

# TBRA Promoter's Guide



This document provides general information related to initiating the USA Cycling (USAC) paperwork and fulfilling TBRA's race promotion requirements.

## Promoter: Preliminary Race Package Submission to Series Director

A Preliminary Race Package consisting of the following forms and payment should be mailed to the appropriate Road/MTB/Cyclocross Director for approval:

### ROAD

Tim Hall  
702 Woodland Drive  
Nashville, TN. 37087

### MTB

Michael Edens  
356 Arrowhead Ct.  
Kingston Springs, TN. 37082

### CYCLOCROSS

Jeremy Nagoshiner  
216 Wauford Drive  
Nashville, TN. 37211

#### Tentative Race Flyer

*Race flyer should be informationally correct as far as race categories, timing between races, and race purse. It does not have to be in final format for distribution – i.e. missing logos, etc are ok.*

#### USA Cycling (USAC) Forms

*Forms may be downloaded from the USAC website: [www.usacycling.org](http://www.usacycling.org) (see the Events Organizers link)  
Additional USAC forms may be necessary for your particular event.*

- Competitive Event Checklist
- Competitive Event Permit Application
- Request for Certificate of Insurance (*TBRA should be added to the list of additional insured*)
- Medical Plan

#### USAC race permit fee payment

*There is a \$50 late filing fee from USAC for permits received less than 6 weeks before your event.  
There is a \$100 rush filing fee from USAC for permits received less than 2 weeks before your event.  
In order to avoid USAC late filing fees, your preliminary race package should be received by the Road/MTB Director in a timeframe such that it can be reviewed, approved, and mailed to USAC prior to their 6 week deadline.  
Also, in order to meet the 45-day TBRA club distribution deadline, **it is recommended that the preliminary race package be submitted to the Road/MTB Director a minimum of 7-8 weeks before your event.***

## Road/MTB/Cyclocross Director: Submission to USA Cycling

- Pending approval by Road/MTB/Cyclocross Director, the Director will then submit the tentative flyer, forms, and permit fee to USAC.
- Road/MTB/Cyclocross Director will assign a TBAR race division level and notify the promoter when he/she has approved the preliminary race package.
- Upon approval by USAC, the promoter will receive a race packet and permit # from USAC.

## Promoter: Race Announcement to TBRA Clubs

- ❑ Promoters are required to communicate race information to all TBRA clubs no later than **45 days** prior to the event.

*Electronic communication via e-mail or web link is acceptable.*

## Promoter: Race Day Pre-race Paperwork

- ❑ Promoters should have a supply of USAC forms:
  - Rider release forms
  - USAC licenses forms (one-day, annual, renewals, add-ons)

*License forms should be received as part of the USAC race packet. USAC Officials at the race often have additional copies of these forms.*

## Promoter: Race Day Post-race Paperwork

- ❑ Payment to USAC (submitted to Chief Referee)
  - USAC Rider Insurance Fees (\$3 per rider)
  - USAC Licenses (one-day, annual, renewals, add-ons)
- ❑ Payment to TBRA (submitted to Chief Referee)
  - \$2 per rider (excluding Juniors)
- ❑ Payment to USAC Officials
  - Fees, mileage, and meals paid directly to individual Officials
- ❑ USAC Forms (coordinated with Chief Referee)
  - Report of Occurrence (if applicable)

## Additional Post Race Paperwork

- ❑ Promoter:
  - Submit results in electronic format to Chief Referee and applicable TBRA Director:  
Road Director ([road-director@tbra.org](mailto:road-director@tbra.org))  
MTB Director ([mtb-director@tbra.org](mailto:mtb-director@tbra.org))  
Cyclocross Director ([cyclocross-director@tbra.org](mailto:cyclocross-director@tbra.org))
- ❑ Chief Referee:
  - USAC Chief Referee Report (promoter should also sign off on this)
  - Chief Referee will submit post race paperwork, results, and payments to USAC.
- ❑ TBRA Road/MTB/Cyclocross Director:
  - Submit results to the TBRA Points Director ([points-director@tbra.org](mailto:points-director@tbra.org)).