

Required Information on Race Flyers

- Race Name:** Must match the name used on the permit application. Use a font and weight that is easy to read.
- Location:** Give specific location. If there is more than 1 day of racing, give date for each location.
- Permit Statement:** Must say “Held under USA Cycling event permit #” and permit number or “permit pending”. State that the event will be “Held rain or shine” or explain the cancellation or rescheduling procedure clearly.
- Prize Description:** Write the word “cash” after all-cash prize list. If merchandise is part of the prize list, you must state the minimum cash prize. The complete prize list, with the values for each prize and place, must be posted at registration on race day.
- Date:** Make the event date a prominent part of the flyer heading. If you are promoting a series, give a date range, such as “Every Thursday from May 1 to September 30”.
- Class Order:** If possible, list each class in the same order in which they will start. Give the highlights of the race venues. (Suggested gearing may be appropriate).
- Event Matrix:** For each class and category, show the length, prize list, type of prizes, minimum cash award, entry fee, surcharges and what the surcharges are for.
- Late Fees:** State the amount and specific date on which they become effective.
- Registration:** Give details of early registration, on-site registration, and time of registration closing.
- Contact Person:** Clearly state a contact person for information. Include name, phone number, and e-mail address.
- Technical Support:** State whether there will be neutral support or if team vehicles will be allowed in the pelotons. (Recommend that you state Wheels in, Wheels out if you intend to only give support to riders providing wheels to the support vehicles/pits.) State whether or not free lap rule will be in effect for criteriums. It is also good to state on the flyer “Race will Be Held Rain or Shine”

REMEMBER: Anything not specifically defined on the race flyer reverts to the definitions in the rulebook.