



## 2023 Tour de Dirt Race Series Promoter's Agreement & Responsibilities

THANK YOU for agreeing to host a race in the 2023 Tour de Dirt race series. We understand that this is a big responsibility and takes a lot of time and effort on your and your team's part.

This document serves as a formal agreement between the race Promoter and the Tour de Dirt (TdD) race series. It is the expectation that all race Promoters and their representatives and volunteers adhere to the set of standards and requirements as set forth by Tour de Dirt and USA Cycling.

I \_\_\_\_\_ (name of event representative) agree to be the race promoter for the following race: \_\_\_\_\_ (official event name).

- ✓ I/My Team agrees to have a Kids Kup race and to work with the TdD Kids Kup volunteer team to develop a course appropriate for youth racers. I and my team will work to the best of our ability to create a safe course for youth racers and to ensure that non Kids Kup racers do not cross into the path of youth racers immediately before and/or during the Kids Kup race.
- ✓ I/My Team agrees to properly mark my race course with CLEARLY VISIBLE curves, and intersections, and warn of situations that are challenging per USA Cycling course design regulations. A full description of these regulations are located at <https://usacycling.org/event-organizer/toolkit/operations/event-safety/course-design/race-course-markings>. For mountain bike events, there are specific course markings that are used by USA Cycling, UCI, and other international governing bodies (see USAC Rule 5B in Chapter 5 Mountain Bike racing, chapter available on the [touredirt.com](http://touredirt.com) website, Promoter tab.)  
Course markings should be arrows of a contrasting color on a white background on a sign of one by two feet minimally. Marking an intersection should be done prior to the intersection, at the intersection, and after the intersection to confirm the course and it's direction.
- ✓ I/My Team agrees to abide by and enforce the rules and regulations of USA Cycling and the TdD as well as decisions made by USAC officials and TdD Race Directors and their representatives in accordance with these regulations.
- ✓ I/My Team understands that the promoter and their representatives shall be responsible for specifying and directing the general aspects of the race and especially for meeting obligations imposed by the public authorities. This includes obtaining all required licensing and permissions to hold my event.
- ✓ I/My Team understands that the safety of participants and spectators is an essential consideration in organizing a cycling competition and that promoters and their representatives shall take those reasonable acts necessary to promote the safety of participants and spectators.
- ✓ I/My Team agrees to provide Tour de Dirt race directors with a medical plan in writing no later than 7 days prior to my race. This medical plan shall include information on the nearest hospital(s), points of contact for race day medical responses, and a plan for the potential location and rescue of a lost racer. (This can be in the form of an e-mail to any of the Tour de Dirt race directors).

- ✓ I/My Team agrees to pay a **\$50.00** non-refundable registration fee to join the Tour de Dirt race series. *Payment instructions are on the last page of this agreement.*
- ✓ I/My Team agrees to pay TdD a \$2.00 surcharge per race entrant after the race results are final and upon receipt of an invoice from the TdD representative (Kids Kup riders are not included in this charge).
- ✓ I/My Team understands that it is my responsibility to confirm that the course remains well marked and safe on the day of the event, prior to the race start.
- ✓ I/My Team agrees to provide a neutral feed zone for all multi-lap events. Location of the feed zone (hand up area) should be well marked and announced prior to the race starts. TdD leadership or race officials can provide direction in setting a proper feed zone.
- ✓ I agree to provide a flat/cleared finish line space for the timing/scoring and officiating tent that provides access to bring in the timing and scoring set up, a clear view of the course finish line and reasonable space to operate without crowd and rider interference. (If you are unclear of the tent size and access needs please reach out to Tom or Debbie Uglean for guidance.).
- ✓ I agree to hire the Tour de Dirt USA Cycling race officials in conjunction with TdD and USAC rules and regulations. The Officials will time, score and submit results to USAC. The promoter shall make available two volunteers to assist with timing and scoring (*only if needed or requested*).

