

## **PROPOSAL FOR BYLAWS UPDATE:**

There are certain things that belong in bylaws, and others that, while important, belong elsewhere. Bylaws are considered a legal document that dictates how an organization is governed. Bylaws should stick to the basics. It is a good practice to think of bylaws much like the US Constitution. Like the Constitution, bylaws should deal with only the highest level of governing issues such as:

Organizational purpose, board structure, officer position descriptions and responsibilities, terms of board service, officer/board member succession and removal, official meeting requirements, membership provisions, voting rights, and any other non-negotiables that the governing body deems necessary. Bylaws should not be treated as a policy and procedure manual. Policies, procedures, and guidelines are totally inappropriate for bylaws. A separate document should be, and has been, created for management purposes. Think Constitution vs. US Code (laws).

This proposal is to split the current bylaws into two separate governing documents: Bylaws and Guidelines. The proposed Bylaws and Guidelines are attached below. Items red-lined in the Bylaws have been moved to the Guidelines, which are toward the bottom of the document.

This proposal continues to protect the tax exempt status and longevity of the UCA, but also allows day to day functions to be more easily managed. It allows the UCA to adapt to current conditions, demographics, needs, and trends more efficiently.

## Utah Cycling Association Bylaws (DRAFT)

### **1. LEGAL NAME AND DESCRIPTION**

The exact legal name is "Utah Cycling Association". Throughout this document, "UCA" and "Association" represent Utah Cycling Association. The UCA is an organization of Bicycle Racing Clubs, Race Promoters, and Officials from the state of Utah acting in accordance with the national governing body of bicycle racing in the United States of America, USA Cycling (USAC).

### **2. MISSION**

The UCA's mission is to promote amateur bicycle racing in Utah and to support and develop amateur athletes for national and international competition.

The UCA coordinates an organized and balanced calendar of USAC-sanctioned race events, including but not limited to UCA Point Series events and State Championship events. The UCA also fosters effective communications among all Racers, Clubs, Officials and Promoters.

### **3. MEMBERSHIP**

UCA cannot exist without membership from the Utah cycling community. In this spirit:

- 1UCA Membership is open to the general public and consists of USAC-affiliated Clubs, Race Promoters, and Officials who are currently in good standing. A UCA Member is defined as 1) a Club, 2) non club-affiliated Promoters as a group, or 3) non club-affiliated Officials as a group;
- 2 Membership fees will be determined by the Board of Directors and ratified by the Members at a Membership Meeting. Race Promoters as a group and Officials as a group are not required to pay a membership fee.
- 3The UCA shall hold at least one Membership Meeting per year, typically in October, November or December;
- 4 Membership Meetings shall be governed in accordance with the UCA Articles of Incorporation, UCA Bylaws, and Robert's Rules of Order Newly Revised. An informal environment shall be encouraged to the extent possible.

### **4. MAJOR OBJECTIVES**

The UCA shall strive to:

- 1 Coordinate and establish a balanced race calendar with minimal overlap between events;
- 2 Organize and administer a UCA Point Series that recognizes riders and Clubs/Teams from each category in the discipline of road;

- 3 Organize and administer State Championship events in road disciplines, including road race, criterium, time trial, and hill climb;
- 4 Develop a ~~standardized~~ category system to facilitate the UCA Point Series and State Championship events;
- 5 Encourage Promoters to provide races that meet the category-specific USAC time and distance requirements for rider upgrade ~~(see Appendix A)~~;
- 6 Provide for effective communications among Racers, Clubs, Promoters, and Officials by encouraging a spirit of cooperation and volunteerism;
- 7 Seek to attract ~~corporate~~ sponsorship in order to fund and support UCA activities;
- 8 Serve as a unified body that will best represent amateur Utah bicycle racers in discussions, regarding their needs and desires, with their governing bodies;
- ~~9 Create a supportive network and environment that enables race organizers to exchange ideas and support each other, and~~
- ~~10 Support and develop amateur athletes for national and international competition.~~

## 5. EXECUTION

### 5-1. Event Scheduling:

- 1UCA will hold one or more annual meetings, ~~including at least one in Q4 in October, November, or December~~, to plan the calendar for the following year and adopt new or modify existing bylaws. ~~Promoters should be prepared to commit to dates and types of events as much as possible at the scheduling meeting.~~
- ~~2 Event dates will be awarded on the prior year's date first. In the event that a conflict arises that cannot be resolved by the Promoters, the UCA Directors will vote to resolve the conflict, taking into consideration issues such as: availability of course, distance between the two events, national calendar status, UCA standing of the Promoters, and other open weekends. Every effort will be made to avoid having two UCA endorsed events on the same day.~~
- 23 The Directors will finalize the calendar prior to January 1 of each year. Once the calendar is finalized, each Promoter must submit a \$200 deposit with a ~~race description~~ ~~their UCA event form~~ prior to February 28 to hold their date on the calendar. Dates for which deposits have not been received by February 28 become open and may be claimed by another Promoter upon receipt of their race description and \$200 deposit.
- ~~34 Changes to dates and events will be allowed throughout the year, but Promoters wishing to do so should be willing to accept the dates that are, at that time, still available.~~

