

# ECCC Registration Guidelines

The following document represents the steps, tasks, and responsibilities of registrars at ECCC races. Please distribute this document to everyone that is working at registration and to race staff, so everyone knows what to do during the course of this process.

## ECCC Races

The conference has a unique registration structure that is designed specifically for the conference and the needs of its' riders and promoting schools. Please follow these steps at every race:

### Pre-Registered Riders with Annual Licenses

- At the riders' first race of the current season, they will report directly to the head registrar to complete a waiver packet and get their season number. At this point their licenses will be verified so they are active collegiate racers for the current year.
- Since the riders' licenses have previously been checked, they have paid the race fees through the pre-registration process, and have already signed a waiver form, riders do not need to report to the main registration line.

### Day-of-Reg Riders with Annual Licenses

- At the riders' first race of the current season, they will report directly to the head registrar to complete a waiver packet and get their season number. At this point their licenses will be verified so they are active collegiate racers for the current year.
- The riders will then go the main registration line to pay for the race. The registrars will determine what races the rider is looking to enter and collect the appropriate fees from the rider (\$30 for road races, \$25 for criteriums, \$25/team for team time trials, \$10 for individual time trials). Note that the conference allots for a \$5 day-of-entry surcharge per race (not per weekend) for those that choose not to pre-register.

### Pre-Registered Riders Needing a 1-Day License

- **This option is only available for Men and Women D riders.**
- The riders will report to registration to purchase a 1-day license from the registrars. This application can be used for the entire weekend of racing (unless separate schools are hosting, then 1 per day). The cost of the license is \$10 per day of racing. The registrars need to make sure that the form is filled out completely and that all information that is requested is noted on the form.
- Once the registrars have collected the needed funds and the form is completely filled out, the rider is given the yellow copy of the application and told to report to the head registrar to receive a one-day bib number. This number is only good for that weekend of racing and cannot be used again! The white copy of this application must be given to the Chief Referee before the conclusion of the weekend's activities.

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## Day-of-Reg Riders Needing 1-Day License

- **This option is only available for Men and Women D riders.**
- The riders will come to registration to pay for the race. The registrars will determine what races the rider is looking to enter and collect the appropriate fees from the rider (\$30 for road races, \$25 for criteriums, \$25/team for team time trials, \$10 for individual time trials). Note that the conference allots for a \$5 day-of-entry surcharge per race (not per weekend) for those that choose not to pre-register. *Note that the registration fee and the 1-day license fee can be put on a single check given by the rider to registration.*
- The riders will report to registration to purchase a 1-day license from the registrars. This application can be used for the entire weekend of racing (unless separate schools are hosting, then 1 per day). The cost of the license is \$10 per day of racing. The registrars need to make sure that the form is filled out completely and that all information that is requested is noted on the form.
- Once the registrars have collected the needed funds and the form is completely filled out, the rider is given the yellow copy of the application (if a 3-ply form) and told to report to the head registrar to receive a one-day bib number. This number is only good for that weekend of racing and cannot be used again! The white copy of this application (or the form if its only 1-ply) must be given to the Chief Referee before the conclusion of the weekend's activities.

## Team Spreadsheets

- The ECCC allows larger teams to e-mail promoters with a list of riders and what races they will be participating in. Sheets received from teams by the pre-registration deadline should be considered as pre-registration and is not subject to the \$5 day-of registration fee. A ECCC Team Spreadsheet has been created and is available for all promoters to use: It will automatically calculate fees due based on pre-registration rates.
- A representative from the team must report to registration before the first event of the weekend to submit the amount due before the racers can participate.
- Once paid in full, the riders will follow the above mentioned protocols for pre-registered riders.

## USA Cycling Races

For those schools that choose to host non-collegiate USAC races, standard rules and regulations apply for registration and its' registrars. Please follow these steps at every race:

### **ALL RIDERS MUST REPORT TO REGISTRATION, REGARDLESS OF WHETHER THEY PRE-REGISTERED OR NOT.**

Promoters are expected to provide bib numbers for every participant; these numbers will come from the conference, but be paid for by the race. A box of safety pins will be provided as well, also to be paid for by the race. The registrars will be provided with a list of pre-registered riders by category/class in order of last name from BikeReg.com, with the bib number already assigned.

In addition, a second list of day-of registrants needs to be maintained by the registrars. Every rider signing up the day-of for the race must be logged into this sheet. All the info requested on the sheet must be filled in for each rider, with a bib number assigned by the registrar added on.

All riders must sign a USA Cycling Standard Entry Form. For pre-registered riders, waivers from BikeReg will be provided in a 3-ring binder in alphabetical order by category/class and/or last name for the riders to sign. For day-of registrants, a blank entry form must be completely filled out and signed by the rider.

- The entry form must have a wet signature and be of the rider. Coaches, parents, etc. CANNOT sign a waiver form for a rider.

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- Any participants that are under the age of 18 (real age, not racing age) must have the form signed by their parent or legal guardian. Coaches, friends, and other parents cannot substitute as a legal guardian.

For day-of registrations, the registrar will collect the assigned fees for entry into the race. Promoters can charge regular market value for these races, and assign a day-of entry fee as they wish. Registrars can use the same cash box that is used for the collegiate purchases for this process.

Registrars must ask the rider for their racing license and it must be presented to them by the rider. The registrars must verify the rider category and/or age to determine if they are eligible for the race they have signed up for. The license should have the current year on it and be in legible condition.

- If the rider does not own a racing license, they may purchase a USA Cycling One-Day license for \$10 for each day of competition (**NOTE: they can only race in an event eligible to cat 5 men women riders with a one-day license**). If they wish, they can also purchase an annual license using the legal size application that comes with your USAC promoter's packet. The white copy of either the one-day or annual application must be given to the Chief Referee before the conclusion of the weekend's activities.
- If the rider has forgotten their license, they must check-in with the head registrar who will have access to rider data to verify they have an active license. If this cannot be done, they must fill out a USA Cycling Annual License Application and pay for the annual license. If they pay for this via a credit card, the application will be terminated and the credit card will not be processed if the rider does have a current USA Cycling license.

Once the above processes have been completed, the registrar may give the rider the assigned bib number and they are sent on their way to race.

## Payment Collection

Any money collected by the ECCC (race entry, merchandise, lost bib fees, etc.) is to be processed via the conferences Point-of-Sale (FKA Square) account, using the provided iPad as the register. The conference tracks every single transaction that it does, so it is mandatory that all monetary transactions are to be entered into the Point-of-Sale register.

The ECCC accepts cash, checks, and credit cards. Credit card transactions are subject to a 3% service charge to cover the expenses incurred in using the Point-of-Sale register to process these transactions. There are separate items listed on Point-of-Sale for credit card transactions that includes the service fee in the amount charged.