



PLANNING RESOURCES

EVENT ORGANIZER RESOURCES

EVENT PERMITTING AND GUIDELINES

- Access the USA Cycling Rule Book for comprehensive guidance on planning, permitting, and executing your event.



ACCESS THE USA
CYCLING
RULE BOOK



REVIEW
USA CYCLING
PERMITTING
GUIDE

PERMITTING PROCESS

- Review the USA Cycling Permitting Guide to understand the steps involved in obtaining a race permit, including insurance requirements, waivers, and safety guidelines.

EVENT PROMOTION AND MARKETING

- Utilize USA Cycling's marketing resources, including logos, templates, and branding guidelines, to effectively promote your event.



DOWNLOAD THE
USA CYCLING
BRAND KIT



DOWNLOAD THE
USA CYCLING
LOGO



SIGN UP FOR FREE
PAID SOCIAL
CAMPAIGN

EVENT MANAGEMENT SOFTWARE

- Consider using platforms like BikeReg for online registration.



CREATE YOUR FIRST
EVENT IN BIKEREG

COURSE DESIGN AND SAFETY

- Follow the USA Cycling Course Design Guidelines to create a safe and challenging racecourse.



HOW TO DESIGN
A SAFE COURSE

OFFICIALS AND TIMING

- Connect with USA Cycling-certified Officials for professional management of your competitive event, validating finish order, rule enforcement, fairness of competition, and safety oversight.
- For competitive races, you will receive an email notification when your Chief Referee is assigned to your Permit.



FIRST REPORT
OF OCCURENCE
FORM

MEDICAL SERVICES

- Coordinate with medical personnel and first aid services to ensure prompt response in case of emergencies.
- If an athlete is in an accident during your event fill out the first report of occurrence form and pull the riders signed waiver and send both items into USA Cycling. Send both items to USA Cycling within 24-hours.
- An injured athlete should submit their medical claim to **Spot Insurance**.



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VOLUNTEER RECRUITMENT

- Engage volunteers for tasks such as registration, course marshaling, and aid stations.
- Reach out to your local USA Cycling(s) club(s) to fill volunteer roles.

EVENT SUPPLIES

- Source event essentials such as number plates, fencing, signage, sanitation facilities, transportation, food, timing, prizes and awards.

PARTICIPANT COMMUNICATION

- Leverage USA Cycling's communication templates for pre-event announcements, rider briefings, and post-event follow-ups.



DOWNLOAD A
SAMPLE PRESS RELEASE

ANTI-DOPING EDUCATION

- Educate participants about anti-doping rules and guidelines to ensure fair competition.



LEARN MORE
ABOUT USADA

RESULTS AND REPORTING

- Timely and accurate upload of race results to **USA Cycling's Results and Rankings**.

AWARDS AND PRIZES

- Provide guidance on award categories and prizes for winners, in compliance with USA Cycling regulations.
- It is important to have a branded podium and backdrop for photo ops and a positive rider experience.

POST-EVENT REPORTING

- Complete post-event reporting to USA Cycling including submitting results **here**, rider counts, disciplinary actions, occurrence reports, and license sales.



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SAFE SPORT TRAINING

- Make sure all event staff are current on their Safe Sport certification.
- Safe Sport training is a front-line abuse and misconduct prevention measure that raises member awareness of misconduct and abuse issues in sport. This training (“Safe Sport Trained”) is designed to help members become more proficient at identifying, preventing, and responding to misconduct and abuse in sport. The training also familiarizes members with member reporting responsibilities.



SAFE SPORT

EVENT SUSTAINABILITY

- Explore sustainable event practices to minimize environmental impact and promote responsible cycling.

USA CYCLING SUPPORT

- Reach out to USA Cycling’s Event Services team (eventservices@usacycling.org) for personalized assistance, guidance, and answers to event-related questions.

Remember, these resources are meant to be adapted based on your specific event’s needs. Always stay updated with the latest USA Cycling guidelines and communicate effectively with participants, volunteers, and officials to ensure a successful and safe cycling event.

EVENT SCHEDULE

- Share a detailed event schedule outlining key timings for registration, rider check-in, start times, race waves, awards ceremony, and other important activities.

Need help designing a race day schedule?



*SAMPLE
ROAD
SCHEDULE*



*SAMPLE
MOUNTAIN BIKE
SCHEDULE*



*SAMPLE
CYCLOCROSS
SCHEDULE*



*SAMPLE
TRACK
SCHEDULE*

**DOWNLOAD
SCHEDULE
TEMPLATE**