### 5-2. Officers and Elections:

- 1 Officer positions will consist of The Executive Director and four (4) other Directors, ~~and a Treasurer.~~ The Executive Director and the Directors shall appoint ~~non-voting directors as needed, in the board's sole discretion.~~ ~~the Treasurer.~~ ~~The Treasurer shall be a non-voting member of the Executive Board.~~
- 2 UCA officers shall be elected at the annual meeting. UCA officers shall be elected from the body of UCA Members and must be licensed and in good standing with the USAC. Directors will hold office for 2-year terms. Terms will be staggered so that the Executive Director and one other Director will be elected in odd years and the other 3 Directors will be elected in even years. Officers may be re-elected.
- 3 The Directors shall appoint an individual from a Club in good standing to act as the Election Official. The Election Official may solicit assistance from other individual(s). Election Officials must be in good standing and licensed with USAC.
- 4 In order to be eligible for election, an individual must be in good standing, licensed by USAC, and nominated in writing by a Club in good standing with the UCA. Nominations must be received 7 days prior to the start of the Membership Meeting at which elections are to be held. Individuals must accept the nomination in writing prior to the start of the Membership Meeting in order to be placed on the ballot.
- 5 Elections shall be held by secret ballot at the meeting. The individual(s) receiving the highest number of votes for each open position (Executive Director) or positions (Director) shall be elected. ~~Write-in votes shall be accepted.~~
- 6 The duties of each Director shall be assigned internally by the Directors. ~~The duties are as follows: Upgrades, Event Permitting, USA Cycling Liaison, Website, Event Calendar, Finances, Officials Liaison and Official Race Assignment, Promoter Liaison, Teams/Clubs Liaison, Sponsorships, Rider Liaison, Business Manager, and Results and Rankings.~~
- 7 ~~At least one director will assume the role of Treasurer, or a non-voting Treasurer may be appointed by the directors.~~ ~~The Treasurer,~~ ~~The Treasurer~~ shall be responsible for tracking spending, vouchers and income. The ~~Treasurer~~ will prepare the budget and finance reports for UCA meetings and annual reports for USA Cycling. At the discretion of the Executive Director and the Directors, the Treasurer may write checks for reimbursement after a ~~substantiated request voucher~~ has been submitted and approved.
- 8 UCA Directors may be removed before the end of their respective term by a 2/3 vote of the Members in good standing.
- 9 In the event that a Director's position is vacated, the remaining Directors may name a replacement to finish out the term and reassign duties.

### **5-3. Voting:**

- 1 Each UCA Club in good standing will have one vote. Non-club-affiliated Promoters will have one vote as a group, and non-club-affiliated licensed USA Cycling officials

will have one vote as a group. Clubs, Promoters and Officials shall each designate one individual as a delegate for each Membership Meeting. Delegates must be licensed by USAC.

- 2 Voting will normally take place at an official UCA meeting. In order for voting to occur, a quorum of 50% of the UCA Club/Promoter/Official Delegates must be present.
- 3 Agenda items will be solicited at least 30 days prior to ~~any~~ membership meeting. Agenda items may be submitted to any Director. The Directors shall publish an agenda 14 days prior to ~~any~~ Membership Meeting. The agenda shall be posted on the UCA website and ~~provided~~ sent by email to the membership using methods as described in Section 6 below ~~each member~~.
- 4 Unless acting on behalf of their respective Member, the Directors of the UCA shall not be allowed to vote.

#### **5-4. UCA Point Series:**

~~The UCA Board shall establish guidelines for the creation of The UCA Point Series. It provides a series of sanctioned and endorsed races that provides individual and team rankings for road disciplines. Current rider and team results and standings will be maintained on a database and made available on the UCA web site.~~

~~1 All UCA Point Series events shall be endorsed by the UCA as described in section 5-6 below, and shall meet the minimum requirements and standards set forth in Appendix B.~~

~~2 All UCA Point Series events shall offer the Categories described in Appendix C.~~

~~3 Promoters may run non-UCA Point Series categories in an endorsed UCA Point Series event; however those categories will not be eligible for UCA Point Series points.~~

~~4 Awards for the UCA Point Series shall be awarded as described in Appendix C.~~

~~5 Detailed rules and points schedules are described in Appendix D.~~

~~6 The UCA Point Series may overlap a local point series; that is, a race can be both part of a local series and the UCA Point Series.~~

~~7 A Club may have more than one Team competing in the UCA Points Series. A Club shall be required to pay a sum equal to the yearly Club Membership Fee for each additional Team. This fee will be used to offset the cost of tracking the additional Team in the UCA Points Series and posting results/standings to the UCA website. Regardless of the number of Teams entered in the UCA Point Series, a Club will only have one vote in the UCA.~~

~~8 Teams will receive points for all member riders who receive individual UCA Point Series points. Teams with the largest number of racers in the most disciplines will stand the best chance of winning the UCA Point Series team awards. This rewards those Teams who are doing the most to promote racing participation.~~

~~9 All Team points earned by a racer will be awarded to and stay with the Team to which the rider is officially attached at the time of the event. In the event that a racer changes Teams mid-season, he or she shall retain all of his or her earned individual points. A UCA Director must be notified immediately of upgrades and Team changes.¶¶~~

### ~~5-5. State Championship Events:~~

~~State Championship events shall be held to identify individual champions in the road race, criterium, time trial, and hill climb disciplines. The UCA Board shall establish guidelines for the State Championship Events. ¶¶~~

~~1 State Championship Series Venues shall be determined by the Directors. Promoters desiring to host a State Championship event shall submit a bid in writing no later than 1 week following the October/November/December Membership Meeting. The Directors shall select venues that are safe and are in the best overall interest of The UCA. The Directors may select any venue irrespective of the bidding process.¶¶~~

~~2 State Championship events shall be endorsed by the UCA as described in section 5-6 below, and shall meet the minimum requirements and standards set forth in Appendix B.¶¶~~

~~3 State Championship Categories and Awards are described in Appendix E.¶¶~~

~~4 State Championship events for each discipline (road race, criterium, time trial, and hill climb) shall be held on separate dates. In addition:¶¶~~

