

Welcome!

On behalf of USA Cycling, we hope that you are looking forward to a new year of bike racing. We are glad that you are a member and hope that you will find many opportunities to enjoy mountain bike, road, track and cyclocross racing.

Good luck with your racing!

2005 Election Calendar

- 5/1 Nomination notices published online by this date
- 6/1 Nominations for Trustees received by USA Cycling no later than this date
- 8/15 Balloting available through membership accounts for internet voting on the USA Cycling website. Hard copy ballots will also be mailed to members who request them
- 9/15 Members to have completed online voting. Mailed or faxed ballots received by the Ballot Clerk no later than this date

This Rulebook is published by USA Cycling. It includes the USA Cycling Schedule of Fees, upgrading procedures for the USCF and NORBA, the racing regulations for road, track, cyclocross, and mountain biking, and selected bylaws and policies of the USCF, NORBA, and USA Cycling. Copies may be downloaded from the USAC website at www.usacycling.org. Officials are sent a hard copy. Other members may request a hard copy by sending \$5.00 and a self-addressed mailing label and note that says "rulebook" to the address below.

USA Cycling

Attn: Technical Director

1 Olympic Plaza

Colorado Springs, CO 80909-5775

If you cannot download the rulebook online, but would prefer to have a PDF version on CD, just send a self-addressed mailing label with a note that says Rulebook CD.

Complete Association Bylaws, USA Cycling Bylaws, Policies, Records, and Results of National Championships may be found online at www.usacycling.org

© Copyright 2005 USA Cycling, Inc.

Copying without fee is permitted provided credit to the source is given

Photos by Casey B. Gibson and Dan Campbell

Printed by Images in Ink

Table of Contents

2005 Categorization Guidelines (Upgrades)	4
USCF Road Upgrades.....	5
USCF Track Upgrades.....	6
NORBA Upgrades	8
Schedule of Fees.....	11
Scope and Definitions	11
Membership Fees	11
Club Fees	12
Event Categories.....	12
Organizer Fees.....	14
Race Entry Fees	15
Deposits for Protests and Hearings.....	16
Hearing Panel Fees	17
USA Cycling Code of Conduct	19
USA Cycling Policies	21
I. Helmets	21
II. Medical Control	22
III. Administrative Grievances.....	24
IV. Eligibility, Discipline and Hearings	29
Requirements of Riders Competing Outside the United States	37
USA Cycling Staff	38
USA Cycling State Membership Coordinators .	39
USCF Regional Coordinators	39
NORBA Regional Managers	40

2005 Categorization Guidelines (Upgrades)

The Executive Director handles all upgrades.

General Information:

Rider upgrades are handled electronically. You can request an upgrade online through your USAC account.

The request will be sent to the person responsible for your area and/or category. You will need to follow the instructions online and provide the information about your race experience and placings. The information you provide should include the race date, name, type of event, category, number of participants, and placing. If the administrator approves the upgrade, your account will be changed so that when you request a new license, the category will be changed. For USCF category changes, local Association representatives will also provide stickers for your license if you are not requesting a new one. Note that USCF category 1 and NORBA Semi-Pro and Pro upgrades require a license reissue. A NORBA Pro license is an international license.

You may also request an upgrade as follows:

- 1) All road upgrades to Category 1 must be forwarded to the rider's Regional Coordinator.
- 2) All other road upgrade requests for riders residing in states that have an official USA Cycling Local Association must be forwarded to the Upgrade Coordinator for the Local Association. If the state does not have an official USA Cycling Local Association, upgrade requests should be forwarded to the Regional Coordinator. Please refer to www.usacycling.org (local resources) for a list of the states managed by Local Associations and those managed by Regional Coordinators.

- 3) All track upgrade requests must be sent to the ATRA Velodrome Manager as listed in this rulebook.
- 4) All NORBA upgrades through Expert can be made by any NORBA official by indicating the upgrade on the license. Semi-Pro and Pro upgrades must be done through NORBA via the NORBA Regional Managers. There is a standard upgrade request form online at www.usacycling.org.

USCF Road Upgrades

Guidelines and Notes by Category:

- 5-4: Experience in 10 mass start races that meet the criteria in the table below (qualifying races).
- 4-3: 20 points in any 12-month period; or experience in 25 qualifying races with a minimum of 10 top ten finishes.
30 points in 12 months is an automatic upgrade
- 3 - 2: 25 points in any 12-month period
60 points in 12 months is an automatic upgrade
- 2 - 1: 30 points in any 12-month period
60 points in 12 months is an automatic upgrade

USA Cycling may add additional requirements for upgrading at their discretion. Any such changes shall be made available on the website.

Qualifying Road Races for each category

Category	Class	RR	Crit	Field	Experience
5 – 4	Men	15 mi	10 mi	10	10 races
4 – 3	Men	25 mi	20 mi	30	25 races
	Women	25 mi	15 mi	10	25 races
	Junior	25 mi	15 mi	10	25 races
3 – 2	Men	50 mi	20 mi	50	
	Women	40 mi	15 mi	20	
2 – 1	Men	80 mi	35 mi	60	
	Women	50 mi	20 mi	30	

Points awarded for road placings

Cat.	Race Type	Points	Places
4 – 3	RR or Crit	7-5-4-3-2-1	1 st -6 th
3 – 2	SR*/GC	20-17-15-13-11-10-9-8-7-6-5-4-3-2-1	1 st -15 th
	RR	10-7-5-3-2-1	1 st -6 th
	Crit	7-5-4-3-2-1	1 st -6 th
2 – 1	SR*/GC	20-17-15-13-11-10-9-8-7-6-5-4-3-2-1	1 st -15 th
	RR	10-7-5-3-2-1	1 st -6 th
	Crit	7-5-4-3-2-1	1 st -6 th

* For points earned in stage races, no more than half of the points needed for upgrading may be earned from one stage race

When deciding whether a rider qualifies for an upgrade, an administrator will take into account points earned in qualifying events per the table above. In the case of a rider who is marginally qualified, the quality of the events and the level of competition may be taken into account.

