

## **Utah Cycling Association Bylaws**



## **LEGAL NAME AND DESCRIPTION**

The exact legal name is Utah Cycling Association. For purposes of this document, "UCA" and "Association" will be used to represent Utah Cycling Association. UCA is an organization of Bicycle Racing Clubs, Race Promoters and Officials from the state of Utah.

## **MISSION STATEMENT**

UCA's mission is to promote amateur bicycle racing in Utah in accordance with the National Governing Body (NGB) of bicycle racing in the United States of America and to support and develop amateur athletes for national and international competition.

## **METHOD**

We will accomplish our mission by coordinating an organized and balanced race calendar with minimal overlap of events, by creating a Utah Point Series that rewards riders and Clubs/Teams, and by fostering effective communications among all Racers, Clubs, Officials and Promoters.

## **MEMBERSHIP**

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

1. UCA Membership is open to the general public and will consist of NGB-affiliated Clubs, Race Promoters and Officials who are currently not in poor standing from prior calendar years. Clubs and Promoters must agree to host at least one Utah Point Series event every calendar year. Clubs and Promoters who fail to host at least one event in any calendar year will lose their right to vote until they successfully host a UCA event (except in year 2006 in which all clubs paying dues are considered in good standing). A UCA Member is defined as 1) a Club, 2) non club-affiliated Promoters as 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. Clubs/Promoters not currently in poor standing can become a UCA Member at any time by offering to host a race that meets Utah Point Series guidelines, provided an open date on the calendar is available;
4. If a member fails to promote a UCA-approved event in any calendar year it will lose its vote until it has promoted an event;
5. In accordance with NGB guidelines, Clubs may promote one event jointly in order to satisfy the annual event promotion requirement, thus allowing small Clubs the opportunity to be UCA Member Clubs;
6. The UCA shall hold at least two Membership Meetings per year: one meeting in March, April or May and one meeting in October, November or December;

7. All Membership Meetings shall be governed in accordance with The Articles of Incorporation, Bylaws and Roberts Rules of Order Newly Revised; however an informal environment shall be encouraged to the extent possible.

## **MAJOR OBJECTIVES**

UCA shall strive to:

1. Coordinate and establish a balanced race calendar with minimal overlap between events;
2. Encourage Clubs in close geographical proximity to work together to host full weekends of events rather than weekends made up of single races in different locales;
3. Create a Utah Point Series that will recognize riders and Clubs/Teams from each category in the discipline of road;
4. Develop a standardized category system to facilitate the Utah Point Series;
5. Encourage Promoters to provide races that meet the category-specific NGB time or distance requirements for rider upgrade;
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;
10. Support and develop amateur athletes for national and international competition.

## **EXECUTION**

### **Event scheduling**

- A. UCA will hold an annual meeting in October, November or December to plan the calendar for the following year and adopt new or modify existing bylaws. Clubs should be prepared to commit to dates and types of events as much as possible at this meeting.
- B. 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, Promoter/Club UCA standing and other open weekends. Every effort will be made to avoid having two UCA-endorsed events on the same day.

- C. 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 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.
- D. Changes to dates and events will be allowed throughout the year, but clubs wishing to do so should be willing to accept the dates that are, at that time, still available.

### **Officers and elections**

- A. Officer positions will consist of The Executive Director and four (4) other Directors.
- B. UCA officers will be elected at the annual meeting held in October, November or December. UCA officers will be elected from the body of UCA Members and must be licensed and in good standing with the NGB. Directors will hold office for two-year terms. Terms will be staggered so that the Executive Director and one other Director will be elected in odd years and the other three Directors will be elected in even years. Officers may be re-elected.
- C. 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 any other individual(s). Election Officials must be in good standing and licensed with the NGB.
- D. In order to be eligible for election, an individual must be in good standing and licensed by the NGB and nominated, in writing, by a Club in good standing with the UCA. Nominations must be received seven (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.
- E. Elections shall be held by secret ballot at the meeting. During odd years, there shall be two elections – one for The Executive Director and one for a Director. During even years, there shall be one election and each Club in good standing will vote for three individuals. The three individuals receiving the highest number of votes shall be elected as a Director. Write-in votes will be accepted.
- F. The duties of the Directors shall be assigned internally by the Directors at a Directors Meeting held within two (2) weeks after the elections. 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.