~~(i) Road race, criterium, and hill climb State Championship events for Masters and Juniors shall not be held on the same date as category championship events for those disciplines.¶¶~~

~~(ii) When a category State Championship is also a UCA Point Series event, points will not be awarded to any juniors or masters categories that are also held as part of the event.¶¶~~

~~(iii) When a juniors or masters State Championship is also a UCA Point Series event, points will not be awarded to any category fields that are also held as part of the event.¶¶~~

### ~~5-6. Endorsement for UCA Point Series and State Championship Events:¶¶~~

~~This section defines requirements for an event to be endorsed as part of the UCA Point Series or as a State Championship. UCA events which are neither a UCA Point Series Event nor a State Championship do not need to meet these requirements. In order for an event to be a UCA Point Series or State Championship Event, the event Promoter must meet the following requirements:¶¶~~

~~1 Meet the minimum requirements and standards specified in Appendix B.¶¶~~

~~2 The UCA Directors may place Clubs/Promoters failing to meet the aforementioned requirements in poor standing. In order for a promoter to be placed in poor standing, the following steps must be taken:¶¶~~

- ~~(i) The Executive Director shall notify the Club/Promoter in writing that they are not in compliance;¶~~
- ~~(ii) The notification shall include recommended steps to remedy the non-compliance issue(s) and the time frame requirement as outlined in this section of the UCA bylaws;¶~~
- ~~(iii) Upon receipt of that notification, the Club/Promoter has 7 days to comply;¶~~
- ~~(iv) If the event is still not in compliance after 7 days, the Executive Director shall develop additional action to be taken against the Club/Promoter, the rationale for such action, and the time span of the action;¶~~
- ~~(v) The remaining Directors will vote on the Executive Director's proposal; if a simple majority of the Directors votes for action against the Club/Promoter, then the Club/Promoter will be sent the proposed action and given 3 days to comply; and¶~~
- ~~(vi) If after the 3 days the event remains non-compliant, the Executive Director's action shall take effect and the UCA Members shall be notified.¶~~

## **6. COMMUNICATION**

The UCA will utilize a **reasonable and current means web site** for communicating with the cycling public. **The UCA Board will establish guidelines governing the communication methods and requirements. The site shall contain:¶**

- ~~1 The current calendar of UCA races;¶~~
- ~~¶~~
- ~~2 UCA race results;¶~~
- ~~3 The current UCA Point Series standings;¶~~
- ~~4 Current state champions (winners of UCA State Championship events);¶~~
- ~~5 A list of Member Clubs, including web links if available;¶~~
- ~~6 The UCA Point Series rules;¶~~
- ~~7 A list of UCA Directors, including contact information and assigned duties;¶~~
- ~~8 A UCA rider forum;¶~~
- ~~9 Web links to all corporate sponsors; and¶~~
- ~~10 A private UCA membership discussion forum. This forum will eliminate much of the need for travel to meetings.¶~~

## **7. COSTS AND FUNDING**

The UCA will seek to secure **corporate sponsorship and other funding** in order to:

- 1 Fund its operating costs and expand its function.

- 2 Fund the purchase of equipment that can be used by UCA members to help promote their events and to enhance the quality of UCA events. This equipment will be transported from one race to the next by the member Clubs/Promoters and they will be responsible to safeguard and care for the equipment until it is passed on to the next member club. Non-members will be able to rent the equipment if a member club does not need it. Any Club/Promoter or individual who loses or damages any UCA equipment shall be responsible for repair or replacement. Any Club/Promoter who fails to repair or replace damaged or lost equipment may be placed in poor standing by The Directors, subject to ratification at the next Membership Meeting.
- 3 The UCA will disclose its balance sheet to its Members at least bi-annually at the Membership Meeting and on the UCA Website.

## **8. DISSOLUTION CLAUSE**

Upon dissolution of the organization known as Utah Cycling Association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(4) of the Internal Revenue Code of 1986, or corresponding section of any future Federal tax code, or shall be distributed to the Federal, state, or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes.

## **9. BYLAW AMENDMENTS**

Changes can only be made by a 2/3 vote of the UCA Club Delegates present at subsequent Membership Meetings.

### ~~**APPENDIX A: CATEGORY UPGRADE GUIDELINES**~~

~~Category upgrades follow the guidelines established by USA Cycling. The following guidelines are based upon published USAC guidelines (available at [usacycling.org](http://usacycling.org)), and they are listed below for convenience. In the event that discrepancies arise, official USAC guidelines take precedence.~~

~~Rides may request a category upgrade online through their USA Cycling account. Such requests will be forwarded to the person responsible for upgrades in the area (typically one of the UCA Directors).~~

#### ~~**A-1. UPGRADE REQUIREMENTS**~~

~~**Category 5 to 4:** Finish 10 mass start races.~~

~~**Category 4 to 3:** 20 points; or experience in 25 races with a minimum of 10 top 10 finishes with fields of 30 riders or more; or 20 pack finishes with fields over 50.~~

~~30 Points in 12 months is a mandatory upgrade.~~



~~USA Cycling sanctioned rider camps and clinics that are approved by the Local Associations for upgrading will count as a maximum of three upgrade points when upgrading from category 4 to 3.~~

~~Category 3 to 2: 30 points; 40 points in 12 months is a mandatory\* upgrade~~

~~Category 2 to 1: 35 points\*\*; 50 points in 12 months is a mandatory\* upgrade~~

## ~~A-2. QUALIFYING DISTANCES PER CATEGORY~~

~~To qualify for upgrading points, races must meet distance standards. Races shorter than the minimum distance do not qualify for upgrading. However, if a road race is less than the road race minimum but above the criterium minimum, it will count for upgrading using the criterium points schedule.~~