USCF Track Upgrades

All track upgrades are processed by the Velodrome Managers using the following criteria (ATRA guidelines):

Cat. 5 to Cat. 4	Complete a Velodrome Class or 4 race days.
Cat. 4 to Cat. 3	5 race days and 20 points
Cat. 3 to Cat. 2	5 race days and 25 points
Cat. 2 to Cat. 1	5 race days and 30 points

Points:

National championships, Category A, B, or C track race will be 7, 5,3,2,1 for each event.

For all other events, upgrade points are 5,3,2,1 and are based on an omnium of the event's races.

Additional Considerations:

1. Ten person field minimum for category 3-5 and 20 person field minimum for upgrade to category 1.
2. Fifty percent of Upgrading points and number of times raced will be carried over to the next year. Points do not carry over to the next category.
3. When upgrading to a Cat. 1, points earned need to be from more than one velodrome.
4. A race day is defined as one full day of racing. A race day can include a number of events such as a kilometer, sprints or time trial, but it only counts as one race day.
5. Women and Juniors earn one point for every five race days when upgrading from Cat. 4 through Cat. 2.
6. Races exempt from upgrading are Youth races and races of more than two categories (ie: "A" and "B" races).
7. Results from other velodromes will be considered for upgrading.

Downgrading:

A rider may be downgraded by the Velodrome Manager for the following reasons: unsafe riding; lack of ability to compete in current category; or lack of placing within current category.

Guideline for categorization of NORBA riders competing in a USCF cyclo-cross races:

USCF	NORBA
5 / 4	Beginner / Sport
3	Expert
2	Expert or Semi-Pro
1	Semi-Pro
Pro	Pro

NORBA Upgrades

Riders may advance as quickly as they wish up to Expert. However, once a rider is classified, he or she will not be permitted to downgrade to a less difficult category without making a formal request to NORBA. The upgrading of categories will be noted on the racing license by NORBA. The NORBA Official at the event may record the upgrade a rider to Sport or to Expert. The official will then contact the NORBA Regional Manager to record the change. A rider may also contact NORBA or the NORBA Regional Manager by phone, in writing, or online to change categories.

Beginner racers must move to the appropriate Sport category after placing in the top five in five races. Failure to do so may result in license suspension.

Sport riders must advance to the appropriate Expert category after placing in the top five in five races. Failure to do so may result in license suspension.

For mandatory upgrading purposes, classes must consist of the following competitors:

<u>Class</u>	<u>Men</u>	<u>Women</u>
Elite	20	15
Master age 30-39	20	15
Master age 40-49	15	10
Master age 50+	5	5

In those classes that require a minimum of ten competitors, the top three in the class are counted for upgrading. In those classes that require five, the top finisher will be counted for upgrading. Upgrades will be based on a rider's placings in his category *over a calendar year*.

Expert riders may be eligible to be upgraded to Semi-Pro after a combination of achieving these minimum race results: a top-five finish at a NORBA National Mountain Bike Series (NMBS) event; placing in the top-three in two American Mountain Bike Challenge (AMBC) events; or achieving three top-three finishes at a State or Regional Championship event. Consideration will also be placed on rider results that fall within 10% of the overall category winning time of an event. Riders may submit their upgrade requests either online or to the NORBA Regional Manager for their state.

A Semi-Pro man or Expert women rider placing in the top five or two top ten finishes at a NORBA National Mountain Bike Series (NMBS) event may be eligible to be upgraded to pro. Riders may submit their upgrade requests either online or to the NORBA Regional Manager for their state. No rider will be permitted to race Pro or Semi-Pro unless his or her license indicates the Pro or Semi-Pro category.

NORBA reserves the right to upgrade Experts or Semi-Pros at any time.

NORBA also reserves the right to downgrade riders from the Pro or Semi-Pro category at any time.

A rider who feels he/she has advanced too quickly may ask for reclassification by submitting a written request to NORBA identifying his/her results and reasoning. Such a request must be directed to the rider's NORBA Regional Manager and include the current license and a \$15 re-issue fee.

When a rider who is participating in a state or regional series has earned enough points to upgrade, (s)he may petition the NORBA office for a written waiver to this policy allowing him or her to finish the series for a title. A rider must also have written permission from the series director to receive such a waiver.

Schedule of Fees

1. Scope and Definitions.

All fees and fines accrue to the general funds of USA Cycling except where it states otherwise. The Executive Director establishes these fees.

2. Membership Fees

All add-on licenses will expire the same date as the primary license. A domestic add-on can only be added on to a domestic license.

TYPE OF LICENSE	ANNUAL FEE
International rider	\$150
Domestic rider - Primary	\$60
Domestic rider – add on	\$30
Domestic Junior rider - Primary	\$30
Domestic Junior rider – add on	\$30
NCCA Event only	\$30
Official	\$35
Mechanic	\$50
Coach	\$75
USCF one-day rider license	\$10 comp./\$5 non-comp.
UCI Support License	\$150

All licenses expire on December 31 of the year they are issued. After September 1st, domestic primary adult USCF and NORBA rider licenses can be purchased for half price, and these licenses will expire at the end of the current year. After November 1st, full price licenses can be purchased that will expire on December 31st of the following year. The fee for an international license for foreign riders (non-U.S. citizens) at any time is \$175. The fee for replacing any Federation

license (older than 30 days) is \$15. There is no refund for licenses.

3. Club Fees

The annual membership fee for un-sponsored or sponsored clubs is \$150. The membership fee for NCCA or High School clubs is \$50. There is no refund for club membership fees.

4. Event Categories

Event categories of each race or race series are determined based on the criteria established by the association administering that discipline as shown below:

USCF races

A race category is based upon the total of all prizes and primes for a particular rider class and category combination. The overall event category is the highest individual race category. Minimum prize amounts are given below for events that are part of track events, single day road race events, and stage races or road race series. Certain races may be placed higher than their prize list qualifies for, as shown in the footnotes.

