

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, South East Idaho, and South West Wyoming, 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, South East Idaho, and South West Wyoming, 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, South East Idaho, and South West Wyoming, cycling communities. In this spirit:

1. UCA 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.
3. The 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 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 upgrades. (See Regulations)
6. Provide for effective communications among Racers, Clubs, Promoters, and Officials by encouraging a spirit of cooperation and volunteerism.
7. Seek to attract sponsorship in order to fund and support UCA activities.
8. Serve as a unified body that will best represent amateur Utah, South East Idaho, and South West Wyoming, bicycle racers in discussions, regarding their needs and desires, with their governing bodies.

5. EXECUTION

Event Scheduling:

1. UCA will hold one or more meetings annually to plan the calendar for the following year and adopt new or modify existing bylaws.
 - . The Directors will finalize the calendar prior to January 1st of each year. Once the calendar is finalized, each Promoter must submit a \$200 deposit per event, with a current UCA Event Form prior to February 28th to hold their date on the calendar. Dates for which deposits have not been received by February 28th become open and may be claimed by another Promoter upon receipt of their event form and \$200 deposit.

Officers and Elections:

1. Officer positions will consist of The Executive Director and four (4) other Directors. The Executive Director and the Directors shall appoint
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. Write-in candidates shall be accepted if the candidate meets the above criteria with exception of the 7 day requirement.
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.

6. The duties of each Director shall be assigned internally by the Directors. The Directors will determine the duties of each Director to meet their abilities. Duties may include but are not limited to: 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. 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 voucher form 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.

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 scheduled 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 to
4. Unless acting on behalf of their respective Member, the Directors of the UCA shall not be allowed to vote.

6. COMMUNICATION

The UCA will utilize any for communicating with the cycling public.

7. COSTS AND FUNDING

The UCA will seek to secure sponsorships 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 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.

Utah Cycling Association **Regulations** (DRAFT)

PURPOSE AND METHOD

1. The Regulations 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.
2. Regulations are intended to be fluid and allow reasonable adaptations based on current trends, past practices, racer numbers, existing conditions, and common sense.
3. While deviation from the Regulations is allowed subject to certain conditions, it should be the exception rather than the rule. The Regulations must be followed as closely as is reasonably possible. Deviations from the Regulations must be approved, in advance, by the UCA Board.
 - a. Changes or additions to the Regulations will only be made after a majority of the club delegates give approval.
 - (a) Changes to the Regulations governing the coming year will be voted on by the delegates at the yearend membership meeting.
 - (b) There may be times when changes must be made that cannot wait until the year end meeting. These changes will be allowed during the year so long as

the change is approved by a vote of 50% of the club delegates, which can come only in written format, including letter or email,

UCA POINTS SERIES

1. The UCA Board will determine which events will be the UCA Point Series, these events will be sanctioned and endorsed races that will 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.
2. All UCA Point Series events must meet the minimum requirements and standards set forth in Section 4. (unless UCA Board makes a decision to override)
3. 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.
4. After the conclusion of the UCA Point Series events, awards will be presented to the top three individual riders in each official Point Series category, as well as the top three teams overall.
5. 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.
6. 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.

MINIMUM REQUIREMENTS FOR UCA EVENTS

1. 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. Non UCA point series events may be released from one or more of these requirements with the permission of the UCA Board.
2. Race Promoters must be in good standing with the UCA and USA Cycling.
3. Events must be sanctioned by USA Cycling.
4. Race distances must meet the minimum distance requirements for category upgrades as designated by USA Cycling.
5. 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)
6. The Event Director must agree to submit the race results, with place and time, to USA Cycling within 48 hours of event completion.
7. The Event Director must submit a \$200 deposit to the UCA, per event, subject to the following conditions:
 - a. The deposit is fully refundable if the race is held in accordance with these requirements and full results (place and time) are provided to USA Cycling within 48 hours of the completion of the event. The deposit will be forfeited if results are not submitted within 48 hours of the completion of the event.
 - b. The promoter will forfeit \$10.00 for every result that does not contain the racer's USAC/UCI license number. (not including one day licenses)

c. The deposit will be refunded after post-event paperwork has been received and approved by USA Cycling.

8. Race flyers must meet the specifications listed in Appendix C.
9. Prizing and payouts must 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
10. 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.)
11. Races that do not have a time trial or multiple stages are required to have day-of registration available.
12. Promoters 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.
13. Wheel vehicles should be provided for all fields.
14. Races over 50 miles must have a designated feed zone, water may be provided but does not require event to provide hand ups.
15. All courses must be clearly marked both for riders and local traffic, signs for both riders and traffic must meet all applicable laws and must comply with all USA Cycling requirements, as promulgated from time to time.
16. Critical/dangerous/high traffic intersections must have law enforcement presence and directional signs/warning signs.
17. All intersections must have a course marshal present until the last rider comes through. (with the exception of direct right hand turns)
18. Criteriums will be held on closed courses. Every effort must be made to ensure safety. Course Marshals must be available to ensure that no cars have access to closed criterium courses.
19. Promoters are required to provide signage that indicates 5K, 1K and 200m to the finish.
20. Finish lines should be at least 8 meters wide and free of turns or curves in the last 200 meters with adequate runoff area.
21. 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.
22. Promoters are required to consult with the Chief Referee prior to submitting a permit request and the Race Flyer to USA Cycling. Flyer must be approved by the chief Referee prior to online registration being opened.
23. Promoters must provide timing and scoring that meet the following criteria:
 - a. A form of electronic scoring is required, such as video equipment, timing chips, or a combination thereof;
 - b. Technical support to handle any software or hardware scoring issues;
 - c. An area shall be designated for posting results for ALL riders.
24. Promoters must provide emergency contact phone numbers to officials.
25. Promoters must provide a copy of the Medical Safety Plan, required by USA Cycling, to the chief referee.
26. For all road race, criteriums, and hill climbs, the promoter will supply all riders with at least one bib numbers if required by the Chief Referee two bib numbers may be required. 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.

STATE CHAMPIONSHIP EVENTS

1. State Championship events will be held to identify individual champions in the road race, criterium, time trial, and hill climb disciplines.
2. 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.
3. 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.
4. State Championship events must meet the minimum requirements and standards set forth in Section 4.(unless UCA Board makes a decision to override)
5. State Championship events must include the categories listed in Appendix B. Additional categories may be added but will not qualify for State Championship awards.
6. State Championship events for each discipline (road race, criterium, time trial, and hill climb) shall be held on separate dates.
7. 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.
8. 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.

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+ Cat 4-5

Masters Men 35+ Cat 1-2-3

Masters Men 45+ Cat 1-4

Masters Men 55+ Cat 1-4

Masters Men 70+ Cat 1-5

APPENDIX B: State Championships Categories

1. 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 fields.
2. 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.
3. 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 must 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 prior to being submitted to USA Cycling. Race flyers should not be distributed until they have gone through the approval process.

All flyers will be reviewed within 48 hours of submittal to UCA Board, any required changes must be made prior to submitting to USA Cycling.

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 if a UCA Point Series Event, all other events may have categories set forth by the Event Director, start times and distances. Note if the category does not meet upgrade requirements.
- Details of races that might be combined (combined categories must be scored separately for UCA points, if a UCA Point Series Event, 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, 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.

Note: The UCA will add to the UCA Website within 48 hours of receiving the final approved flyer and online registration link.