The promoter is responsible for paying the race officials, who will provide an invoice to the Race Director or their designed representative.

- Fees are: Chief Referee (\$180 + Mileage) + Chief Judge (\$150 + Mileage) + Scoring, Timing, and results submission (\$50).
- You may also be responsible for lodging and accommodations for one night **if necessary**.
- If you have an event that is multi-day or has a setup that is logistically challenging, you may be required to hire a third judge (\$125 + Mileage). ***These last 2 bulleted situations would be discussed & agreed to prior to the race.***

## RACE PROMOTER RESPONSIBILITIES AND GUIDELINES

Promoters & their volunteers are expected to follow best practices and guidelines to the greatest extent they are **reasonably** able.

### Pre-Event

- Races should be permitted through USA Cycling (<https://usacycling.org/event-organizer/benefits-of-permitting/permit-process>) at **least 8 weeks** prior to their event per USA Cycling recommendation. The online process takes approximately 15 minutes. Promoters may use the Tour de Dirt club membership (#17299). USA Cycling Permitting under TdD saves you the USAC club fee if you weren't planning to apply for club status. If you are currently a USAC club you can list yourselves as the "secondary sponsoring club" and still get credit for putting on a USAC race.
- Promoters shall submit a race flyer to the TdD Directors in electronic format eight weeks (unless other time frame is agreed to) prior to the race to [tdd@oktdd.org](mailto:tdd@oktdd.org) or [tom@oklahomaoutside.com](mailto:tom@oklahomaoutside.com). Be sure to include the TdD and USAC logos (and consider the OEF logo if race is on an OEF maintained trail) on your flyer. Logos are available on the Tour de Dirt website under the Promoter tab. **After review and approval of the flyer by the TdD Directors the race flyer can then be uploaded to the USAC website and promoted publicly.**
- The course must be marked by Saturday morning one weekend prior to the event for pre-riding. The course shall be marked according to TdD and USAC regulations. Marking should exist on the **right side** of the trail.

- At a minimum, two (2) bathroom facilities shall be made be available near the staging area.
- All events in the TdD race series must comply with the rules of TdD and USAC or risk being disqualified from the series.
- The Promoter shall provide an “OASIS TABLE” with cold water and a volunteer with a radio for emergencies. This is required for races with upcoming weather forecasts of high heat and humidity.
- To offset race costs, it is helpful and suggested to solicit event sponsorship. There are a variety of ways to give sponsors brand exposure at your event. There are many resources on the internet on this subject.
- It is not required but has shown to increase event attendance and create a better atmosphere for racers and spectators to attempt to provide some form of food and drink at your event (ie: food trucks, cooking out, etc).

### **USA Cycling and Race Officials:**

- All TdD XC scheduled races must be sanctioned through USA Cycling as an XC event.
- USAC insurance surcharges for all licenses sold will be taken out of online registrations and if there is money left over USAC will pay you the remainder. This is all handled electronically, **race officials and TdD race directors do not process or handle this**. These fees include Kids Kup racers.
- All other USA Cycling rules apply if a subject is not covered in this document. You (and your representatives) are encouraged, as a promoter, to read and understand the USA Cycling Rule Book and TdD rules. The USA Cycling Rule Book is located at [usacycling.org](http://usacycling.org) and TdD rules are located on at [touredirt.com](http://touredirt.com).
- Promoters shall provide a space at the finish line, separate or spaced away from the feed zone *where possible*, for the USAC Officials/timers tent which location enables the Officials/timers to CLEARLY see racers’ laps and finishes. Efforts should be made to keep spectators from blocking the view of the finish line.

