

## **NEBRA Registration Volunteer Guide**

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**Event Directors:** It doesn't hurt to remind people in your pre-race email that they should bring a paper or virtual license (or screenshot of the virtual license), or an Authorization to Ride. Having something on paper or a screenshot is the way to go if your venue has poor cell service and no wifi. For other Promoter Hacks, see Appendix A.

If you have a waitlist, decide on a protocol. Let your registration staff know what it is, or run the waitlist number assignment yourself. Here are two possible methods:

- A. Once registration closes, issue new bib numbers (next bib number in accordance to that race number sequence) in order of who signed up for the waitlist first.
- B. Once registration closes, issue the bib numbers that were not picked up to people on the wait list. Issue those bib numbers, low to high, in order of who signed up for the waitlist first.

The "experienced one-day" license -- perfect for ex-pros who are racing for grins or as a favor to you -- is only available online through the USA Cycling site, up to the close of online registration, regardless of whether online registration is handled by BikeReg or USA Cycling or another system. (See: Edge Cases)

A good example of a cheat sheet for your volunteers (from Minuteman CX) is in Appendix B.

**Volunteers:** This guide will help you do a good job and make sure that your dear friends who are promoting this race and who are racing in this race are protected under USA Cycling's liability insurance.

### **Racers that have pre-registered and already have a license**

1. Racers are to present their USA Cycling racing license [USA Cycling physical membership card or the USA Cycling app or printed Authorization to Ride]
2. Verify (match with the paper waiver form) the name, USA Cycling license number, confirm it is current, and correct for the category for the discipline (road, CX, XC, etc.)
3. *IF your event is not utilizing online waivers:* Have racer\* (and guardian if applicable - for a minor) sign the registration form/waiver
4. Hand bib number to racer directing where to pin them
5. Don't forget to give their license/phone back to them
6. Once registration closes, cross off all racers from preliminary start list for that field who have not signed in and follow waitlist protocol if applicable
7. Make sure that the results service and officials get a list of DNS (did not start) riders so the promoter does not pay insurance on them.

**\*Important Note** - The waiver is a legal document and *\*must\** be signed personally by the rider picking up the bib number! Parents/Legal guardians may sign & pick up a junior riders bib, however Team Managers / Teammates / Friends cannot sign someone else's release form.

Team Managers may have pre-signed release forms with a riders/guardian's wet signature (not a copy) and that would be acceptable to use so long as the form is formatted correctly (right size, current year, legible) and is specific to the event (Name of Event and Date must be filled out).

If in doubt as to a waiver situation check with your event's Chief Referee.

**Racers that are registering day of** (if space is available, if not they are added to the waitlist)

*If added to waitlist, take no money until bib number is to be issued*

1. Have them fill out the event registration form
2. Verify the information they wrote out on the form with their USA Cycling licence
  - a. (name, age, USA Cycling license number, team name)
3. Take their money, race fee + "day of" fee, cash or check are acceptable
4. Issue them a bib number for their race, direct them where to pin it
5. Hand write in their bib number, name, team, and USA Cycling license number to the start list for that field

**Racers that are on the waitlist** (when applicable)

1. Once registration closes, issue the bib numbers according to protocol A or B (see the Event Directors section at the beginning). The promoter will tell you which protocol to follow.
2. Add bib number, name, team, USA Cycling license number to the start list

### **Other notes**

Novice (formerly Cat 5) Men and Women who do not have a USA Cycling license

One day license can be purchased for \$10. Cash or check are acceptable if they are a day of registration. Pre-registered racers have already paid through BikeReg. Make sure they fill out and sign the one-day license form regardless. The promoter may have printed out pre-filled-out license forms for them from BikeReg, three copies per person. The rider will sign all three and keep one copy. The second copy will be sent in with the post-event paperwork. The third will be retained with the signed release forms for the event. Alternately, you can use the triplicate paper forms from USA Cycling, which must be filled out on-site.

Beginning in 2019 USA Cycling is issuing physical coupons that can be used in lieu of the \$10 payment for a one day license. These are being distributed as part of various marketing efforts. The coupons look like this:



Only original coupons are acceptable as payment for the one day license. No Photocopies or scans are acceptable. Each coupon has a unique identifier code printed on it to help track marketing efforts. The physical coupon is stapled to the copy of the one day license form that gets sent to Colorado. On the post event form (both paper and online) any coupon one day licences get counted separately from one days sold online or in-person.