<del>Category</del>	<del>Class</del>	<del>Road Race</del>	<del>Criterium</del>
<del>5-4</del>	<del>Men</del>	<del>15 miles</del>	<del>10 miles / 20 minutes</del>
<del>4-3</del>	<del>Men</del>	<del>25 mi.</del>	<del>15 mi. / 30 min.</del>
<del></del>	<del>Women</del>	<del>25 mi.</del>	<del>15 mi. / 30 min.</del>
<del></del>	<del>Juniors</del>	<del>25 mi.</del>	<del>15 mi. / 30 min.</del>
<del>3-2</del>	<del>Men</del>	<del>50 mi.</del>	<del>20 mi. / 40 min.</del>
<del></del>	<del>Women</del>	<del>40 mi.</del>	<del>15 mi. / 30 min.</del>
<del>2-1</del>	<del>Men</del>	<del>80 mi.</del>	<del>30 mi. / 60 min.</del>
<del></del>	<del>Women</del>	<del>50 mi.</del>	<del>20 mi. / 40 min.</del>

## ~~A-3. UPGRADE POINTS TABLES~~

~~Refer to the USA Cycling rules ([usacycling.org](http://usacycling.org)).~~

## ~~APPENDIX B: MINIMUM REQUIREMENTS AND STANDARDS FOR UCA POINT SERIES AND STATE CHAMPIONSHIP EVENTS~~

~~Race promoters of all UCA Points Series and State Championship events must meet the following requirements and standards. Failure to do so will result in the loss of the date on the following year's UCA Calendar and loss of all rebates.~~

### ~~PRE-RACE REQUIREMENTS:~~

~~1 The promoter shall be in good standing with the UCA and USA Cycling.~~

~~2 The event must be sanctioned by USA Cycling.~~

~~3 The Race must occur between April 1 and September 30 in the calendar year.~~

~~4 Race distances must meet the minimum distance requirements for category upgrades as designated by USA Cycling (see Appendix A). Races that meet the requirement will receive full UCA Points (multipliers listed in Appendix D); those that do not will receive the “unofficial race” multiplier of 1.0.~~

~~(i) The Directors may approve events that do not comply with minimum distance/time categories and/or do not contain all of the required race categories under the condition that the Promoter requests and receives approval in writing that clearly indicates why the above distance and race category guidelines will not be met.~~

~~5 The race must offer each of the race categories specified in Appendix C for UCA Point Series Events, and Appendix E for State Championship events.~~

~~(i) If any class/category has fewer than 10 pre-registered riders, the promoter may combine classes/categories for the purposes of race starts and prize lists.~~

~~(ii) If categories are combined and raced together, they shall be scored separately according to the standard UCA Point Series categories (Appendix C) or State Championship categories (Appendix E).~~

~~6 The Promoter / Race Director must agree to submit the race results within 72 hours of event completion in the format specified by the UCA.~~

~~7 The Promoter or Race Director must submit a completed UCA Event Form, Race Flyer, and USAC Event Permit to the UCA Board a minimum of 9 weeks prior to the start of the event. Any event that has not submitted paperwork to the UCA before that date, will not receive UCA Points and will be subject to USAC permitting fines.~~

~~8 The Promoter must submit a \$200 deposit along with the UCA paper work, subject to the following conditions:~~

~~(i) The deposit is fully refundable if the race is held in accordance with these requirements and full results are given to the UCA Results Liaison within 72 hours of the completion of the event.~~

~~(ii) The deposit will be forfeited if results are not submitted within 72 hours of the completion of the event.~~

~~(iii) The promoter will forfeit \$10.00 for every result that does not contain the racer's USAC license number (not including one day licenses).~~

~~(iv) The deposit will be refunded after post-event paperwork has been received by the UCA.~~

~~¶~~

~~(v) The promoter may choose to have all applicable event fees deducted from the deposit, but the promoter remains responsible for any difference between required fees/penalties and the deposit.~~

~~9 Must post/advertise information about the race on the UCA website at least 30 days~~

~~prior to the event.¶~~

- ~~10 Race flyers will meet specifications listed under "Race Flyer Checklist" below.¶~~
- ~~11 Prizing and payouts will adhere to USAC guidelines. Cash purse must be paid at the race. Prizing should be awarded at the race unless custom awards are being produced. The complete prize list, with values for each place, shall be posted at registration and available to competitors on the day of the event.¶~~
- ~~12 Promoters of State Championship races will be required to purchase state championship jerseys from the UCA (or furnish jerseys produced with the design supplied by the UCA) for the winners. USA Cycling medals will be provided free of charge. Any other prizing is up to the promoter.¶~~
- ~~13 Must keep online registration open until 9:00 p.m. two days prior to the race date. (Example: 9:00 pm Thursday for a Saturday race.)¶~~

#### ~~MINIMUM RACE STANDARDS:¶~~

- ~~14 Races that do not have a time trial or multiple stages are required to have day of registration available.¶~~

~~Note: The UCA will reimburse the promoter up to \$150 for onsite professional registration services to assist with "day of" registrations. The promoter shall obtain pre-approval from the UCA of such "professional services" prior to the event.¶~~
- ~~15 Must provide porta-potties or have adequate bathroom facilities on site. Promoters should consider providing at least one porta-potty close to the start line and at least one for every 50 anticipated riders registered.¶~~
- ~~16 Wheel vehicles shall be provided for fields with more than 20 riders.¶~~
- ~~17 Longer races (over 50 miles) will have a designated feed zone with water available.¶~~
- ~~18 Critical/dangerous/high traffic intersections will have law enforcement presence.¶~~
- ~~19 All intersections will have a course marshal present until the last rider comes through.¶~~
- ~~20 Every effort will be made to ensure the safety of closed courses. Personnel will be available to ensure that no cars have access to closed criterium courses.¶~~
- ~~21 Signage that indicates 5K, 1K and 200m to the finish; the UCA will provide signs to promoters upon request.¶~~
- ~~22 Finish lines should be at least 8 meters wide and free of turns or curves in the last 200 meters with adequate runoff area.¶~~
- ~~23 Race must have an adequate number of officials including a chief referee, chief judge, and any other officials assigned by the chief referee. Disputes between the promoter and the chief referee concerning the total number of officials will be settled by the UCA board.¶~~