### **Race Day:**

- Leg marking **shall be used** to help competitors identify each other when out on the course. A marking chart is available at [touredirt.com](http://touredirt.com) under the Promoter tab. It is the promoter’s responsibility to make sure all racers are marked properly on the left calf using a wide tipped black marker.
- **Under no circumstances may start times begin earlier than what is advertised on event promotional material. This is a USAC regulation.**
- The CAT 1 payout schedule should be made available at registration. (Payout chart is available at [touredirt.com](http://touredirt.com) in the Promoter tab).
- Race Promoters may charge a maximum of a \$10 upcharge for race day registration.
- Promoters shall provide a designated area to post results at all events. This should be located in an area that when there are large numbers of people gathered to view it, it shall not impede the race course, flow of traffic, or the view of the Officials and event timers. The 15-minute results protest period must be announced using some type of PA system (megaphone is fine).
- Promoters shall require **all** (includes Kids Kup) race participants to complete a current USA Cycling Competitive Event Release Form (Event Release available at [touredirt.com](http://touredirt.com)). The entry form must be hand-signed before the start of the race by the entrant and the parent or legal guardian of any minor entrant where applicable. **Promoters/race directors are required by USAC requirement to retain the forms for ten years, available for use by USA Cycling or in any legal proceedings. It is the promoter’s responsibility to have an adequate number of blank release forms on hand.** Per USAC regulation, the release form may be reproduced in a minimum of 10 point type and retain the

exact same formatting. *NOTE: Online ADULT registrants do not have to fill one out as their signature is done electronically.*

- **It is crucial that promoters and their volunteers know what to do in the event of an emergency.** Please familiarize your team with local emergency contacts & procedures, as well as USAC regulations on injuries. Per USA Cycling, anyone injured at an event must have their accident reported to a race official the day of the race. If an injured rider wishes to file a claim, they must submit the Accident Insurance Claim Form per the instructions on the claim form. Paper claim forms are available through event officials or available online on the USA Cycling website. A full set of instructions is located here: <https://usacycling.org/resources/insurance/filing-accident-forms>

**Post Event:**

- TdD USAC Officials are responsible for results submission. Once the officials have the proper paperwork from you at the end of the race, they will take the action of submitting them to USAC. They will also post results to the TdD Facebook page within a reasonable period after the race. The TdD Points Tracker will complete standings from the USAC results page.

Lastly, **races should be fun** and encourage racers to return to the next race/event in the series and refer the race series to other potential racers to help grow the sport. All efforts should be made to create an inclusive, inviting, and safe race environment.

The Tour de Dirt (TdD) team is available to assist you in all aspects of your race and agree to be flexible where certain conditions cannot be met if they are addressed well in advance of your race. If you have any questions or concerns, please reach out to the TdD team.

**Thank you for your time and efforts in hosting a Tour de Dirt race.**

**This signed agreement and payment are due no later than March 3rd.** This agreement can be completed online and sent via e-mail to [debbie@oklahomaoutside.com](mailto:debbie@oklahomaoutside.com). Payments can be made by mailing a check payable to Tour de Dirt and signed agreement (if not already e-mailed) to: Debbie Uglean, 18344 Stagecoach Trl, Norman, OK 73072. For other payment arrangement please reach out to Debbie Uglean @ [debbie@oklahomaoutside.com](mailto:debbie@oklahomaoutside.com) or via direct message in the Tour de Dirt Facebook or Instagram pages.

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**PROMOTER:**

**I agree to fulfill Tour de Dirt Race Promoter requirements. I have read the promoter responsibilities and guidelines and will work to adhere to them to the best of my ability and encourage my representatives and volunteers to do the same.**

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

Phone number (s): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Event Location (description/trail name/address): \_\_\_\_\_

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*(Only complete this section if your race date has not already been determined).* Requested race date (if hosting a multiple day event, list all dates): *Note: We will make every attempt to secure the date of your choice however if multiple race directors ask for the same date, please list alternate dates. Nothing will be set without working with your event team.*

Event date(s) Choice #1 \_\_\_\_\_ Event date(s) Choice #2 \_\_\_\_\_

**Promoter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments/Event Notes: \_\_\_\_\_

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**Tour de Dirt Contact Information:**

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