A USA Cycling Annual Membership can be purchased for \$40, this is good for Novice racing ONLY. A Premium membership may also be purchased for \$80 which will allow racing beyond Novice; cash or check are acceptable. Make sure they fill out the renewal form or purchase the license online through the USA Cycling website or through the USA Cycling app.

### **Once the registration period closes for a particular field**

Once registration closes for a particular field and all bib numbers are issued, the bib numbers not picked up are crossed off and day of registration numbers are added to the start list. The registration lead (or designated person) will deliver copies of the start list to the USA Cycling officials and scoring company.

### **Payment**

All checks are made payable to [club name] unless promoter specifies otherwise.

### **At the close of the race**

Report to the USA Cycling officials the following.

- Number of unique riders for USA Cycling insurance info (remove duplicates)
- Number of one day licenses and annual licenses sold
- The original copy of all One Day Licenses and Renewal forms
- Any one day license coupons (stapled to the license form the coupon was used for)

### **Edge cases**

### Foreign rider -

Valid non-US international (UCI) license currently allows for self-selection of category, so assume positive intent. If a rider has a similar National/Provincial category system that \*should\* be what they are racing in here. If there are questions consult the events USA Cycling Chief Referee for a ruling. International Riders can be asked to switch categories prior to race and can be DQ'd after if intentionally "racing down." If the racer does not have an international license, they may race with a one-day license in a Category 5 field. See Appendix C for more information on Canadian racing licenses.

### Expired license -

Have them renew through USA Cycling web site or the app, or using a paper license renewal form if you have them on-hand. Or they can buy a one-day (Novice / Category 5 races only).

### No proof of license -

Bring the racer with you and find an official who can check the USA Cycling database.

### Experienced one-day -

No paper form. Online only, before event only. \$25. The racer has to go to the Calendar Page at <http://www.USA Cyclingcycling.org/events/> and find the event, then follow the steps in the screenshot below. This must be done at least 24 hours before race day..

The screenshot shows the event page for 'Cross of the North' (Nov 11 - Nov 12, Fort Collins, CO). The page includes event details, contact information for the USA Cycling Race Director James Scott, and a 'Purchase One-Day License for' dropdown menu set to 11/11/2017. Two red arrows point to the date dropdown and the red text 'Purchase One-Day License for', with annotations: '1) select date for one-day' and '2) click this red text—it's actually a link to buy'. A 'CLICK FOR MORE DETAILS' button is at the top, and 'Cyclo X Parker' is at the bottom.

### On Site category upgrade (Novice to Cat 4 only) -

Novice racers (formerly Cat 5) may self upgrade to Category 4. This upgrade must be done online (via the USA Cycling website- it cannot be done in app) prior to starting a Category 4 race. The Category 4 designation requires a Premium membership, so if the Novice rider only has the Standard Membership they must pay the additional \$40 (through the USA Cycling website) before being allowed to race.

## Appendix A - Promoter Hacks

### Online Waivers

Beginning in 2019 event participants can sign their event waivers/release forms electronically during the registration process. So no more printing (and storing) tons of paper release forms! NEBRA recommends the use of the online waiver option for all events opening registration after June 2019. This option *\*must\** be enabled by event directors before registration is opened- it is not the default.

### Printing Reg Forms if necessary

Take full advantage of the options in BikeReg to add information to the edge of release forms -- in addition to Rider Name, Rider Category, you can also include Bib Number, License Status, and Merchandise purchased, all of which can be useful for when someone is standing in front of you at the registration table. The BikeReg knowledge base is here:

<https://support.athletereg.com/hc/en-us>

In 2018 USA Cycling changed the format of their entry and release form to make it easier to use and faster to fill out. In doing so they have removed some information such as Emergency Contact info. We have become used to relying on the release form to have that information, and fortunately BikeReg has already pushed out an update that allows event directors to add much of the no longer required info back onto the form. You can read about that here:

<http://blog.athletereg.com/2018/04/important-formatting-changes-to-2018-USA-Cycling-release-forms/>

All events in New England take advantage of this feature. Officials and event staff have become used to having the release form be the source of that info. We hope that we never have to use it, but if it is needed it's good to have it where it has always been.

For people buying one-day licenses online, you can print out a pre-filled-out license form/release form for them, found on BikeReg. Print them on pink or some other colored paper that is different than your regular release forms, three copies per rider. The rider will sign all three and keep one copy. The second copy will be sent in to USA Cycling with your post-event paperwork. The third will be retained with your release forms. Alternately, you can use the triplicate paper forms from USA Cycling, which must be filled out on-site.

