General Information
 *Name of Event
 *Type of Event
 *Date of Event
 *Promoting Club(s)
 *Held under USAC Permit # _____
 *Location of Event
 *Directions to course
 *Description of course / map

Race Director's / Contact Info
 *Name
 *Email
 *Phone
 *Website Link

Rules
 *All USAC Rules Apply
 *Mention the following, if applicable
        Free Lap
        Mechanical Support
              Neutral
              Wheels in / Wheels Out
 *Feeding
 *Green Zone
 *Center-Line / Yellow-Line Rule
 *Call-ups (CX or other) / 10 min prior to race
 *State Eligibility Requirements
 *Held Rain or Shine
 *Cancellation Policy, if any

Registration Procedures
 *Pre-Reg
        Mail in:
                Address / postmarked or receive by date
 *Electronic
        Closing Date / Online Reg Fee (if applicable)
 *Day of Race
        Location / Open and Closing times (minimum closing 15 minutes prior to start)
 *Licensing
        1-Day Beginner USAC licenses
        1-Day Experienced USAC licenses (online / pre-reg only)
        USAC Annual licenses

Entry Fees
 *Must include:
        USAC Insurance charge: $3.75/day
        SCNCA Surcharge: $0.50/day, except Jr/College
        2nd Race Discount

Surcharges (in addition to entry fees)
 *Mandatory
        1-Day License fee: $10/day
 *Optional
        Late Fee
        Online Fees

Prizes
 *Cash or Merch. with approx. value / group
 ***Minimum** prize list posted on flyer and onsite
 *Number of places per race group
 *Awards presentation – when/where/mandatory

Schedule of Events
 *Categories (race groups) listed appropriately
 *Start Times
 *Race Distances
 *Field Size Limitations (if not stated, default is 100)
 *Recommended 10-15 minutes between races
 *Identify each Cup race on your schedule

Logos
 *USAC – Race Clean
 *SCNCA
 *SoCal Cup Designation (if applicable)
 *Sponsors and/or Clubs

Standard Language for all Flyers

- Held Under USAC Permit #201x-xxxx
- All USAC Rules Apply.
- Entry fee includes USAC insurance and USAC LA (SCNCA) surcharges.
- USAC Release waiver must be signed by all racers or parent/legal guardian for anyone 18yrs or younger.
- **USAC License Required**. Annual licenses available at www.usacycling.org
  USAC 1-Day Beginner's license: $10/day, only for Category 5 Men, Women or Juniors. Can be purchased online at www.usacycling.org/events/?state=CA, select appropriate event, and then click on Purchase One-Day License. Bring receipt to race.
  USAC 1-Day Experienced license: $25/day, available to all former USAC Category 1-4 racers. Must be purchased online, prior to event.

Race Schedule

- Making a chart is the best way to handle all the information.
  Example:

Category	Start Time	Duration	Prizes	Field Size	Pre-Reg Fee	Day of Race
Category 4	8:00	50 min	6 / $400	100	$20	$30
Jr Men 15-16	9:00	50 min	6 / Merch	75	$20	$30
Wmn 1-3	10:00	60 min	10 / $800	100	$35	$45
Men Pro 1-2	11:10	70 min	10 / $1000	100	$40	$50

- If your race is to include Professionals, you must specify **Pro** in the Race Category on both your flyer and permit. Example: Men Pro 1-2, Wmn Pro 1-3

- You are encouraged to place the Wmn Pro 1-2 race as close as possible to the Men Pro 1-2 event.

- Criterium schedules need a minimum of 5-10 minutes between races on the schedule. 10 minutes is preferred. Road courses need a minimum of 15 minutes between wave end / starts.

- Prize lists posted on flyers and onsite are **Minimum** payouts. These amounts can always be increased with participation and with the approval of the CR, but never reduced. Please plan your payouts according to realistic projected field sizes. USAC permit fees may also be adjusted to conform to payout.

- Field Limit Restrictions (Road, Circuit, Criterium Events)
  For Criterium and Cyclocross events with multiple fields on the course, the field limit is applied to the total number of riders on the course and not based on the max field sizes for each race group. That being said, usually the maximum is 100 participants total with the following exceptions:
    o All Youth Category races limited to 50 riders
    o Category 5 men or women, either alone or with other Categories , limited to 75 riders

- Combination of Categories (Race Groups)
  A comma (,)between race groups implies that riders are starting together and have one prize list, therefore, only 1 overall set of results will be generated.
  Ex: Master Men 50+ 1-3, 50+ 4

  A slash (/) between race groups implies that riders may have staggered starts, but separate prize lists and separate results will be generated.
  Ex: Master men 50+1-3 / 50+ 4