~~¶~~

~~\_\_\_\_\_¶~~

~~24 Must provide timing and scoring that meet the following criteria:¶¶~~

- ~~(i) A form of electronic scoring is required, such as video equipment, timing chips, or a combination thereof;¶¶~~
- ~~(vii) An adequate number USA Cycling officials, as determined by the chief referee, shall be available to score the races;¶¶~~
- ~~(viii) Technical support to handle any software or hardware scoring issues; and¶¶~~
- ~~(ix) An area shall be designated for posting results for ALL riders.¶¶~~

~~25 Must provide emergency contact phone numbers to officials.¶¶~~

~~26 Must provide a copy of the Medical Safety Plan, required by USA Cycling, to the chief referee.¶¶~~

~~27 Bib numbers shall be at least 3 and 1/4" high. For all road race, criteriums, and hill climbs, the promoter will supply all riders with at least two bib numbers if so required by the chief referee. Time Trial events only require one bib number for each rider. Bib numbers will be sequential for each field.¶¶~~

~~28 Results shall be submitted to the UCA within 72 hours of the completion of the event, using the format described in Appendix D.¶¶~~

### **~~Race Flyer Checklist¶¶~~**

~~All race flyers must be approved by a UCA Director and the assigned Chief Referee before registration opens and prior to distribution.¶¶~~

~~The race flyer must include the USA Cycling logo and it must include the statement "Held under USA Cycling Event Permit [number]. All USA Cycling rules apply."¶¶~~

~~The Race Flyer must also contain the following:¶¶~~

- ~~● Race location and directions.¶¶~~
- ~~● Basic course description.¶¶~~
- ~~● Schedule of events, include all current UCA categories, start times and distances.¶¶~~
- ~~● Details of races that might be combined (combined categories must be scored separately for UCA points, but may be prized together).¶¶~~
- ~~● Prize list, including total amount, the nature of the prizes (cash, merchandise, combination thereof, or other), number of places, and payout for each.¶¶~~
- ~~● A breakdown of all fees including entry fees, late registration fees and one-day license fees.¶¶~~
- ~~● Day of registration cut off time, if applicable (30 minutes prior is standard).¶¶~~
- ~~● Online URL for registration and cut off deadline, and early registration cut off deadline.¶¶~~
- ~~● Event promoter contact information.¶¶~~

- Event website link.¶
- Hotel accommodations, if applicable.¶
- Any special notes regarding support, what happens in case of inclement weather, etc.¶

¶

## **APPENDIX C: UCA Points Series Categories and Awards**

UCA Points Series races shall use the following categories:¶

### **Women's Categories:**

Junior Women 10-14

Women Cat. 1-3

Women Cat. 3-4 \*

Masters Women 35+ \*\*

\* Women Cat. 3-4 and Masters Women 35+ will be raced and prized together, but scored separately for the UCA Points Series.¶

### **Men's Categories:**

Junior Men 10-14

Men Cat. 1-3

Men Cat. 3-4

Men Cat. 4-5

Masters Men 35+ "B" Cat 4-5

Masters Men 35+ Cat 1-4 \*\*

Masters Men 45+ Cat 1-4 \*\*

\*\*If either of these Masters Men categories has fewer than 10 riders pre-registered, the Promoter may choose to race the Men 35+/45+ together, but scored separately for the UCA Points Series.¶

Masters Men 55+ Cat 1-5

## **UCA POINT SERIES AWARDS**

The UCA Point Series will offer season-end awards for the following:¶

1 Individual Riders in each official UCA Point Series Category; and¶

2 Teams, by combining all points in all UCA Point Series Categories for all riders on the official roster for each team.¶

¶

## ~~APPENDIX D: UCA POINT SERIES POINTS SCHEDULES~~

~~1 UCA Points will be allocated based on the size of the starting field.~~

~~2 The winner is awarded points equal to the number of starters in his/her field plus bonus points.~~

~~3 The points awarded will be a linear distribution (same point interval between places before rounding or applying bonus points) to the percentage of the field based on the following:~~

~~0-35 starters ¶ 66.6% ¶~~

~~35-49 starters ¶ 60.0% ¶~~

~~>50 starters ¶ 50.0% ¶~~

¶

~~4 The top 5 finishers will be awarded the following bonus points: 10 6 4 2 1.~~

~~5 Races will be valued by the following multipliers applied at the end of the calculation:~~

~~Time Trial or Hill Climb 1.0~~

~~Unofficial\* Road Race or Criterium 1.0~~

~~(\*Unofficial races are races that do not meet the minimum USAC distance/time requirement for category upgrades as listed in Appendix A.)~~

~~Official Road Race or Criterium ¶ 1.5 ¶~~

~~Stage Race General Classification ¶ 2.0 ¶~~

~~State Champ. (RR, TT, Crit., & HC) ¶ 2.0 ¶~~

¶

~~All multipliers will be determined no less than 72 hours prior to the race.~~

~~6 Individual Stages of Stage Races will have points awarded 5 deep: 20 12 8 4 2, except for prologue stages, which will have points awarded 3 deep: 12 6 2. For stage races with categories of fewer than 20 riders, only half of the applicable points will be awarded in that category. If categories are combined and the total number of riders is 20 or more, all applicable points shall be awarded.~~