You can get all your reg forms printed at Staples (or wherever) on three-hole-punched paper cheap and fast. **DO NOT MODIFY OR CHANGE THE SIZE OF ANY FORMS.** The forms created by USA Cycling have very specific font sizes that need to be maintained. For day-of entry forms we recommend using this approved form created by Alan Atwood:

### 2019 Event Release and Cover Form:

[https://drive.google.com/file/d/1oU8yD2V-4CdsX\\_Y-ch5hGpgVoSgBe2lu/view?usp=sharing](https://drive.google.com/file/d/1oU8yD2V-4CdsX_Y-ch5hGpgVoSgBe2lu/view?usp=sharing)

This form provides all of the traditional information that has been collected by event directors. It is double sided, so make sure you print both sides and that athletes sign where appropriate.

Forms from USA Cycling:

2019 Event Release for Competitive and non-Competitive Events:

<https://s3.amazonaws.com/imm-USA>

[Cycling-uat-bucket-16e9mh4tuo6kc/documents/2019-Event-Release-1.pdf](https://s3.amazonaws.com/imm-USA/Cycling-uat-bucket-16e9mh4tuo6kc/documents/2019-Event-Release-1.pdf)

2018 One Day License /Annual License and Entry form:

<https://s3.amazonaws.com/imm-USA>

[Cycling-uat-bucket-16e9mh4tuo6kc/documents/2019-Event-Annual-and-One-Day-License-Application-wo-MTB-Box.pdf](https://s3.amazonaws.com/imm-USA/Cycling-uat-bucket-16e9mh4tuo6kc/documents/2019-Event-Annual-and-One-Day-License-Application-wo-MTB-Box.pdf)

Note- this is a legal paper size document. **Do Not Reduce the size to fit Letter paper!**

This prints as a single page. You can/should make three copies per rider: one for the rider, one for the promoter to retain, and one to send in with the post-event paperwork.

These forms are from this web page: <https://www.USA Cycling.org/resources-new>; please make sure that you are using the latest revision of any form. Those forms that are outdated should \*not\* be used.

### Organizing Registration Binders

Typically, events have one registration binder per field, or two if the field is especially large. Splitting large fields into A-M, N-Z books is one method for softening the early rush. A milk crate can help keep the books organized. You can assign a volunteer per field to keep things moving as well.

Each binder should include a day-of list and a DNS list.



### Supplies You Should Have for Your Volunteers

- One-day license forms
- Day-of registration forms
- License renewal forms
- PENS YOU CAN NEVER HAVE TOO MANY PENS SERIOUSLY GET MORE PENS
- Extra blank paper

- Tape (for results)
- Safety pins
- Cash box
- Cheat sheet (see Appendix B)
- This guide

### **Supplies That Would Be Nice to Have for Your Volunteers**

- Printer
- Laptop (if connected to the Internet, could be used by racers also, to verify licenses when your venue has poor cell service)
- Original files from registration data
- Monster PDF containing all the waivers that were printed, in case one/some get lost

### **Retaining paper release forms**

Signed release forms are legal documents and should be retained for a period of no less than 10 years following the conclusion of the event. In the event a release needs to be mailed to Colorado along with an incident report, a copy should be made for the event directors files. When disposing of old release forms, care should be used to properly shred or destroy them as they contain personally identifiable information about your participants.

## **Appendix B: Registration Cheat Sheet**

**Schedule and prices for Sunday, October 8th 2017**  
**2017 Minuteman Road Club Cyclocross Race**  
**Bolton Fairgrounds**  
**318 7 Bridge Road, Lancaster, MA 01523**

**7:00am** - Registration opens for races

**8:00am** - Pre-registration closes - Wait-List bib numbers issued

Men Cat 5 - race starts at 8:30am (\$40)

Juniors Cat 4/5 - race starts at 8:30am (FREE)

**8:45am** - Pre-registration closes - Wait-List bib numbers issued

Men (Cat 4/5) - race starts at 9:15am (\$45)

Men (Cat 4/5 40+) - race starts at 9:15am (\$45)

**9:45am** - Pre-registration closes - Wait-List bib numbers issued

Women (Cat 3) - race starts at 10:15am (\$45)

Women (Cat 4/5) - race starts at 10:16am (\$45)

Junior Women (Cat 4/5) - race starts at 10:16am (FREE)

**10:45am** - Pre-registration closes - Wait-List bib numbers issued

Masters 40+ (Cat 1/2/3/4) - race starts at 11:15am (\$45)