Minimum Prize List of Class:

Category	Track	Single Road	Stage/Series
A	\$10,000	\$10,000	\$20,000
B	5,000	5,000	10,000
C	2,000	2,000	5,000
D	500	500	0
E	0	0	-

(a) National Championships and international races are category A races. Entry into Category A non-championship races is restricted to category 1, 2 elite men and members of UCI Teams, and category 1, 2, and 3 elite women.

(b) Entry in category B races is restricted to category 1 and 2 riders for Elite men's events; category 1, 2 and 3 for junior and women's events, and any other riders who meet qualifications in the official race announcement.

(c) Non-championship final trials for Olympic, Pan American, and World Championship teams are at least category C races.

(d) State Championships are at least category D races.

Multiple-day races include stage races or other races conducted on consecutive days with cumulative results and prizes are at least category D races.

(e) Category E races are those that do not qualify for higher categorization.

NORBA races

NORBA events are categorized based on the following criteria:

Total number of anticipated participants in all classes and categories

Category A: 1000+ participants;

Category B: 500-999 participants;

Category C: 100-499 participants;

Category D: 50-99 participants;

Category E: 1-49 participants.

5. Organizer Fees

Event Category	NORBA Permit Fee	USCF Permit Fee
A	\$700 per day	7% of total prize list
B	\$250 per day	7% of total prize list
C	\$100 per day	7% of total prize list
D	\$50 per day	\$50 per day
E	\$25 per day	\$25 per day
Collegiate only	\$25 per day	\$25 per day
Collegiate + NORBA or USCF events	Pay standard NORBA event fee	Pay standard USCF event fee

(a) Competitive Events. Promoters will first determine the event category. For USCF events, this is determined by the highest payout for one race category. If the event category is A, B or C, then the permit fee will equal 7% of total prize purse. The prize purse is determined by adding the total cash and retail value of merchandise prizes for the entire event (all categories). If the event category is D, then the permit fee equals \$50 per day, if the category is E, then the permit fee equals \$25 per day. For NORBA events, this is determined by the total number of riders at the event per the table above. All riders must hand-sign waivers and a \$2.00 per rider per day insurance surcharge is applicable for all participants.

(b) Non-Competitive Events. These events include training rides, fun rides, clinics and camps. All Non-Competitive Events are \$15 for 1-3 days or \$50 for 4-30 days. Days need not be consecutive, but must be determined in advance and listed on the "Non-Competitive Permit Application." All riders must have a valid annual or one-day license, sign waivers and be listed on the "Non-Competitive Event Roster." \$1.00 per rider per day insurance surcharge is applicable for all participants of training rides, fun rides, clinics and camps. Promoters must submit insurance surcharges and copy of "Non-Competitive Event Roster" to USA Cycling within 14 days following their event.

(c) Fine for inadequate numbers. An organizer who fails to provide racing numbers that meet the requirements of the Racing Rules shall be fined \$1 per rider per day of racing. This fine shall be submitted to USA Cycling. (See Rule 1K4)

(d) Failure to comply. Post-event reporting and fees are due to the USA Cycling office within 21 days after the event. Failure to comply will result in additional mandatory fees: \$50 if within 15-30 days after the event, \$100 if within 31-60 days after the event, \$150 if within 61-90 days after the event. An organizer who fails to publish an official race announcement shall pay an additional 7% of the total prize list, or \$50, whichever is greater. Non-compliance or lack of full payment may face future cancellation of permits and/or suspension.

6. Race Entry Fees

Entry fees, late and/or post-entry surcharges go to the organizer except where noted otherwise.

(a) Free Market. Entry fees, late and/or post-entry surcharges may be set at the discretion of the organizer.

(b) Surcharges. The following surcharges may be charged in addition to the basic entry fees:

(1) USA Cycling provides event insurance to protect members. The cost for this insurance for 2005 is \$2 for each rider, per day.

(2) Late entries may be charged a surcharge provided that an official race announcement that states the surcharge has been distributed, as required by the Racing Rules.

(3) USCF unattached riders, other than beginner or category 4 women and beginner or category 5 men, may be charged a surcharge of up to \$5.

(c) Current UCI World or U.S. National Champions who pre-register for category A, B or C races (except National Championships) by the specified closing date shall be

refunded their entry fee provided that they are eligible to wear their championship jersey in the race, and do so (see USCF Rule 1L5 and 1L8).

7. Deposits for Protests and Hearings

All hearing requests (USA Cycling Policy IV) and certain race protests (USCF Racing Rule 1P and NORBA rule 1J) must be accompanied by a deposit (\$200 for a hearing and \$20 for a protest). In the case of a protest, if the protest is upheld the deposit will be returned.

8. Officials' Fees

(a) Daily fee. The organizer shall pay licensed officials a daily fee based on the race category. For USCF, the fees are based on the highest race category for that day, including pro-rated overall prizes from a prize series, plus the cost of reasonable and necessary travel. The table below shows the minimum fee based on the race category.

Race Category	Chief Referee	Chief Judge¹	Other Officials
A	\$175	\$125	\$100
B	\$125	\$100	\$75
C-E	\$80	\$60	\$50

¹ Also Starter and Secretary in track events, Chief Timer in time trials, and Vice Chief and Finish Judge in mountain bike races. Commissaires that are part of the jury for International road and track races who are not assigned by the UCI will receive \$125 per day.

For stage races, the full daily fee shall be paid for each day, beginning with the prologue and including any rest days.

For any race day lasting longer than 8 hours, the officials will receive an additional \$25. Officials who are required to work at an event for a non-competition day, such as registration or team meetings, will receive one half of the daily fee. *For track events that take place in two sessions, an official who works only one of the sessions will be paid half of the daily fee.*

(b) Site Visits. When deemed necessary by USAC or a Local Association, the organizer will pay the Chief Referee or another designated official \$25 for a pre-event venue inspection trip plus \$15 for each venue inspection report, in addition to travel expenses.

(c) Expenses. In addition to the daily fee, the organizer shall provide each official with the following:

- (1) Round trip transportation from the official's home and during the race, or reimbursement for the transportation according to the published rates of the Federation;
- (2) In one-day races lasting five hours or more, either a meal or \$10 additional; for races of more than one day, either two meals a day or \$25 per day;
- (3) Basic housing when overnight lodging is necessary before, during, or after the race;
- (4) Reimbursement for any other expenses that are reasonable and necessary for the official's duties.