- G. UCA Directors may be removed before the end of their respective term by a 2/3 vote of the Members in good standing.
- H. 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**

- A. 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 designate one individual as a delegate for each Membership Meeting. Delegates must be licensed by the NGB.
- B. 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.
- C. Agenda items will be solicited at least 30 days prior to the membership meeting. Agenda items may be submitted to any Director. The Directors shall publish an agenda 14 days prior to the Membership Meeting. The agenda shall be posted on the UCA website and sent by email to each member.
- D. Unless acting on behalf of their respective Member, the Directors of the UCA shall not be allowed to vote.

## **Event Endorsement**

In order for an event to receive UCA Utah Point Series endorsement, the event Club/Promoter must:

- A. Meet the specific requirements specified in Appendix A (Utah Point Series Requirements), Appendix A (Utah Point Series Events).
- B. Respect the following 2006 NGB rules, even if at such time in the future the NGB rules cease to include these particular items:
  - 1. The official race announcement must contain, for each race, the total amount of the prize lists, the nature of the prizes (cash, merchandise, combination thereof, or other), and the number of places that will receive prizes.
  - 2. The complete prize list, with values for each place, shall be posted at registration and available to competitors on the day of the event, as per USCF rule 1.F.1 (2004).
- C. Promoters may run non-UCA Utah Point Series categories in an endorsed Utah Point Series event; however those categories will not be eligible for Utah Point Series points.
- D. Agree to post the event results to the UCA web site within 72 hours of event completion utilizing a web interface system provided.

- E. Agree to score combined categories separately as deep as required by the applicable Utah Point Series points schedule specified in Appendix A (Utah Point Series Requirements) Section A-3 (Utah Point Series Points Schedules).
- F. In order to facilitate racer upgrade, Utah Point Series event promoters will hold races that meet the minimum event distance/time requirements for racer upgrade. Exceptions will be taken on a case-by-case basis.
- G. Promoters must send a completed UCA Event form/Race Flyer/USCF Event Permit forms to the UCA Directors for approval at least 6 weeks prior to the Event.
- H. An event permit fee as outlined in Appendix A shall be required for every Utah Point Series event. The event permit fee will be due no later than the deadline specified in Appendix A (based on the tier of the road event).
- I. The UCA Directors may place Club/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:
  - 1. The Executive Director shall notify the Club/Promoter in writing that they are not in compliance.
  - 2. The notification should include recommended steps to remedy the non-compliance and the time-frame requirement as outlined in this section of the UCA bylaws.
  - 3. Upon receipt of that notification, the Club/Promoter has seven (7) days to comply.
  - 4. If the event is still not in compliance after seven (7) days, the Executive Director shall develop the action to be taken against the Club/Promoter, the rationale for such action, and the time span of the action. The remaining Directors will vote on the Executive Director's proposal.
  - 5. If a simple majority of the Directors votes for action against the Club/Promoter, the Club/Promoter will be sent the proposed action and given three (3) days to comply.
  - 6. If after the three (3) days, the event remains non-compliant, the Executive Director's action shall take effect and the UCA Members will be notified.

## Utah Point Series

The UCA Utah Point Series will provide individual and Club/Team rankings for road disciplines.

Current rider and Club/Team results and standings will be maintained on a database and made available on the UCA web site.

- A. Detailed rules and points schedules for the Utah Point Series are outlined in Appendix A.
- B. All NGB-licensed riders will be eligible for The Utah Point Series. One-day license holders will not be eligible for The Utah Point Series because tracking will be done by NGB license number.
- C. Unattached racers are eligible for The Utah Point Series.
- D. State Championship Venues shall be determined by the Directors. Clubs/Promoters desiring to host a State Championship shall submit a bid in writing no later than one (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.
- E. Utah Point Series points will only be awarded in approved UCA Utah Point Series categories. Non-championship races (in recognized Utah Point Series categories) held in conjunction with championship events will not receive the championship multiplier and will award points on the standard schedule.
- F. 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 on 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.
- G. Clubs/Teams will receive points for all member riders who receive individual Utah Point Series points. Clubs/Teams with the largest number of racers in the most disciplines will stand the best chance of winning the Utah Point Series Club rating; this rewards those Clubs/Teams who are doing the most to promote racing participation.
- H. All Club/Team points earned by a racer will be awarded to and stay with the Club/Team to which the rider is officially attached at the time of the event. In the event that a racer changes Clubs/Teams mid-season, he or she will retain all of his or her earned individual points. A UCA Director must be notified immediately of upgrades and Club/Team changes.
- I. The Utah Point Series may overlap a local point series; that is, a race can be both part of a local series and The Utah Point Series.
- J. In Utah Point Series Time Trial events, racers who are scored in multiple events based on the results of one single time trial run, shall only be eligible for Utah Point Series points in one of the events. In such cases, the racer should specify in

advance the category for which they wish their Utah Point Series points to be awarded. If the racer in question finishes in a point-earning place in other races, the points for that place will not be awarded to any racer.

