



# **Arizona Bicycling Racing Association**

**GUIDELINES**

**POLICIES & PROCEDURES**

Updated 5/16/2017

# Guidelines

The Arizona Bicycle Racing Association (ABRA) is the local governing body for USA Cycling and is responsible for the following:

1. ABRA board will be the primary deciding body regarding the coordination and facilitation of bicycle racing in the state of Arizona.
2. There will be one Club Representative from each USA Cycling club or promoter registered in the state of Arizona.
3. Each Club Representative is allowed to cast one vote in the Board Officers elections and on other matters put to the membership for a vote.
4. Each Club Representative will be responsible to forward ABRA information to his or her team members.
5. ABRA is responsible to appoint the USA Cycling Arizona state representative whose term will run from January 1 to December 31.
6. All competitive licenses issued to Arizona riders will be assessed at \$5 administrative fee, collected by USA Cycling, at the time of purchase. See the bylaws for how this fee will be used.
7. All race dates will be secured with a deposit of \$100, to be paid at or before the Annual Planning Meeting. State Championship events require a deposit of \$200. After the race is held, the deposit will be returned to the promoting club. If the race is canceled, the \$100 deposit will be donated to ABRA. A "race date" is defined as a single event or a race series (i.e., Tuesday night training criteriums, AZ TT series, etc.). There is an annual \$300 race date deposit limit for each club.
8. Preliminary Race Date Applications are based on an event's tier status- a combination of tenure, attendance, and prize list- and is separated into three periods January-March, April-June, and July-December. As a rule, event dates will be awarded on a first-come-first-served basis within the Tier Schedule, with State Championship and USAC National Calendar events getting

precedence . This date will be relinquished if the club that held the race the previous year has not committed to holding it again by the Annual Planning Meeting. In the event that a conflict arises that can't be resolved by the promoters, the ABRA clubs present at the Annual Planning Meeting will vote to resolve the conflict, taking into consideration issues such as availability of course, distance between the two events and other open weekends. Every effort will be made to avoid having two ABRA-endorsed events on the same day.

9. After a race date is approved, a USAC Event Application and USAC permit fee will need to be sent to the USAC for approval. USAC will notify ABRA of the permit application for ABRA's approval. No USAC event permit will be issued without ABRA approval.
10. ABRA is responsible for scheduling all State Championship races and determines who will host the events in cooperation with the USA Cycling Arizona state representative.
11. ABRA will promote all member clubs' races through the ABRA website.
12. ABRA will disclose its statement of financial position and statement of activities to its members on request and publish a full financial report every year at the planning meeting. This yearly financial report will also be posted on the web site.
13. Dissolution Clause. Upon dissolution of the organization known as Arizona Bicycle Racing Association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal, state, or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes.

# **Policies**

1. Each club representative will be required to adhere to the ABRA guidelines, policies & procedures.
2. All clubs will adhere to these guidelines, policies & procedures of ABRA.

# **Procedures**

1. An annual ABRA Board of Directors Business meeting will be held in the Fall prior to the annual Planning meeting. The President will set a specific date for the annual Business meeting.
2. The ABRA officers will conduct an audit of the ABRA funds from the prior year during the annual Business meeting.
3. At the yearly Planning meeting, the club representatives and the ABRA board will establish committees to address specific issues concerning cycling in Arizona. If possible, volunteers will be assigned to these committees at the planning meeting.
4. The ABRA officers, under the direction of the President, will have the duty to see that the committees perform their duties in a timely manner and to replace committee members as the need arises.
5. Regularly scheduled board meetings will be held throughout the year. The President will set specific dates for these meetings.

As a member of the Arizona Bicycle Racing Association (ABRA), I do hereby accept the terms as shown above in this document of ABRA Guidelines, Policies & Procedures.

Accepted by:

Club Name \_\_\_\_\_

Club Representative \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Accepted by:

Organization: Arizona Bicycle Racing Association

President \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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