(d) Cancellation. If it is necessary for any reason to cancel a race after the officials have begun their travel, the Organizer will pay each official for their actual expenses and at least half of the daily fee.

9. Hearing Panel Fees

USA Cycling shall pay hearing panel members a \$50 per day fee, and the hearing panel foreman an \$80 per day fee, plus the cost of reasonable and necessary travel. However, if the hearing takes place during an event, a juror will not be paid as an official and a juror for the same day.

10. Travel Expenses

Individuals traveling on approved official business on behalf of USA Cycling shall be reimbursed normal and actual documented expenses. Transportation expenses shall be reimbursed at 36 cents per mile for travel by personal vehicle but shall not exceed the cost of the lowest practicable airfare. The Executive Director may specify a more restrictive arrangement.

USA Cycling Code of Conduct

Section 1. The mission of USA Cycling is to encourage participation and the pursuit of excellence in all aspects of bicycling. USA Cycling grants the privilege of membership to individuals and groups committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Cycling at any time where USA Cycling determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

In order to assist all members to better serve the interests of those who participate in cycling, USA Cycling has adopted this Code of Conduct

Section 2. Any member or prospective member of USA Cycling may be sanctioned under the racing rules, fined, suspended, denied membership, censured, placed on probation, or expelled from USA Cycling after being afforded the right to a hearing under USA Cycling Grievance and Hearing Policy, if such member violates the provisions of the USA Cycling Code of Conduct, set forth in Section 3 below, or aids, abets or encourages another person to violate any of the provisions of the USA Cycling Code of Conduct.

Section 3. The following shall be considered violations of the USA Cycling Code of Conduct:

(a) Violation of anti-doping provisions as established by USAC Policy II, the USOC, IOC, USADA, WADA, or the UCI

(b) Discrimination in violation of USAC Bylaw D or Article IV, Section 4(C)(6) of the USOC Constitution or Section 220522(a)(8) Ted Stevens Olympic and Amateur Sports Act, which require that USA Cycling must provide: an equal oppor-

tunity to amateur athletes; coaches, trainers, managers, mechanics, administrators, and officials to participate in amateur athletic competition, without discrimination on the basis of race, color, religion, age, sex, or national origin

(c) Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances, or (iii) any crime involving sexual misconduct.

(d) Any non-consensual sexual contact or advance or other inappropriate sexually oriented behavior or action directed towards an athlete by a coach, official, trainer, or other person who, in the context of cycling, is in a position of authority over that athlete.

(e) The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on the recognized list of banned substances of the IOC, UCI, USADA, WADA or USOC.

(f) The use of illegal drugs in the presence of an athlete, by a coach, official, trainer or a person who, in the context of cycling, is in a position of authority over that athlete.

(g) The providing of alcohol, tobacco or other substance to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol, tobacco other substance in the state where it is provided.

(h) The abuse of alcohol in the presence of an athlete under the age of 18, by a coach, official trainer or, or a person who, in the context of cycling, is in a position of authority over that athlete.

(i) Physical abuse of an athlete by any person in a position of authority over that athlete.

(j) Any act of fraud, deception, or dishonesty in connection with any USA Cycling-related activity.

(k) Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any person in connection with any USA Cycling-related activity.

(l) Any intentional damage to private or public property while at or near an event venue sanctioned by USA Cycling, or damage to USA Cycling property.

USA Cycling Policies

Policy I. Helmets

Section 1. Helmets Mandatory.

Part 1. At all times when participating in or preparing for an event held under a USA Cycling permit, including club rides, motorcycle drivers and all motorcycle passengers shall wear a securely fastened helmet that meets the US DOT motorcycle helmet standard.

Part 2. At all times when participating in or preparing for an event held under a USA Cycling permit, including club rides, all licensees who are mounted on a bicycle shall wear a securely fastened helmet that meets either the US DOT helmet standards or one of the following standards:

(1) American National Standards Institute (ANSI) Standard Z90.4;

(2) Snell Memorial Foundation Standard "B" or "N" series;

(3) American Society for Testing and Materials (ASTM) standard F-1447.

(4) Canadian Standards Association (CSA) standard CAN/CSA-D113.2-M;

(5) U.S. Consumer Product Safety Commission (CPSC) standard for bicycle helmets;

Riders shall show documentary proof of this, such as a manufacturer's label, upon request by event officials. Beginning January 1, 2010, only the DOT and CPSC helmet standards will be recognized.

Section 2. Responsibility Warranties.

The use of such helmets is strongly recommended for all bicycle riders. It is the rider's responsibility to select and wear such a helmet that offers sufficient protection against head injury and does not restrict the rider's vision. USA Cycling makes no warranties or representations regarding the protective adequacy or fitness for competition of any helmets and a rider, by entering an event conducted under USA Cycling or any member organization rules, agrees not to sue and to hold harmless USA Cycling from any and all claims arising from the use of any particular helmet.

Section 3. Additional Requirements.

Associations may adopt additional, more stringent regulations regarding bicycle safety helmets, provided that such regulations may in no way supersede the requirements of this Policy.

Policy II. Medical Control

Section 1. USA Cycling has adopted and participates in the United States Anti-Doping Agency (USADA) protocol for Olympic Movement testing (USADA protocol). The USADA protocol is incorporated herein by reference and shall prevail over any USA Cycling Regulation to the contrary. Their

medical control regulations shall apply to USA Cycling, its Associations, and all members, licensees, participants in races granted permits by USA Cycling or Associations, and organizations affiliated with USA Cycling or Associations. For information on or a copy of the USADA protocol can be obtained from USADA at (800) 233-0393 or the USADA web site www.usantidoping.org.

Section 2. Prohibited Substances, Boosting, and Penalties

Part 1. Use of prohibited substances or procedures that is detected by USADA using their test procedures or by the UCI using their testing procedures and IOC approved laboratories shall result in the same penalties.