## **COMMUNICATION**

UCA will utilize a web site for communicating with the cycling public. The site will contain:

1. A current race calendar;
2. Race results;
3. The current Utah Point Series standings;
4. A list of Member Clubs, including web links if available;
5. The Utah Point Series rules;
6. A list of UCA Directors, including contact information and assigned duties;
7. A UCA Rider Forum;
8. Web links to all Corporate Sponsors;
9. A private UCA membership discussion forum. This forum will eliminate much of the need for travel to meetings.

## **COSTS AND FUNDING**

1. UCA will seek to secure corporate sponsorship in order to:
  - A. Fund its operating costs and expand its function.
  - B. 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.
2. Promoters of Utah Point Series events are required to submit a per-rider surcharge to the UCA Director in charge of Finances after the conclusion of their race. The surcharge schedule is found in Appendix A.

- UCA will disclose its balance sheet to its Members at least bi annually at the Membership Meeting and on the UCA Website.

## **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.

## **BYLAW AMENDMENTS**

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

## **ADOPTION OF BYLAWS**

We, the undersigned, are five (5) of the initial Directors of this Association, and we consent to, and hereby do, adopt the foregoing Bylaws, as the Bylaws of this Association.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Appendix A  
Utah Point Series Requirements  
Forms/Upgrade Requirements

## UTAH POINT SERIES EVENTS:

UCA Series Races must meet the following guidelines to receive UCA status. To clarify, races do not need UCA Points Series status to be run. The UCA is not in the business to dictate if a race is put on or not. This guideline is referring to only those races that receive points towards the overall UCA Points Series:

1. The event has been sanctioned by the NGB.
2. The promoter is in good standing with UCA and the NGB.
3. The promoter agrees to the following:
4. Submit the race application, flyer and event permit fee to UCA in the time frame specified below.
5. Submit the race results within 72 hours of event completion in a format specified by UCA.
6. Race distance must meet the minimum distance as designated by USA Cycling in regards to minimum upgrade distance. Races that meet the requirement will receive full UCA Points. Those that do not will receive a multiplier of 1.
7. Race must occur between April 1 and September 30 in the calendar year.
8. Promoter needs to submit a \$200 deposit with UCA paper work. This deposit is fully refundable if FULL results are given to the UCA Results Liaison 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. The promoter will forfeit \$10.00 for every result that does not contain the racer's USCF license number (not including one day licenses.) The deposit will be refunded after post-event paperwork has been received by the UCA. The promoter may choose to have all applicable event fees and per-rider surcharges deducted from the deposit, but the promoter remains responsible for any difference between required fees and penalties and the deposit.
9. Race must be submitted to the UCA Board a minimum of 10 weeks prior to the start of the event. Any event that has not sent paperwork to the UCA before that date, will not receive UCA Points.
10. Offer each of the standard rider classes specified here. If any non-junior class/category has fewer than 10 pre-registered riders, the promoter may combine classes/categories for the purposes of race starts and prize lists. When classes are combined, results are to be reported for the combined field (e.g., 5<sup>th</sup> finisher in the field is 5<sup>th</sup>, no matter which class the rider is in), but the standard UCA class for each rider must be listed for proper awarding of series points (see Results Submission Format below). In this case, the rider receives points based on his placing within the combined field and not within

his own class (e.g., if the 5<sup>th</sup> place finisher in the combined field is the 2<sup>nd</sup> finisher within his class, he receives 5<sup>th</sup> place points, not 2<sup>nd</sup> place points).

For junior classes, all standard classes listed here must be offered for both prize list and UCA series scoring, regardless of number of entrants. The promoter can ride all junior men classes together and all junior women classes together, as long as they are scored separately (i.e., “raced together, scored separately”). In this case, UCA points are awarded for placing within the rider’s class, and not overall. That is, all junior results should be reported by class, regardless of whether classes are ridden together.