~~7 Individual places are calculated with the following method:~~

~~Points = [# starters - (place 1)/(% field earning points/100) + bonus] \* Multiplier~~

~~8 All point calculations will be rounded to the nearest whole number.~~

~~9 No points will be awarded for Team Time Trial events.~~

~~10 One-day license holders do not score UCA series points.~~

~~11 Unattached racers are eligible for State Championship events and individual UCA Point Series points (no team points are awarded for unattached racers).~~

~~12 Results shall be submitted to the UCA in the following formats:~~

~~Example 1: Fields consisting of only one standard UGA category~~

<del>First Name</del>	<del>Last Name</del>	<del>Category</del>	<del>License#</del>	<del>Place</del>	<del>Team (optional)</del>
<del>Joe</del>	<del>Rider</del>	<del>Men 1-3</del>	<del>456876</del>	<del>1</del>	<del>Logan Race Club</del>
<del>Fred</del>	<del>Runnerup</del>	<del>Men 1-3</del>	<del>345456</del>	<del>2</del>	<del>Team Ev</del>
<del>Jim</del>	<del>Cyclist</del>	<del>Men 1-3</del>	<del>123345</del>	<del>3</del>	<del>Team SLC</del>
<del>Tom</del>	<del>Titanium</del>	<del>Men 1-3</del>	<del>234345</del>	<del>4</del>	<del>Logan Race Club</del>

~~Note: For fields raced together and scored separately (such as the Masters Men 35+ & 45+), results are reported for each category separately (i.e. reported as if separate fields were raced for each category).~~

~~Example 2: Fields consisting of more than one standard UGA class (combined classes)~~

<del>First Name</del>	<del>Last Name</del>	<del>Category</del>	<del>License#</del>	<del>Place</del>	<del>Team (optional)</del>
<del>Joe</del>	<del>Rider</del>	<del>Men 3-4</del>	<del>456876</del>	<del>1</del>	<del>Logan Race Club</del>
<del>Fred</del>	<del>Runnerup</del>	<del>Men 3-4</del>	<del>345456</del>	<del>2</del>	<del>Team Ev</del>
<del>Jim</del>	<del>Cyclist</del>	<del>Men 4-5</del>	<del>123345</del>	<del>3</del>	<del>Team SLC</del>
<del>Tom</del>	<del>Titanium</del>	<del>Men 4-5</del>	<del>234345</del>	<del>4</del>	<del>Logan Race Club</del>

~~Note that even though the 3rd place finisher overall was the first category 4-5 rider, his result is still reported as a 3rd place finish.~~

~~\_\_\_\_\_~~

## **APPENDIX E: State Championships Categories and Awards**

- When USAC categories are specified, then only riders of those categories are permitted; however, when no categories are specified, then riders of any category are permitted, including riders with one-day licenses. For example, Cat. 5 riders may not participate in the Masters Women 45+ Cat. 1-4 field.
- Masters racers may not race in different age groups (for example, a 50-year-old masters racer may not race in the Masters 35-44 category). Masters racers may, however, compete in their USAC category.

### **Discipline: Road Race, Criterium, and Hill Climb**

Junior Female 10-12, Junior Female 13-14, Junior Female 15-16,

Junior Female 17-18,

Women Cat. 1-3, Women Cat. 4,

Masters Women 35-44 Cat. 1-4, Masters Women 45+ Cat. 1-4

Junior Male 10-12, Junior Male 13-14, Junior Male 15-16, Junior Male 17-18,

Men Cat. 1-2, Men Cat. 3, Men Cat. 4, Men Cat. 5,

Masters Men 35-44 Cat. 1-4, Masters Men 45-54 Cat. 1-4,

Masters Men 55-59 Cat. 1-4, Masters Men 60-64 Cat. 1-5,

Masters Men 65-69 Cat. 1-5, Masters Men 70+ Cat. 1-5.

### **Discipline: Time Trial**

Note: Category racers may race up into any category (for example, a Cat. 4 rider may race in Cat. 2).

Junior Female 10-12, Junior Female 13-14, Junior Female 15-16,

Junior Female 17-18,

Women Cat. 1-3, Women Cat. 4,

Masters Women 35-39, Masters Women 40-44, Masters Women 45-49,

Masters Women 50-54, Masters Women 55+,

Junior Male 10-12, Junior Male 13-14, Junior Male 15-16, Junior Male 17-18,

Men Cat. 1-2, Men Cat. 3, Men Cat. 4, Men Cat. 5,

Masters Men 35-39, Masters Men 40-44, Masters Men 45-49, Masters Men 50-54,

Masters Men 55-59, Masters Men 60-64, Masters Men 65-69, Masters Men 70+.



## **STATE CHAMPION AWARDS¶**

~~First, second, and third place riders in each State Championship event will be awarded the medal that is normally furnished by USA Cycling. In the event that USAG discontinues furnishing the medals, the race promoter will purchase and award medals in an awards ceremony immediately following the championship event.¶~~

~~All State Champions will be able to purchase a quality racing jersey designating them as a State Champion. The UCA Board reserves the right to require the promoter to purchase State Championship Jerseys. The UCA will be responsible for the artwork. This jersey may be worn by the rider in UCA events as long as they are the reigning State Champion. The jersey may only be worn in UCA events for the particular category and discipline in which it was won.~~

# Utah Cycling Association Guidelines (DRAFT)

## 1. PURPOSE AND METHOD

- a. The Guidelines of the Utah Cycling Association are intended to guide how events and functions are managed. They shall not have any influence on the organizational structure, tax-exempt status, or legal entity longevity of the Utah Cycling Association.
- b. Guidelines are intended to be fluid and allow reasonable adaptations based on current trends, past practices, racer numbers, existing conditions, and common sense.
- c. While deviation from the Guidelines is allowed subject to certain conditions, it should be the exception rather than the rule. The Guidelines must be followed as closely as is reasonably possible. Deviations from the Guidelines must be approved, in advance, by the UCA Board.
- d. Changes to the Guidelines may be made with the approval of a majority of the club delegates. Approval may be given via emails, text, verbal approval, or any other current method of communication, but the method and details of the approval should be documented.