Part 2. Penalties for infractions of any section of these regulations shall be those set forth in the UCI Regulations from time to time and imposed by USA Cycling. Please refer to www.usantidoping.org or www.uci.ch or the current UCI Regulations.

Part 3. Prohibited Practices. No rider may use the substances listed in the current UCI list of prohibited substances. See Table 1 for a list of the more common prohibited substances. This list is not all inclusive and is subject to change at any time. For current substances contact USADA at (800) 233-0393.

Section 3. Testing Procedures

The testing protocol will be that of the United States Anti-Doping Agency (USADA).

Section 4. Tests Results and Evidence.

All testing and results will be the responsibility of the United States Anti-Doping Agency (USADA).

Section 5. Disposition

Any investigation, prosecution, and hearings shall be the responsibility of the United States Anti-Doping Agency (USADA). USA Cycling shall impose any sanction from the adjudication process when permitted under the USADA protocol and in accordance with the UCI approved sanctions.

FOR THE OFFICIAL AND MOST UPDATED LIST OF THE "PROHIBITED CLASSES OF SUBSTANCES AND PROHIBITED METHODS," PLEASE REFER TO WWW.USANTIDOPING.ORG

For answers to specific questions or more information on prohibited substances, please call the USADA Drug Hotline at 800-233-0393

Policy III. Administrative Grievances

Preamble

This Policy deals with administrative grievances only. Issues of rider eligibility and discipline are covered under Policy IV (Eligibility, Discipline, and Hearings). For the purposes of this policy, the term, "disinterested" shall mean a person who will not be personally affected by the outcome of an investigation or panel hearing and none of whose relatives, significant other, or team mates will be affected by the outcome. The term, "impartial" shall mean a person who harbors no prejudice towards nor preconceived notions about any of the parties to the grievance, any of the persons that may have information on the grievance as identified in the Grievance and any response to the Grievance by the Respondent, or the outcome of the Grievance.

Chapter I. Filing a Grievance

Part 1. Any member (the Aggrieved) of USA Cycling or one of its associations who believes himself/herself aggrieved by any action of USA Cycling, one of its associations, or one of its members, may file a Grievance with USA Cycling. To be considered for resolution through USA Cycling's Administrative Grievance Procedure, the Grievance must:

- (a) be submitted in writing to the CEO of USA Cycling at its principal place of business,
- (b) be signed by the Aggrieved,
- (c) include a concise statement of the Grievance, the individual or organization responsible for the Grievance and the relief sought,
- (d) be accompanied by a Grievance Procedure deposit of \$100, which will be refunded to the Aggrieved should investigation show that the grievance has merit, and
- (e) be submitted within 60 days of the time that the aggrieved knows or upon reasonable investigation should have known of the grievance

Part 2. Should the Aggrieved believe that the CEO is not “disinterested” and “impartial” according to the definitions in the preamble to this procedure, the Grievance shall be submitted directly to the President of the Board of Directors of USA Cycling, or to the chairman of the Grievance Committee.

Part 3. For the remainder of this policy, all references to the “CEO” are to be replaced by the “President of the Board of Directors of USA Cycling” or to the “Chairman of the Grievance Committee” when appropriate per Part 2 of this Chapter 1.

Chapter II. Processing of the Grievance

Part 1. Upon receipt of a Grievance, the CEO will promptly:

- (a) Appoint one disinterested and impartial member, employee or agent of USA Cycling to investigate the Grievance.
- (b) Send the Aggrieved a notice acknowledging receipt of the Grievance.

That notice shall include:

- (i) the name of the Investigator,
- (ii) the date by which the investigation will be concluded, and
- (iii) a copy of these Grievance procedures.

(c) Send to any individual or organization whose conduct is the subject of the

Grievance (the "Respondent") a notice of the filing of the Grievance and a copy of the Grievance. No notice need be sent when the Respondent is USA Cycling. The notice shall include:

(i) an invitation to respond in writing to the Grievance, which response must be received before the date scheduled for the completion of the investigation.

(ii) the name of the Investigator,

(iii) the date by which the investigation will be completed, and

(iv) a copy of these Grievance procedures.

Part 2. Should the Aggrieved or Respondent ("the Parties") believe that the Investigator is not disinterested and impartial per the definitions in the preamble to this procedure, he or she will so inform the CEO of his or her reasons for requesting a new Investigator. In this case, the CEO may appoint a new Investigator.

Chapter III. Investigation of the Grievance

The investigation of the Grievance shall include a review of all relevant documents provided in the Grievance and interviews (or attempted interviews) with the Parties and other persons mentioned in the Grievance having information related directly to the subject matter of the Grievance. Within five (5) days of the end of the investigation, the Investigator shall prepare for the CEO a written summary of the investigation and a recommendation as to appropriate disposition of the Grievance. The CEO will send copies of the investigation summary to the Parties.

Chapter IV. Mediation of the Grievance

Without being limited by the recommendation of the investigator, the CEO may then attempt to mediate the dispute to the satisfaction of the Parties. If mediation is successful, the agreed upon resolution shall be recorded in a form which includes the written acknowledgment by the Parties of that resolution. Should the Investigator conclude that the Grievance is without substantive merit, the CEO shall inform the Aggrieved that no further action will be taken on the Grievance. The Parties shall have no further procedural rights or appeal rights, nor shall they have the right to challenge in any manner, whether by arbitration or court action at law and/or in equity, the CEO's decision to take no further action on a Grievance based on the investigator's report.

Chapter V. Grievance Hearings

Part 1. If the CEO is unable to mediate the dispute to the satisfaction of the Parties within ten (10) days of receipt of the Investigator's summary and recommendation, the Grievance will be submitted to the Chair of the Grievance Committee. The Chair of the Grievance Committee will then appoint three members of that Committee to serve as the panel that will hear the Grievance (the "Hearing Panel"), and will name a chairman of the Panel. The Chair of the Grievance Committee may appoint himself/herself as Panel Chair or as a member. The Chair of the Grievance Panel may also select members of a Hearing Panel from outside the Grievance Committee when necessary to assure an impartial panel.

