



American Cycling Association

2008 Permitting Guidelines

When submitting a 2008 ACA Race Permit Application please include the following information

Completed Event Permit Application	3 Official copies of Entry Form
Completed Third Party Insured Form	1 Electronic version of Entry Form
Completed Event Checklist	Appropriate Permit Application Fee

Permit Fee: \$25 - single day \$50- series race \$100 - stage race

A late fee of \$50.00 will apply if a permit is filed 14-45 days out from the event. If filed 8-13 days out, the late fee will increase to \$150.00. No permit will be accepted from clubs/promoters within 7 days of the event date..

The following are important items you should be aware of when planning your event

Promoting Club

Must be a member of American Cycling Association, thereby agreeing to comply with all ACA policies and procedures. Club membership dues are \$125 . Up to 6 clubs can be listed on a permit.

Participants

All participants must be an ACA member or be affiliated with OBRA, ABR or CBR.

Annual License = \$45.00 Junior License = \$15.00 1-Day License = \$10.00

Citizens are to purchase a one-day license (kids 8 & under are to complete one-day release form, with signature of a parent or guardian, then their entry fee is waived)

Proof of categorization may be asked for in the form of a resume or other cycling license(s) held to ensure proper categorization.

Race Categories

If time allows, ACA suggests the following race categories be offered at events:

SM 1-2-Pro	SM 35+	SW Open	JM 8-9/10-12/13-14/15-16/17-18
SM 3	SM 45+	SW 4	JW 8-9/10-12/13-14/15-16/17-18
SM 4	SM 55+/65+	SW 3/ SW 35+/45+/55+/65+	
	SM 35+,cat. 4		

Distances

Race distances are set at the discretion of the promoter, however, it is recommended that you use the following as a guideline.

<u>Category</u>	<u>Road Race</u>	<u>Criterium</u>	<u>Category</u>	<u>Road Race</u>	<u>Criterium</u>
SM 4	25 miles	45 minutes	SW 4	25 miles	40 minutes
SM 3	50 miles	60 minutes	SW 3	40 miles	45 minutes
SM 2	75 miles	75 minutes	SW 2	50 miles	60 minutes
SM 35,4	25 miles	45 minutes	SW 55+	25 miles	40 minutes
SM 55+	35 miles	40 minutes	SW 45+	25 miles	40 minutes
SM 45+	40 miles	50 minutes	SW 35+	40 miles	45 minutes
SM 35+	50 miles	60 minutes			
Jrs 8-9	5 miles	10 minutes			
Jrs 10-14	10 miles	20 minutes			
Jrs 15-18	20 miles	30 minutes			

Cyclocross categories and distances can be found in the Promoter's Handbook, located on the ACA Website

Medical Personnel

A person who is licensed as an EMT or Paramedic **must** be at the race to facilitate the handling of medical services and decisions during the event **Race will be cancelled by Chief Referee if this requirement is not meet.** Medical person is required to complete an ACA medical occurrence form on every person he/her treats, excluding those that receive treatment for superficial road rash.

Entry Fees

ACA recommends charging fees that are fair and reasonable to the rider. ACA encourages promoters to allow juniors to race free in an effort to keep juniors racing.

Surcharges

The following surcharges must be charged and collected.

Insurance

\$2.45 per rider per day

Riders 18 & under who are not charged an entry fee, will not be charged insurance or operational surcharges

Operational

\$1.00 per rider per day

October 1 - March 31

\$2.00 per rider per day

April 1 – September 30

Stage & Series Race Operational Surcharge

Stage & Series Races (must be a min. of three days/events in length; promoted by same organizer in same location) \$1.00 per rider per day for each day of a series or stage race. This applies to the racing season no matter the date.

The only surcharges, other than insurance and operational, that can be collected are as follows, assuming it is clearly stated on race announcement.

Late or Post Entry surcharge: up to \$10.00

Unattached (no club affiliation) Rider surcharge: up to \$ 5.00

Race Announcements

The official race announcement must be approved by the Chief Referee before publication and must contain certain information. Please refer to ACA rulebook, page 12 for specifics.

All ACA clubs may place their race announcement in the *Racing Express* Newsletter. Race announcement must be camera ready (a good laser printer copy is acceptable) or in electronic format. Submission deadline is the 10th of the month prior to distribution date (i.e: May 10th deadline for June 1 distribution). The entry forms, if in electronic format will also be placed on the ACA's web site.

Official Fees

Promoters shall pay ACA official's a daily fee plus other reasonable expenses as follows:

Chief Referee -\$100 /day

Chief Judge - \$90/day

Other Judges - \$80 /day

Others - \$70/day

Officials that work over 8 hours receive an extra \$25 per day and those that work 5hours or less receive ½ day fees.

58.5 cents per mile (current IRS business mileage rate) for travel to and from the race as well as other mileage incurred during event; Housing/meals if overnight stay is necessary; Lunch and liquid refreshment for events over five hours.

Releases

All participants, including citizens, must sign the 2008 ACA standard release form.

The one-day license form has been combined with the ACA standard release form. Promoters are to keep all signed releases, including one-days, for a minimum of 7 years.

If an accident occurs, a medical occurrence report must be completed by the medical person on site and the individuals release form must be attached. This paperwork needs to be presented to the Chief Referee at the end of the race.

For more detailed information on ACA race promotions, please read through the Promoter's Handbook.