## 2. UCA POINTS SERIES

- a. The UCA Board should provide a series of sanctioned and endorsed races that provide individual and team rankings for road disciplines. Current rider and team results and standings will be maintained on a database and made available on the UCA web site.
- b. All UCA Point Series events should meet the minimum requirements and standards set forth in Section 4.
- c. All UCA Point Series events must offer the Categories described in Appendix A. Promoters may add additional categories but those categories will not be eligible for UCA Point Series points.
- d. After the conclusion of the series awards should be presented to the top three individual riders in each official Point Series category, as well as the top three teams overall.
- e. The UCA Point Series may overlap a local point series; that is, a race can be both part of a local series and the UCA Point Series.
- f. Teams will receive points for all member riders who receive individual UCA Point Series points. Teams with the largest number of racers in the most disciplines will stand the best chance of winning the UCA Point Series team awards. This rewards those Teams who are doing the most to promote racing participation.

- g. All Team points earned by a racer will be awarded to and stay with the Team to which the rider is officially attached at the time of the event. In the event that a racer changes Teams mid-season, he or she shall retain all of his or her earned individual points.

### **3. STATE CHAMPIONSHIP EVENTS**

- a. State Championship events should be held to identify individual champions in the road race, criterium, time trial, and hill climb disciplines.
- b. State Championship Series Venues will be determined by the UCA Board. The UCA Board should select venues that are safe and are in the best overall interest of The UCA.
- c. State Championship Events cannot be “owned” by any promoter. The UCA Board may be the promoter for a State Championship Event, or the Board may select a promoter’s event as that year’s venue, but the State Championship Event itself belongs to the UCA.
- d. State Championship events should meet the minimum requirements and standards set forth in Section 4.
- e. State Championship events must include the categories listed in Appendix B. Additional categories may be added but will not qualify for State Championship awards.
- f. State Championship events for each discipline (road race, criterium, time trial, and hill climb) shall be held on separate dates.
- g. First, second, and third place riders in each State Championship event will be awarded the medal that is normally furnished by USA Cycling in an awards ceremony immediately following the championship event. In the event that USAC discontinues furnishing medals the UCA will purchase medals or other appropriate awards.
- h. All State Champions will be awarded a quality racing jersey, provided by the UCA, designating them as a State Champion for that discipline. Champions are encouraged to wear this jersey in UCA events as long as they are the reigning State Champions. The jersey may only be worn in UCA events for the particular category and discipline in which it was won.

### **4. MINIMUM REQUIREMENTS FOR UCA POINT SERIES AND STATE CHAMPIONSHIP EVENTS.**

Failure to meet these requirements may result in the promoter losing the date on the following year’s UCA Calendar, and the loss of any rebates.

- a. Race Promoters must be in good standing with the UCA and USA Cycling.
- b. Events must be sanctioned by USA Cycling.

- c. Race distances must meet the minimum distance requirements for category upgrades as designated by USA Cycling. The UCA Board may approve events that do not comply with minimum distance/time categories under the condition that the Promoter requests and receives approval that clearly indicates why the above guidelines will not be met.
- d. Races must offer each of the race categories specified in Appendix A for UCA Point Series Events, and Appendix B for State Championship events. If any class/category has fewer than 10 pre-registered riders, the promoter may combine classes/categories for the purposes of race starts and prize lists. If categories are combined and raced together, they shall be scored separately according to the UCA Point Series categories (Appendix A) or State Championship categories (Appendix B)
- e. The Promoter / Race Director must agree to submit the race results to USA Cycling within 72 hours of event completion.
- f. The Promoter must submit a \$200 deposit to the UCA, subject to the following conditions: 1. The deposit is fully refundable if the race is held in accordance with these requirements and full results are provided to USA Cycling within 72 hours of the completion of the event. The deposit will be forfeited if results are not submitted within 72 hours of the completion of the event. 2. The promoter will forfeit \$10.00 for every result that does not contain the racer's USAC license number (not including one day licenses). 3. The deposit will be refunded after post-event paperwork has been received and approved by USA Cycling.
- g. Race flyers should meet the specifications listed in Appendix C.
- h. Prizing and payouts should adhere to USAC guidelines. Cash purse must be paid at the race. Prizing should be awarded at the race unless custom awards are being produced. The complete prize list, with values for each place, should be available to competitors on the day of the event
- i. Promoters must keep online registration open until 9:00 p.m. two days prior to the race date. (Example: 9:00 pm Thursday for a Saturday race.)
- j. Races that do not have a time trial or multiple stages are required to have day-of registration available.
- k. Promoters should provide porta-potties or have adequate bathroom facilities on site. Promoters should consider providing at least one porta-potty close to the start line.
- l. Wheel vehicles should be provided for fields with more than 20 riders.
- m. Races over 50 miles should have a designated feed zone with water available.