Men 1-2	Masters Men 45+
Men 3	Masters Men 55+
Men 4	Women 1-2-3
Men 5	Women 4
Junior Men 10-12	Junior Women 10-12
Junior Men 13-14	Junior Women 13-14
Junior Men 15-16	Junior Women 15-16
Junior Men 17-18	Junior Women 17-18
Masters Men 35+	Masters Women 35+

11. The promoter agrees to run races meeting the distance/time categories for upgrading as specified by the NGB. In the event of combined categories, the promoter agrees to run races meeting the distance/time requirements for upgrading for the shorter of the combination as specified by the NGB.
  
12. 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 such approval in writing and clearly indicates why the above distance and race category guidelines will not be met.

**UTAH 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 table:

Starters	% field earning pts
<35	66.6
35-49	60
50+	50

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:

Race type	Multiplier
TT or Hill Climb	1
Unofficial RR or Crit	1
Official RR or Crit	1.5
Stage Race GC	2
State Champ RR, Crit or Time Trial	2

6. Individual Stages of Stage Races will have points awarded 5 deep: 20-12-8-4-2  
 Stage Race Prologue points are 3 deep: 12-6-2

7. Individual places are calculated with the following method:

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

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

9. No points will be award for Category 5 results.

10. No points will be awarded for Team Time Trial events.

## RESULTS SUBMISSION FORMAT

### Fields consisting of only one standard UCA class

Rider First Name	Rider Last Name	Class	USCF #	Place	Team (optional)
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#### Example:

Rider First Name	Rider Last Name	Class	USCF #	Place	Team (optional)
Joe	Rider	Men 1/2	456876	1	LRC
Fred	Runnerup	Men 1/2	345456	2	Team Ev
Jim	Cyclist	Men 1/2	123345	3	Team SLC
Tom	Titanium	Men 1/2	234345	4	LRC

### Fields consisting of more than one standard UCA class (combined classes, see above)

Rider First Name	Rider Last Name	Class	USCF #	Overall Place	Team (optional)
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#### Example:

Rider First Name	Rider Last Name	Class	USCF #	Overall Place	Team (optional)
Joe	Rider	Men 4	456876	1	LRC
Fred	Runnerup	Men 4	345456	2	Team Ev
Jim	Cyclist	Men 5	One-day	3	Team SLC
Tom	Titanium	Men 5	234345	4	LRC

Note that even though the 3<sup>rd</sup> place finisher overall was the first category 5 rider, his result is still reported as a 3<sup>rd</sup> place finish.

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

## UPGRADE REQUIREMENTS

Upgrade Guidelines		
From	To	Requirements
Cat 5	Cat 4	10 Mass Start Races
Cat 4	Cat 3	20 Points in 12 Month Period 30 points Automatic upgrade
Cat 3	Cat 2	25 Points in 12 Month Period 60 points Automatic upgrade
Cat 2	Cat 1	30 Points in 12 Month Period 60 points Automatic upgrade

Upgrade Qualifying			
<b>Cat 5 to Cat 4 Men</b>			
	<b>Distance</b>	<b>Field Size</b>	<b>Experience</b>
Road Race	15 Miles	10 Riders	10 Races
Criterium	10 Miles	10 Riders	10 Races
<b>Cat 4 to Cat 3 Men</b>			
	<b>Distance</b>	<b>Field Size</b>	<b>Experience</b>
Road Race	25 Miles	30 Riders	25 Races
Criterium	20 Miles	30 Riders	25 Races
<b>Cat 4 to Cat 3 Women</b>			
	<b>Distance</b>	<b>Field Size</b>	<b>Experience</b>
Road race	25 Miles	10 Riders	25 Races
Criterium	15 Miles	10 Riders	25 Races
<b>Cat 4 to Cat 3 Juniors</b>			
	<b>Distance</b>	<b>Field Size</b>	<b>Experience</b>
Road race	25 Miles	10 Riders	25 Races
Criterium	15 Miles	10 Riders	25 Races
<b>Cat 3 to Cat 2 Men</b>			
	<b>Distance</b>	<b>Field Size</b>	<b>Experience</b>
Road Race	50 Miles	50 Riders	
Criterium	20 Miles	50 Riders	
<b>Cat 3 to Cat 2 Women</b>			
	<b>Distance</b>	<b>Field Size</b>	<b>Experience</b>
Road race	40 Miles	20 Riders	
Criterium	15 Miles	20 Riders	
<b>Cat 2 to Cat 1 Men</b>			
	<b>Distance</b>	<b>Field Size</b>	<b>Experience</b>
Road Race	80 Miles	60 Riders	
Criterium	35 Miles	60 Riders	
<b>Cat 2 to Cat 1 Women</b>			
	<b>Distance</b>	<b>Field Size</b>	<b>Experience</b>
Road race	50 Miles	30 Riders	
Criterium	20 Miles	30 Riders	