Part 2. The Chair of the Hearing Panel will select the time and place for the Grievance Hearing so as to have the hearing occur at the earliest convenient date. The Chair may choose

to conduct the hearing by conference call or other similar electronic means. The Chair will communicate the information about the hearing schedule, along with the identity of the other two members of the Panel, to the Parties to the Grievance and the CEO. No party shall be entitled to an in-person hearing, rather all hearings shall be by phone conference unless decided otherwise at the sole discretion of the panel.

Part 3. Should either the Aggrieved or Respondent believe that a Hearing Panel member is not disinterested and impartial per the definitions in the preamble to this policy, he or she may challenge the participation of that member to the Chair of the Grievance Committee. After reviewing the reasons, the Grievance Committee Chair may choose to replace that member.

Part 4. Prior to the hearing, the CEO will provide to the Hearing Panel copies of the Grievance, any written response previously submitted by the Respondent, documents collected by the Investigator and the Investigator's summary. The Chair of the Hearing Panel shall cause to be sent to the Parties a written copy of the procedures to be followed at the hearing. Those procedures shall include the opportunity for each Party to be represented by counsel, to present oral or written evidence, to cross-examine witnesses and to present such factual or legal claims as desired.

Part 5. Decisions about the merits of the Complaint and form of remedies thereto shall be made by majority vote of the Hearing Panel. The Hearing Panel shall report its decision on the merits in the form of written findings of fact and conclusions within ten (10) days of the conclusion of the hearing.

The decision shall be sent to the Parties to the Grievance and to the CEO. The resolution of the Grievance pursuant to this Policy III shall be final. The remedies afforded the Parties

under this Policy III shall be the sole and exclusive remedies available to them with respect to or arising from the Grievance and/or its subject matter, except as may be allowed under Article VIII of the USOC Bylaws, as may be amended or restated from time to time; provided, however, in no event shall any Party have the right to challenge or seek to overturn the outcome of the Grievance or the procedures set forth in this Policy III, in a court of law and/or equity.

Policy IV. Eligibility, Discipline and Hearings

This Policy deals with issues of rider eligibility and discipline. Administrative grievances are covered under Policy III. For the purposes of this policy, the term, "disinterested" shall mean a person who will not be personally affected by the outcome of a panel hearing and none of whose relatives, significant other, or team mates will be affected by the outcome of a panel hearing. The term, "impartial" shall mean a person who harbors no prejudice towards nor preconceived notions about any of the parties to the complaint.

Chapter I. Rider Eligibility

No rider who is otherwise qualified to compete may be denied entry in a protected event without the right to a hearing as described in Chapter III of this policy. Field of play decisions made by race officials during a competition are not subject to a hearing under Chapter III even if those decisions ultimately affect a rider's eligibility for a protected event or international competition.

Chapter II. Member Discipline

Section 1. Scope. All members of USA Cycling and all persons who participate in any official function of USA Cycling are subject to disciplinary action as provided in this Policy. For purposes of this Policy, the meaning of the term member includes members of USA Cycling; persons participating in a bicycle race held under a USA Cycling or Association permit; affiliated organizations; and race promoters and their employees, independent contractors, and volunteers. For the purposes of this Policy, members are also subject to disciplinary actions for their conduct at bicycle races in other countries.

Section 2. Violations. Any breach by a member of a provision of USA Cycling regulations, rules, policies, Code of Conduct, or other actions which substantially prejudices either the ability of USA Cycling to carry out its tasks or the sport of bicycle racing shall be subject to discipline as provided in this Policy, including loss of eligibility or other appropriate penalties.

Section 3. Facility Agreements. Any member who acknowledges in writing any published rules of conduct for the use of a training, housing, or racing site obtained by USA Cycling or an Association and who subsequently violates these rules shall be subject to discipline as provided in this Policy.

Section 4. Financial Obligations. Members or other parties who present checks to USA Cycling, an Association, the UCI or to organizers of events for which race permits have been issued, which checks are dishonored by the banks upon which they are drawn, or who fail to pay any fine or other financial obligation due USA Cycling, an Association, or the UCI, shall be subject to the following procedure: The member will be informed of the obligation by telephone or

served per Section 7, Part 1(b) of this Chapter. After receiving the verbal notice or service, the member will have ten business days to fulfill the obligation, failing which he or she will be subject to disciplinary action. Without limitation, this may include loss of eligibility to compete in USA Cycling or Association races or to do business with USA Cycling until the obligation is fulfilled, followed by an additional period of ineligibility to be determined by the CEO of USA Cycling. Should the offending party be an athlete that may lose eligibility to compete in a Protected Event (as defined by USOC bylaws) or international competition as a result of disciplinary action per this Section, a recommendation only shall be made that the athlete lose eligibility, which recommendation shall be deemed to be a complaint as provided for in Section 7 of this Chapter and administered as such, including, but not limited to, the right of the athlete to a hearing as described in Chapter III.

Section 5. Club, Team, or Sponsor Affiliation. An Association may regulate when its members may establish or change club, team, or sponsor affiliations. A member who fails to abide by such regulations shall be subject to discipline as provided in this Policy. Without limitation, this may include loss of eligibility to compete in USA Cycling or Association races until such regulations are complied with, followed by an additional period of ineligibility.

Section 6. Due Process. Every member is entitled to due process in the administration of discipline.

Section 7. Complaints. A complaint is a written and signed allegation that one or more members have violated USA Cycling's regulations, rules, policies or Code of Conduct. A complaint may be filed by USA Cycling or one or more members who, collectively, are known as the complainant. The member or members who are alleged in the complaint to have violated USA Cycling's regulations, rules, policies or

Code of Conduct are known collectively as the respondent. Complaints by members shall be filed with the CEO or the Technical Director of USA Cycling. The procedures listed in the balance of this Section 7 apply to all complaints except those arising from unfulfilled financial obligations, as defined in and governed by Section 4, above, subject to the right to a hearing as provided in the last sentence of Section 4.

Part 1. Service of Complaint.

