

## Post Event Procedures 2021

Dear NCNCA Chief Referee,

NCNCA would like to thank you for spending the time and effort to Chief Referee this event. You and the promoter will be working together at the end of the race to complete the following tasks.

### USAC

**Before the race: check in with Valecia and make sure you are assigned as the CR, then you can access the post event report after the race has happened.**

- Collect occurrence reports, if promoter can print the affected riders' releases race day, they should, if not they send it to Valecia at address below. (If promoter has not filled in occurrence reports, get rider info, and either fill in a PDF or paper report)
- Collect any license forms, though most should be online.
- Obtain a final number of unique riders per day- total rider count of each field with unique rider number
- Complete USAC post event report and payment form on the USAC website. (Log in to USAC, on your MY Profile page, scroll to bottom right, click on event permits, that will open a new page with Events Queue, click on the name of the race, opening a new page, scroll down to lower 3rd on the right and click Post Event, that should open the report.)
- Occurrence and or written discipline reports are uploaded into this form

How to video:

<https://www.youtube.com/watch?v=Gh8JfbvjOwo&t=1041s> @17:20

- Track Event Incentives: Novice Race Experience • Dedicated Junior Race • Dedicated Women's Race Prize Money Equality • New Racer Clinic • Upload Results within 48 hours Family Entry Discount • Utilize BikeReg
- <https://s3.amazonaws.com/usac-craft-uploads-production/documents/2021-Event-Incentive-FAQ.pdf>
- Email promoter and Valecia when done with post report.

(CRs may charge promoters for postage and envelopes, approximately \$5 per race, added to their race check)

### Send paper docs to:

(occurrence reports, releases if collected, any license docs- write permit # on every page, no staples, scan or photo all docs before sending)

Valecia Frasier, Senior Event Services Coordinator

USA Cycling

210 USA Cycling Point, Suite 100

Colorado Springs, CO 80919

[Vfrasier@usacycling.org](mailto:Vfrasier@usacycling.org)

O: 719.434.4203

**NCNCA Payment**

NCNCA check \$1.50/rider per day at road events only (no NCNCA surcharges for collegiate races,( still charge for non-collegiate fields) juniors in junior road events, track, cyclocross, and mountain bike)

**Send NCNCA payment to:**

Rikke Jeppesen

NCNCA Treasurer

14925 Joanne Ave

San Jose, CA 95127

[treasurer@ncnca.org](mailto:treasurer@ncnca.org)

**Email Rikke** a copy or photo of the print out of the total reg by field that includes the unique rider number and check amount and let her know it is in the mail so she knows when to expect it. (minimum requirement, email number unique riders, not including juniors, and the amount of the check and when you are sending it)

**In the rare event** that the promoter does not provide the Chief Referee with the final unique rider count nor can provide the NCNCA surcharge check, notify [treasurer@ncnca.org](mailto:treasurer@ncnca.org) and cc the promoter with the race counts for each race category for documentation purposes.

**Fill out the Additional Items Form** --[Link Here](#)-- And save in the appropriate place. Location and file naming conventions, here. This is to document your experiences, lessons learned, and paying it forward for next year's CR.