



HOW TO PERMIT YOUR EVENT

EVENT ORGANIZER RESOURCES

1. To begin, log in or create an account with USA Cycling. Then **click here**.
2. Click “Add New Event,” and fill out the necessary information (i.e. name, event date, location, etc.).
3. If you are permitting for the additional benefits then you will click on “Permit Your Event With USA Cycling” and answer the permit questions that apply specifically to your event and event discipline.
4. After submission, your permit will go through a permit approval process before getting sent off to insurance for your certificates.
5. From there, insurance certificates will be issued and sent to the email address you provide.
6. You’re ready to roll!

IMPORTANT REMINDERS

- General liability insurance is a valuable benefit of permitting your event with USA Cycling.
- The online permit process takes approximately 15 minutes, though you can save and return at your convenience without losing your work.
- Once the permit for the event has been approved, contact the Event Services team for any changes at eventservices@usacycling.org.
- We suggest starting the permitting process at least eight weeks prior to the event date.
- To ensure general liability insurance coverage, the event must be permitted at least five days prior to the event date. Special endorsements should be requested at least 21 business days out from the event.
- The entire permit process takes approximately 7 to 10 business days to complete and does not include the processing of insurance certificates. The time needed for producing insurance certificates can vary depending on current volume and how much is required for your event. Special Endorsements on certificates take 3-4 weeks to process.
- Though unusual, any changes that might be needed after fulfillment of your initial request may take a week to process so we encourage you to plan ahead!

FEE STRUCTURE

- All fees are addressed on the **schedule of fees page**.
- Membership Fees—Participants taking part in traditional racing disciplines permitted with USA Cycling must hold a valid annual or one-day racing membership. For those participating in gran fondos, fun rides and gravel events a racing membership is not required. However, all participants and event volunteers are required to sign the USA Cycling Release of Liability waiver.





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PERMITTING FEE AND INSURANCE FEES

- Permit fee of \$135 per day for events not requiring a USA Cycling license.
- Permit fee of \$95 per day for races requiring a USA Cycling license.
- For Track, Camps, Clinics, and Training Rides, the permit fee is \$50 per day.
- Fees are based on how many days the event covers.
- Surcharge of \$5.99 per rider, per day.
- If you are holding another event type “companion” ride or clinic prior to the event to prepare participants, make sure you permit that event as separate from the main event. This offers more coverage for your entire event.

* Each USA Cycling Club gets a complimentary Race Director license. We offer complimentary race director licenses to people interested in permitting their gran fondo, gravel event, fun ride, or charity ride with USA Cycling. You will be able to proceed through the permit process without a license being added to the cart now.

PERMIT ADD-ON'S

SET-UP AND TEARDOWN DAYS

- These can be covered for an additional \$50 per day.

PRACTICE DAYS

- There is no charge for the practice sessions that are held during the permitted event dates.
- There is a \$100 fee per practice day for mountain bike, road, cyclo-cross, and track events.

HIRED / NON-OWNED AUTOMOBILE INSURANCE

- This insurance provides \$1,000,000 of liability coverage for non-owned and/or hired automobiles and motorcycles that are used at an event during the race.
- Each vehicle or moto must be separately scheduled and paid for. Each driver must have a current MVR on their USA Cycling account.

ANCILLARY INSURANCE

- If your event includes an expo, beer garden, concert or other non-race related entertainment or attractions, it is very important that you confirm that your event coverage extends to these types of activities.
- The USA Cycling Ancillary Event Liability Program includes a per-occurrence limit of \$1,000,000 in coverage

CANCELLATION FEES

- If the event is cancelled, there is a \$50 fee.
- If the permit was submitted late and a late fee was charged, the late fee will not be returned.



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OFFICIALS' FEES

- For traditional cycling races to qualify as USA Cycling sanctioned racing event, USA Cycling officials must be present.
- Traditional races include road, criterium, TT, cyclocross, mountain bike and track.
- Officials are not required for gran fondos, fun rides, or gravel events.
- Please see the **Officials Section** for a full breakdown of costs.
- In addition to these daily fees, there are additional fees associated with overtime races, site visits, overnight lodging, and any other necessary expenses an official may incur.
- Officials are assigned according to Policy IV: **Officials Assignment Guidelines**.
- Your official will be assigned by your areas Local Association and will contact you prior to your event.
- If you are organizing a competitive event, officials **MUST** be present. You as the race director will be responsible to pay licensed officials a daily fee based on the race category.

RACE AND RIDE TYPES

- National Championships and international races are designated by USA Cycling and the UCI.
- Non-championship final trials for Olympic, Pan American, and World Championship teams are designated by USA Cycling.
- State Championships and Regional Championships are secured by contacting USA Cycling or your **Local Association**.

POST EVENT REPORTING

- Post-event reporting and fees are due to the USA Cycling within 21 days after the event.
- Failure to comply will result in additional mandatory fees:
- \$100 if not paid 21 days after the event

EVENT INSURANCE

- When you sanction your event with USA Cycling, we offer insurance options to protect your organization against lawsuits arising from bodily injury, property damage, and personal and advertising injuries arising from your event. These options include commercial general liability, excess liability coverage and hired and non-owned automobile and motorcycle liability coverage. USAC also offers accident medical coverage to certain USAC members and USAC volunteers while participating in a USAC sanctioned event.



EVENT
INSURANCE
COVERAGE
SUMMARY



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UMBRELLA INSURANCE

Umbrella Policy (additional \$3 million per occurrence / \$3 million aggregate optional insurance):

- Fee: \$1,950

The additional \$3 million per occurrence / \$3 million aggregate is added to your general liability insurance coverage policy. The rider insurance surcharge still applies at the conclusion of your event.

To purchase the umbrella policy, please call our Event Services team at 719-434-4200. Since the umbrella policy is purchased prior to your event, we will look at your actual participant numbers when post-event paperwork is submitted to finalize your fee.

INSURANCE CERTIFICATES

Named insured will automatically be issued for the race director and each sponsoring club free of charge.

If another party is required to be included as an additional insured, the cost will be \$15 each.

- This \$15 fee will apply each time your certificate needs to be reissued, so we encourage you to communicate with the insured and make sure that your request is complete and accurate the first time including spelling, addresses, and the proper way to list the insured on the certificate.
- To request Additional Insured certificates after your initial application, please go to your list of permits with USA Cycling, click on the permit you'd like to add Additional Insured to, click on Pre-Event, click on Insured Persons, and then click on Purchase Additional Certificates.
- If a special endorsement is required for the insurance certificates there is a \$100 fee per request and takes 3-4 weeks to process.

POST EVENT

After the event there are several items that need to be turned in as part of the permitting process. You will need to calculate and pay the rider surcharges at the end of the event. For traditional competitive events where an official was present, your Chief Official is responsible for post event reporting. For gran fondos, gravel, fun rides and other non-competitive events, you will need to do this yourself. When calculating your rider surcharges, please note that the surcharge is calculated on the unique rider count. You may also have sold USA Cycling annual memberships or one day licenses during the onsite registration process. The amount for these fees and licenses is totaled and payment made with the online post-event report form.