Upgrade Points		
Cat 4 to Cat 3	Road Race or Crit	7-5-4-3-2-1 1st thru 6th
Cat 3 to Cat 2	Stage Race	20-17-15-13-11-10-9-8-7-6-5-4-3-2-1 1st thru 15th
	Road Race	10-7-5-3-2-1 1st thru 6th
	Crit	7-5-4-3-2-1 1st thru 6th
Cat 2 to Cat 1	Stage Race	20-17-15-13-11-10-9-8-7-6-5-4-3-2-1 1st thru 15th
	Road Race	10-7-5-3-2-1 1st thru 6th
	Crit	7-5-4-3-2-1 1st thru 6th

**Note: A single stage race can only count for a maximum of 20 points in total.**

## UTAH POINT SERIES AWARDS:

1.The Utah Point Series will offer season-end awards for the following designations:

Person or Team	Categories	Disciplines
Individual Person	Each Category	Road
Team	All Combined	Road

2. All State Champions will be able to purchase a quality racing jersey designating them as a State Champion. 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.

3. First Second and Third place riders in any Championship Event will be award the medal that is normally furnished by the NGB in accordance with USCF rules. In the event that the USCF discontinues furnishing the medals, the race promoter will purchase and award medals in an awards ceremony immediately following the championship event.

# UCA Club Form



Club					
Mailing Address					
City		State		Zip	
Phone Number		Fax			
E Mail					

## Club Officers

President		E Mail	
Address			

Vice President		E Mail	
Address			

Said club hereby make application to become a UCA Club, and agrees to follow the rules set forth in the UCA Bylaws

Signature of Official: \_\_\_\_\_ Date: \_\_\_\_\_

Received UCA \_\_\_\_\_ Date \_\_\_\_\_

**ANNUAL UCA CLUB DUES: \$50.00**

Send form with \$50 payment made out to UCA to:

UCA  
 c/o James Ferguson  
 8118 Deer Run Way  
 Ogden, UT 84405

**UCA Event Form** Event Name\_\_\_\_\_



Event Date(s)\_\_\_\_\_

**Event Type**

Stage Race\_\_\_ Road Race\_\_\_ Criterium\_\_\_ Hill Climb\_\_\_ Time Trial\_\_\_ Other\_\_\_

**Event and Promoter Information**

Event Location\_\_\_\_\_

Sponsoring Club(s)\_\_\_\_\_

\_\_\_\_\_

Promoter/Contact Name\_\_\_\_\_

Address\_\_\_\_\_

City, State ZIP\_\_\_\_\_

Phone\_\_\_\_\_

Email\_\_\_\_\_

Event website\_\_\_\_\_

This form must be submitted to the UCA at the address below no later than 10 weeks prior to the event. To hold the event date on the race calendar, this form must be sent to the UCA with a \$200 deposit by February 28. The deposit is fully refundable, after deduction of the \$50 event fee and rider surcharges, upon submission of complete results, with USCF license numbers for each licensed rider, within 72 hours of the completion of the event.

I have read and understand the deposit policy.

Promoter Signature\_\_\_\_\_ Date\_\_\_\_\_

Send form with \$200 payment made out to UCA to:

UCA  
c/o Rob Van Kirk  
219 S. 20<sup>th</sup> Ave.  
Pocatello, ID 83201

# UCA Post- Event Form



Event Name \_\_\_\_\_

Event Date(s) \_\_\_\_\_

Rider Category	Number of starters
Men Cat 1/2	
Men Cat 3	
Men Cat 4	
Men Cat 5	
Master Men 35+	
Master Men 45+	
Master Men 55+	
Junior Men	
Women Cat 1/2/3	
Women Cat 4	
Master Women 35+	
Junior Women	
Total Number of Riders	

X \$.50 per rider =	
+ Event Fee	+\$50.00
Subtotal =	
LESS DEPOSIT	-\$200.00
TOTAL DUE OR REFUNDABLE	

Send form, with any payment due (made out to UCA) to:

UCA  
 c/o Rob Van Kirk  
 219 S. 20<sup>th</sup> Ave.  
 Pocatello, ID 83201

The refund check, if applicable, will be made out to the sponsoring club and sent to the promoter, as listed on the UCA Event Form.