(a) **Timing.** USA Cycling shall serve a copy of the complaint on the respondent, who shall have the opportunity to respond formally. Once the complaint is served, either party shall have ten days in which to formally request a hearing, the procedures for which are defined below in Chapter III. If respondent requests a hearing, prior to or concurrently with the filing of the hearing request, he or she shall file with USA Cycling and serve on the complainant, an answer to the complaint. USA Cycling will provide both parties with the procedures for requesting a hearing. The request must be received at the offices of USA Cycling prior to the close of normal business hours on the tenth day following service of the complaint, and must be accompanied by the hearing request fee of \$200, otherwise the right to a hearing shall be deemed waived.

(b) **Service Methods.** For purposes of this Policy, service shall be accomplished by hand delivery; mailing by certified mail, postage prepaid, return receipt requested to the current address of the party as reflected on the records of USA Cycling; or by overnight delivery by a recognized courier that maintains a record of the delivery, such as Federal Express, United Parcel Service, or DHL. Service shall be deemed given upon the earliest of hand delivery, three business days after mailing or one business day after sending by overnight delivery.

(c) **Waiver of Hearing.** Any party may waive his or her right to a hearing at any stage of the proceedings. The right shall be deemed to have been waived if respondent does not

request a hearing and file a response to the complaint as required by Subparagraph (a) of this Part 1.

Part 2. Investigation.

(a) If allowed by the time constraints surrounding the complaint, such as a forthcoming event, competition or selection deadline, the CEO or his designee shall appoint an investigator who shall conduct an informal investigation and assess the evidence regarding the charges to determine if there is cause for disciplinary action. The investigator shall use his or her best efforts to hear all sides of the dispute and the investigation shall be conducted in any reasonable manner, including by telephone. If the time constraints do not permit an investigation, the CEO shall so notify all parties.

(b) If an investigator is appointed, such investigator shall determine whether there is sufficient evidence to merit disciplinary action and, where applicable, a hearing, and shall submit to the CEO, in writing, the findings of the investigation and a recommendation of what sanctions, if any, should be applied. The investigator shall serve a copy of this recommendation on the complainant and respondent. Regardless of the investigator's recommendation, if any, respondent and complainant shall be entitled to a hearing if they timely file a request as provided in subsection (a) of Part 1 of this Section.

Part 3. Disciplinary Action

If no hearing is requested per Part 1 of this Section, the CEO shall determine the penalty, if any, to be imposed, which may include a suspension or other loss of eligibility. The CEO will determine the length of any loss of eligibility and the date on which such loss of eligibility shall commence.

Section 8. Observance. All components and Associations of USA Cycling shall follow these procedures and honor any suspensions or loss of eligibility imposed by USA Cycling.

Section 9. Suspensions by Other Organizations. USA Cycling and its Associations shall honor the suspensions or other disciplinary actions imposed by the USOC, the UCI, UCI member National Federations, and their affiliates, USA Cycling

reserves the right to honor the suspensions of other domestic cycling organizations with whom it maintains reciprocity agreements. Should the offending party be an athlete that may lose eligibility to compete in a Protected Event (as defined by USOC bylaws) or international competition as a result of disciplinary action per this Section, a recommendation only shall be made that the athlete lose eligibility, which recommendation shall be deemed to be a complaint as provided for in Section 7 of this Chapter and administered as such, including, but not limited to, the right of the athlete to a hearing as described in Chapter III.

Chapter III. Hearings

Section 1. If a hearing is requested, USA Cycling shall serve a copy of the hearing request on the other parties to the complaint, if any.

Section 2. The CEO shall appoint three disinterested and impartial persons, known as a Hearing Panel, to conduct a hearing. If the hearing pertains to an athlete's eligibility to compete in a Protected Competition or international competition under the "Ted Stevens Act", then one of the panel members shall be an Eligible Athlete, as defined in the Bylaws of USA Cycling. The hearing shall be conducted informally and may be accomplished in any reasonable manner including by telephone. In the conduct of the hearing, the burden shall be upon the complainant to prove the allegations of the complaint by a preponderance of evidence. If either party in the hearing makes a reasonable case that one of the Hearing Panel members is not disinterested and impartial, the member will be replaced.

Section 3. The respondent must be given a reasonable time between receipt of the notice of charges and the date of a hearing, if one is requested, to prepare a defense. This period of time shall be no less than 15 days but no more than 45 days; provided, however, that the Hearing Panel may shorten

all time periods provided for in this Chapter as it deems necessary and appropriate in order to render a decision in a timely manner under the circumstance of the complaint and taking into consideration any related deadlines or forthcoming competition or event. The Hearing Panel Chair shall make every reasonable attempt to organize the hearing on a day and time such that the respondent and all other parties can participate either in person or via teleconference.

Section 4. In any hearing concerning the eligibility of an athlete, the athlete shall always have the right to an expedited hearing.

Section 5. All parties shall have the right to be assisted, at their own expense, in the preparation of their case at the hearing, including the assistance of legal counsel, if desired.

Section 6. All parties shall have the right to call witnesses and present oral and written evidence and argument.

Section 7. All parties shall have the right to confront and cross-examine adverse witnesses.

Section 8. All parties shall have the right to have a record made of the hearing, at their own expense.

Section 9. The Hearing Panel shall determine by a majority vote if :

(1) the allegations of a complaint are true and there is cause for disciplinary action, or

(2) an athlete has been wrongly denied eligibility.

Section 10. If the Hearing Panel finds a complaint to be valid according to Section 9, subparagraph (1) of this Chapter, it may impose a sanction and, if appropriate, set the dates on which the sanction shall begin and end. If the complaint concerned misconduct at any given race or competition, the Hearing Panel may issue a suspension covering a period up to ninety days and may recommend to the CEO the imposition of a longer period of suspension. The CEO may determine loss of eligibility, including, without limitation, suspension, for any period after receiving a recommendation from the Hearing Panel.

Section 11. If the Hearing Panel finds that an athlete has been wrongly denied eligibility according to Section 9, subparagraph (2) of this Chapter, it shall declare the athlete to be eligible.