Masters 50+ (Cat 1/2/3/4) - race starts at 11:15am (\$45)

**12:00pm** - Pre-registration closes

Cub Juniors 10-14 - race starts at 12:15pm (FREE, USA Cycling license required)

**12:15pm** - Pre-registration closes - Wait-List bib numbers issued

Men (Cat 3/4) - race starts at 12:45pm (\$45)

**1:25pm** - Pre-registration closes

Kids Race U10 - race starts at 1:30pm (FREE, no license required)

**1:15pm** - Pre-registration closes - Wait-List bib numbers issued

Men Single Speed Open - race starts at 1:45pm (\$45)

Women Single Speed Open - race starts at 1:45pm (\$45)

**2:15pm** - Pre-registration closes - Wait-List bib numbers issued

Men Cat 1/2/3 - race starts at 2:45pm (\$50)

Men Juniors (Cat 1/2/3) - race starts at 2:45pm (FREE)

**3:30pm** - Pre-registration closes - Wait-List bib numbers issued

Women Cat 1/2/3 - race starts at 4:00pm (\$50)

Women Juniors (Cat 1/2/3) - race starts at 4:00pm (FREE)

Day of race registration fee is \$40, \$45, or \$50 (Race: \$30, \$35, or \$40\* + Day of fee: \$10)

*\*Juniors race, Cub Juniors race, and Kids race are FREE*

*\*Additional races are \$10 (no day of fee)*

One day USA Cycling license (*Men and Women Cat 5 only*) - \$10

USA Cycling license renewal - \$70

Cash or check payable to Minuteman Road Club

Merch pricing

Need something? Call a promoter:

[Your Number]

[Other numbers]

Medical? At [location]

[Waitlist procedure]

Numbers on the [side]

Podiums at [time]

## Appendix C - Canadian license information courtesy of NYSBRA

### Canadian & UCI Licenses Compared to USAC Categories

*Jeff Poulin, Tioga Velo Club, Binghamton, NY, v.17Jan08, updated to v.5 26May09*

*Thanks to Tim Akers, Team Placid Planet and John Roden, Queen City Cyclists*

This document provides guidance on placing riders holding Canadian/UCI Licenses into US races containing fields based on USAC Elite (Categorized) and Masters (age-based) criteria.

Foreign riders MUST have a UCI license or buy a USAC one-day license. Regional licenses (e.g., Ontario Citizen Permit) do not count! However, Ontario issues an OCA license that is also a UCI license; they do not need to buy a USAC one-day license.

This is guidance only; promoters should use their discretion when placing UCI license holders into their fields. For example, a promoter may allow (or require) a known strong Canadian R3 rider to enter a USAC Cat 2 field.

<b>UCI / Canada Category Riders</b>	<b>May enter these USAC Races:</b>
UCI foreign Elite Men	Pro- Cat 1
UCI foreign Elite Women	Pro- Cat 1
RME.1 (men), RWE.1 (women); OCA M1	Cat 1, Cat 2
RME.2 (men), RWE.2 (women)	Cat 1, Cat 2
RMEU23.1, RMEU23.2, RWEU23.1, RWEU23.2	Cat 1, Cat 2, U23
RME.3, RMEU23.3 (men); OCA M2*	Cat 3 (men), Cat 4-5 if Quebec
RWE.3, RWEU23.3 (women)	Cat 3 (women), Cat 4-5 if Quebec
RME.4, RMEU23.4 (men); OCA M2,* OCA M3*	Cat 4, Cat 5
RWE.4, RWEU23.4 (women)	Cat 4
<b>Masters</b>	
<b>All riders may enter Masters fields based on their racing age (age on 31Dec of that year)</b>	
RMM A	Age 30-39
RMM B	Age 40-49
RMM C	Age 50-59
RMM D	Age 60+

Note:

1. **RME**=Road Men Elite, **RWE**= Road Women Elite
2. **RMM**=Road Men Masters, **RWM**=Road Women Masters
3. Canadian 1 & 2s race together. Cat 1s are members of a trade team, Cat 2s are members of a cycling club.
4. With no UCI Cat 5s, use judgment when placing RME.4 & RMEU23.4 riders into Cat 5 fields (e.g., if they have raced "more than 10 times" then probably place them in the Cat 4 field).
5. With Ontario Masters' "M" licenses, M1s must race Cat 1 or 2. \*Use discretion placing M2s into Cat 3 or Cat 4, and placing M3s into Cat 4 or Cat 5.