- n. Critical/dangerous/high traffic intersections should have law enforcement presence.
- o. All intersections should have a course marshal present until the last rider comes through.
- p. Criteriums should be held on closed courses. Every effort should be made to ensure safety. Course Marshals should be available to ensure that no cars have access to closed criterium courses.
- q. Promoters are encouraged to provide signage that indicates 5K, 1K and 200m to the finish. The UCA will provide signs to promoters upon request.
- r. Finish lines should be at least 8 meters wide and free of turns or curves in the last 200 meters with adequate runoff area.
- s. Races must have an adequate number of officials including a Chief Referee, Chief Judge, and any other officials assigned by the chief referee. Disputes between the promoter and the chief referee concerning the total number of officials will be settled by the UCA board.
- t. Promoters are strongly encouraged to consult with the Chief Referee prior to submitting a permit request and the Race Flyer to USA Cycling
- u. Promoters should provide timing and scoring that meet the following criteria: 1. A form of electronic scoring is required, such as video equipment, timing chips, or a combination thereof; 2. Technical support to handle any software or hardware scoring issues; 3. An area shall be designated for posting results for ALL riders.
- v. Promoters should provide emergency contact phone numbers to officials.
- w. Promoters should provide a copy of the Medical Safety Plan, required by USA Cycling, to the chief referee.
- x. For all road race, criteriums, and hill climbs, the promoter will supply all riders with at least two bib numbers if so required by the chief referee. Time Trial events only require one bib number for each rider. Bib numbers should be sequential for each field. Bib numbers should be at least 3 and 1/4" high.

## **5. COMMUNICATION**

- a. Official communications should be posted on the "*Utah Cycling Association Official*" Facebook Page which is managed by the UCA Board, as well as sent by email to each of the Presidents of clubs in good standing.
- b. The "*Utah Cycling Community*" Facebook Group may be used as a forum for general discussion.

- c. The current year's race calendar should be posted on the UCA Website as soon as practicable after the 1st of each year.
- d. Contact information for UCA Board Members will be posted on the UCA Website.

## **APPENDIX A: UCA Points Series Categories**

UCA Points Series races must include the following categories:

### **Women's Categories:**

Junior Women 10-18

Women Cat. 1/2/3

Women Cat. 3/4/5

Masters Women 35+ Cat 1-5

Masters Women 50+ Cat 1-5

### **Men's Categories:**

Junior Men 10-18

Men Cat. 1/2/3

Men Cat. 3/4

Men Cat. 4/5

Masters Men 35+ "B" Cat 4-5

Masters Men 45+ Cat 1-4

Masters Men 55+ Cat 1-5

Masters Men 70+ Cat 1-5

## **APPENDIX B: State Championships Categories**

- When USAC categories are specified, then only riders of those categories are permitted; however, when no categories are specified, then riders of any category are permitted, including riders with one-day licenses. For example, Cat. 5 riders may not participate in the Masters Men 35-44 Cat 1-4 field, but they can compete in the Men Cat. 5 field.
- Masters racers may not race in different age groups (for example, a 50 year old masters racer may not race in the Masters 35-44 category). Masters racers may, however, chose to compete in their USAC category instead of their Masters category.
- Note that Time Trials have different categories than Road Race, Criterium, and Hill Climb.

### For Road Race, Criterium, and Hill Climb:

Junior Female 10-12

Junior Female 13-14

Junior Female 15-16

Junior Female 17-18

Junior Male 10-12

Junior Male 13-14

Junior Male 15-16

Junior Male 17-18

Women Cat 1/2/3

Women Cat 4/5

Men Cat 1/2

Men Cat 3

Men Cat 4

Men Cat 5

Masters Women 35-49 Cat 1/2/3/4

Masters Women 50-59 Cat 1/2/3/4

Masters Women 60+

Masters Men 35-44 Cat 1/2/3/4

Masters Men 45-54 Cat 1/2/3/4

Masters Men 55-59 Cat 1/2/3/4

Masters Men 60-64

Masters Men 65-69

Masters Men 70+



For Time Trial:

Note: Category racers may race up into any category (for example, a Cat 4 rider may race in Cat 2)

Junior Female 10-12

Junior Female 13-14

Junior Female 15-16

Junior Female 17-18

Junior Male 10-12

Junior Male 13-14

Junior Male 15-16

Junior Male 17-18

Women Cat 1/2/3

Women Cat 4/5

Men Cat 1/2

Men Cat 3

Men Cat 4

Men Cat 5

Masters Women 35-39

Masters Women 40-44

Masters Women 45-49

Masters Women 50-54

Masters Women 55+

Masters Men 35-39

Masters Men 40-44

Masters Men 45-49

Masters Men 50-54

Masters Men 55-59

Masters Men 60-64

Masters Men 65-69

Masters Men 70+

## **APPENDIX C**

### **Race Flyer Checklist**

All race flyers should be approved by the assigned Chief Referee before being submitted to USA Cycling with the permit request. A UCA Board Member will review the flyer as part of the permit approval process after it is submitted to USA Cycling. Race flyers should not be distributed until they have gone through the approval process.

The race flyer must include the USA Cycling logo and it must include the statement “Held under USA Cycling Event Permit [number or “pending”]. All USA Cycling rules apply.”

The Race Flyer must also contain the following:

- Race location and directions.
- Basic course description.
- Schedule of events, include all current UCA categories, start times and distances.
- Details of races that might be combined (combined categories must be scored separately for UCA points, but may be prized together).
- Prize list, including total amount, the nature of the prizes (cash, merchandise, combination thereof, or other), number of places, and payout for each.
- A breakdown of all fees including entry fees, late registration fees and one-day license fees.
- Day-of registration cut-off time, if applicable (30 minutes prior is standard).
- Online URL for registration and cut-off deadline, and early registration cut-off deadline.
- Event promoter contact information.
- Event website link.
- Any special notes regarding support, what happens in case of inclement weather, etc.