

Event Permits

*What the LAMBRA permit coordinator will look for
before approving your Event Permit*

Permit Application

- Name and date of event
- Event type: state, local, NRC
- Event discipline: Road, Track, Criterium, Stage Race, etc.
- Event location and zip code: Zip code is important because it determines where USAC sends email notifications
- Sponsoring club: please check the USAC website to make sure the club is active)
- Promoter or organizer information: a physical address is needed so the USAC can mail out the promoter package that includes one-day license forms, permit documents, insurance documents, etc.
- Event category: check against flyer for prize list. Remember that all State Championship events are always Category "D" events.
- Auto/Moto initial line: This must be initialed before an event will be permitted.
- Signatures from promoter/organizer and the Local Association (LAMBRA) representative.

Event Checklist

- Completed checklist, both pages.
- Signature of promoter.
- Signature of the Local Association (LAMBRA) representative.

Event Announcement / Flyer

- All required event information: Date and time, registration location, registration start and close times, classes and categories, etc.
- Prizelist: Detailed is best, total prizes and places for each category/class must be included. Number of prize places in compliance with rulebook.
- Statement "Held under USA Cycling event permit." USAC logo may be included.

Event Medical Plan and Checklist

- This form is for designing a medical and event emergency plan.

Request for Additional Insurance (if needed)

- May be submitted after the event is permitted if necessary.



Auto/Moto Insurance (if needed)

- Can be submitted after event is permitted but at least seven days before the start of the event. This is so the motor vehicle reports can be run.

Who is Responsible for What?

- The promoter/organizer sends the application directly to the Local Association (LAMBRA permit coordinator) if the permit application is done on paper. If the permit application is done online via the USAC website, the LAMBRA permit coordinator receives notification and access to the documents for approval.
- When LAMBRA sends the permit application to USA Cycling, all of the above must be included in order for the permit to be issued. If an incomplete permit is received by USAC, the LAMBRA permit coordinator is responsible for obtaining the needed forms from the promoter.
- If an event permit application is sent by the promoter directly to USAC, it must be faxed or scanned and sent to the LAMBRA permit coordinator. If the permit application is complete, LAMBRA must approve it before the permit will be issued by USA Cycling. If the permit application is not complete, USA Cycling communicates with the LAMBRA coordinator, who must then get the appropriate missing materials from the promoter and send them to USA Cycling.
- The online permitting process is much the same flow as the paper permitting process. The sponsoring club needs to be active and not “pending” for any reason before the permit process can begin.

Who Can Submit Permit Applications Online?

- Promoters or organizers need to be listed as a “Club Contact” in order to have the ability to submit online permit applications.
- Club officers can list a designated Organizer/Promoter by going to their “Manage USA Cycling Clubs” links. The person designated must have an “account” at USAC, which typically means that he must have an active USAC license. However, accounts may be set up on request for event promoters or organizers who do not have USAC licenses.
- Once listed, the person with online event permitting capability will see something like the following when he logs onto his personal “My USA Cycling” page:

Roles for Randall Legeai: Local Administrator

Your USA Cycling Roles allow you to:

- Manage USA Cycling Clubs
 - Event Permits
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- The organizer/promoter can then click on the link “event permits” to begin the application. He will then be prompted through the permit application screens. All of the same information is needed to permit an event online that is needed to do so on paper. The only difference is that the signatures are not needed from the Local Association (LAMBRA), because that approval is done online by the LAMBRA permit coordinator once the online permit is submitted.
 - Once the online application has been submitted and paid for, it goes to the appropriate Local Association permit coordinator who is assigned to approve permits in that area. This is done electronically as a “support request.” The permit coordinator will receive an email notification.
 - The promoter needs to print a copy of the event permit contract as prompted during the online permitting process, and mail it to the USA Cycling office in Colorado Springs. If auto/moto



insurance is requested, that will also need to be submitted to Colorado Springs so that the motor vehicle reports can be run.

- Once the LAMBRA permit coordinator approves the online permit, it then comes as a support request back to the appropriate Member Services Representative at USA Cycling in Colorado for processing. The permit will not be approved by the USA Cycling office until all of the signed paperwork is received from the promoter.

Notes

- At this time (March 2007) the Event Medical Checklist is not active for the online permit. It will be added as soon as possible.
- If there are problems with the event announcement or online permit, the LAMBRA permit coordinator should contact the promoter directly to resolve the problems.
- If an event announcement is changed after it has been submitted electronically, the revised version must be sent by the LAMBRA permit coordinator to USAC to have it posted.