Section 12. A written decision, with the reasons therefore, based solely on the evidence of record, shall be served by the panel on all parties and the CEO no later than ten days after the hearing. The decision shall be final and shall not be subject to further challenge in any proceeding, including litigation or arbitration, except as to those matters to which a hearing before the USOC or arbitration is provided for under the Constitution and Bylaws of the USOC. In connection with all hearings and arbitrations, each party shall pay its own legal fees.

Requirements of Riders

Competing Outside the United States

Licensed riders must obtain permission from the USA Cycling to compete outside of the United States. Permission to compete is provided only for visits to federations that are affiliated with the UCI.

Each federation is allowed to set its own requirements for allowing foreign riders to compete. It is the rider's responsibility to meet these requirements when applying for permission. Note that you must have an international license in order to compete abroad.

Foreign Permission Application Procedure

(a) Proof of Citizenship. If you are not a US citizen (indicated on your license under "status") you must provide a passport (copy) or other proof of citizenship.

(b) Applicant must be a licensed rider with a valid International license. If the rider does not have a valid International license, the rider must complete and submit an international license application with the appropriate fee. This form is available from the USA Cycling Membership office, and is available via online application.

(c) Foreign Permission Letter.

Foreign permission letters can be requested online from your account at www.usacycling.org. If you have no access to a computer, a permission letter may be requested by writing to USA Cycling.

(1) Each request must show your name, license number, country(s) you wish to compete in, arrival dates and length of stay.

(2) Please allow at least one week to process and issue letters from the date of receipt in the USA Cycling office. Allow for

sufficient delivery time to overseas addresses. Applicant is responsible for all "express" mail and fax fees.

USA Cycling Member Services will process the request in the following manner:

(a) A license validation check will be conducted from the USA Cycling computer files.

(b) Permission from the Executive Director will be requested.

(c) Upon license validation check and Executive Director's permission, a letter will be sent to the foreign federation(s) giving permission for you to compete overseas, and copies sent to you. You may have two letters free of charge annually.

(d) The letter authorizing competition in a foreign federation will contain:

- 1) Your Name (as it appears on your passport)
- 2) UCI code and country of origin
- 3) Club and or Team, if you belong to one
- 4) Racing categories by discipline
- 5) Your UCI category (Junior, Under 23, Elite, Master)

USA Cycling Staff

Executive Director	Gerard Bisceglia
Human Resource Director	Debbie Francis
Chief of Staff	Sean Petty
Vice President of Marketing	Bryan Cook
Vice President of Athletics	Steve Johnson
Chief Financial Officer	Todd Sowl
National Events Director	Justin Rogers
Communications Director	Andy Lee
Technical Director	Shawn Farrell

USA Cycling State Membership Coordinators

Please contact the appropriate coordinator for your state for assistance with event permitting and licensing questions.

NORTHEAST – ME, NH, VT, MA, RI, CT, NY, NJ, PA, DE, MD, VA, WV, DC

Susan Diller – 719/866-4942, sdiller@usacycling.org
Hours: 6:00 am-2:30 pm Mountain time

MIDWEST AND SOUTHEAST – WI, MI, IL, IN, OH, KY, TN, NC, SC, GA, AL, MS, FL, LA

Tanya Lindenmuth – 719/866-3651, tlindenmuth@usacycling.org
Hours: 6:00 am-2:30 pm Mountain time

CENTRAL AND NORTHWEST – WA, OR, ID, MT, WY, ND, SD, NE, KS, MN, IA, MO, AR, OK, TX

Tinker Simmons—719/866-4352, tsimmons@usacycling.org
Hours: 8:00am-4:30 pm Mountain time

WEST – CA, NV, AZ, UT, CO, NM, HI, AK

Linda Buffetti – 719/866-3295, lbuffetti@usacycling.org
Hours: 8:00 am-4:30 pm Mountain time

USCF Regional Coordinators

ATLANTIC REGION – ME, NH, VT, MA, CT, RI, NY, PA, NJ, MD, DE, DC, VA, WV

Judy Miller, (610) 866-4051, moto2@ptd.net, 1605 Cardinal Drive; Bethlehem, PA 18015

MIDWEST REGION – IA, IL, IN, KY, MI, MN, MO, OH, WI
Mike Hanley, (317) 823 5809, mhanley@usacycling.org, 8263
Carlway Road, Indianapolis, IN 46236

**SOUTHERN REGION – NC, SC, TN, FL GA, AL, MS, LA, TX,
OK, AR, NM**
George Heagerty, (210) 402-0636,
gheagerty@usacycling.org, 1016 Steubing Oaks, San Antonio,
TX 78258

**MOUNTAIN REGION – AZ, CO, ID, KS, MT, ND, NE, SD,
WY, UT**
Tom Vinson, (719) 268-1466, tvinson@usacycling.org, 5275
Stillwater Dr. Colorado Springs, CO 80918

WESTERN REGION – CA, OR, WA, AK, HI, NV
Jan-Luke Hamasaki, (760) 471-9890, jluke@usacycling.org
P.O. Box 231910, Encinitas, CA 92023

NORBA Regional Managers (NRM)

Each half of the country is entrusted to a NORBA Regional Manager (NRM). The NRM's work with the USA Cycling Membership coordinators and organizers regarding race permitting event scheduling, rider upgrades, and NORBA State/Regional Championships. They are also the liaison between riders, organizers, officials, and USA Cycling.

**Eastern Region – AL, CT, DE, DC, FL, GA, IL, IN, KY, ME,
MD, MA, MI, MN, MS, NH, NJ, NY, NC, OH, PA, RI, SC,
TN, VT, VA, WV, WI**

Kelli Lusk, (413) 256-6371, klusk@usacycling.org
PO Box 45
Amherst, MA 01004

**Western Region – AK, AR, AZ, CA, CO, HI, IA, ID, KS,
LA, MO, MT, ND, NE, NM, NV, OK, OR, SD, TX, UT, WA,
WY**

Christopher Hess, (913) 831-2247; chess@usacycling.org
5445 Foxridge Drive, #308
Mission, KS 66202