same time, but each has own prize list, make sure to use a separate NCR form for each prize list category.
- Verbally, verify category rider is entering. **Even if it's a combined race, list the specific category the rider belongs to. This information is needed for upgrading purposes.**
- When writing more than one category on an NCR form, try separating groups. For example, place 55+ on top half and 65+ on bottom half of NCR form.
- If a rider is entering more than one race, make sure you star (*) that rider on the 2nd race he/she is entering. However, juniors entered in a Jr Free race, who then chose to race in a senior event, should not be starred.
- **Completed NCR forms for a particular category should be brought to the Chief Judge ASAP.**

NUMBERS

- Always check with the chief referee or chief judge regarding your number sequencing before you begin to issue hip numbers.
- When issuing three digit numbers, always make sure the last two digits are never duplicated in a particular race. For example: do not issue number 201 and 301 in the same event.
- Issue different sets of numbers to categories that will be racing together on the course at the same time. Also make sure last two digits of numbers are not duplicated. For example: If you are combining the SM 45+, 55+, 65+ you should issue a series of 300-320, 421-450, 555-575.
- At registration, set up a display with instructions for number placement.