



# **2019 Administrative Rules**

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Modification of these rules may be made by vote of the Board of Directors at any time or by vote of club representatives, generally at an annual meeting. Changes to the rules which are primarily of a housekeeping nature, such as printing format or changing numbering, may be made without board approval.

## **Mission statement**

The mission of OBRA is to promote and develop the sport of bicycle racing in Oregon by providing the tools and resources necessary for competition. OBRA values safety, participation, sportsmanship, teamwork, camaraderie and fun.

## **I. Membership**

A club or individual joining the Oregon Bicycle Racing Association agrees to abide by the rules, policies and procedures of the Association. The Association is an Oregon non-profit corporation and has Bylaws and Articles of Incorporation on file with the Secretary of State. Only member clubs and affiliated event organizers are entitled to use the race equipment owned by OBRA. See the section on policies that govern the equipment. Member contact information may be used for distribution of flyers, informational or advertising material. The following types of membership are available:

### **A. Rider**

This membership is required to ride in competitive events.

#### **(i) Annual:**

This membership is valid during the calendar year of purchase. Cyclocross only annual memberships are sold at the conclusion of the road and mountain bike racing season for a discount. Annual members receive durable race numbers that may be used at several events. This membership is required for tracking of BAR (Best All Round Rider) and Oregon Cup competition points. State Championship medals and jerseys will only be awarded to annual members.

(ii) Single Event:

This membership is valid only for a single event or for an event running contiguous days. Generally these memberships are purchased at the event for which they are valid. Single event numbers are not valid for completion in other events.

**B. Supporter**

Member contact information may be used for distribution of flyers, informational or advertising material. This membership is not valid for participating in competition.

**C. Official**

Must be a member to function as an official at a race.

**D. Coach**

Members may be listed on the Coach Webpage.

**E. Event Organizer**

Any person promoting a competitive event must be a member of OBRA.

**E. Club**

A group of individuals that pays an annual fee and appoints a voting representative to OBRA meetings.

(i) Each OBRA Club in good standing may vote at the Annual meeting where officers and directors are elected and rule changes are voted upon.

(ii) OBRA Clubs in good standing will be tracked in the Best All Around Team competition.

(iii) Web Site: All clubs can submit information to be included on the OBRA web site.

(iv) Clubs with 5 or over members are required to send one member to officials training per year.

## **II. Events: Competitive and Non-competitive**

### **A. Event Applications- timeline**

OBRA Event Applications must be returned to the Executive Director no fewer than forty-five days before the event. OBRA has the option not to process permits received fewer than 45 days prior to the event. Late processing will include an additional processing fee.

### **B. Event Application- requirements**

Event Application packets must include Insurance Application, Letter of Agreement, announcement, course maps and the required fees. After approval, the Insurance Application will be sent to the insurance office for processing. Additional insured certificates and event certificate will be sent by the insurance company to the event organizer and the Executive Director.

### **C. Event applications- approval**

Event applications may not be processed and events not approved at the discretion of the Executive Director. Potential reasons for not processing or approving may include but are not limited to:

1. Failure to follow OBRA administrative rules
2. Failure to obtain venue approval.
3. Suspension of the event organizer or club.
4. Inability of OBRA to staff officials or provide equipment.

### **D. Forms and announcements**

Entry forms/Race announcements must be approved by the OBRA Executive Director prior to publication. The Entry forms/Race announcements will, at a minimum, be published on the OBRA web page ([www.obra.org](http://www.obra.org)) or in a location that can be linked from that site and also distributed to the OBRA listserv. This should

occur at least 30 days before the event. Any conflicts between different publications of the Entry forms/Race announcement will be resolved based on the information posted to the OBRA web site. Any changes to the information on the Entry forms/ Race announcements must be approved by the OBRA Executive Director and Chief Referee. Unless there are extenuating circumstances, information regarding categories, start times, entry fees, prizes or entry restrictions will not be changed except to add categories or increase prizes. All changes must be approved by the OBRA Executive Director and Chief Referee. Statements that allow for changes in categories, start times, entry fees, prizes, and/or entry restrictions will not be permitted.

**E. Flyer requirements**

The event organizer must include the following information on the race Entry forms/Race announcement:

1. Name of Event
2. Date(s) of Event
3. Location of Event
4. Map or Directions to Race Course
5. Course description
6. Type of Race
7. Contact information for event organizer with a minimum of a telephone number and email address
8. Categories, start times, entry fees and prizes
9. Any entry restrictions

**E. Sharing of resources**

Separate events held on the same day, and/or at the same venue may not share officials or first aid. Each event organizer shall be held responsible for a specific and separate list of race equipment. Cooperation between event organizers is encouraged.

**G. Insurance**

A promoter may supply their own insurance but said insurance must match that of the OBRA policy and a certificate naming the Oregon Bicycle Racing Association as a third-party insured

will be supplied to the Executive Director along with the Event Application. If an event organizer supplies their own insurance and said insurance is approved by OBRA then the event is not required to pay the insurance surcharges.

#### **H. Venue approval**

Event venues must be approved by the Executive Director or designee. The approval process may include a safety inspection.

#### **I. Officials**

All competitive events must have race officials in attendance. The Event Organizer may not be the Chief Referee.

#### **J. Event organizer responsibilities**

1. The event organizer is responsible for ensuring to the best of his ability that the race is run in a safe and professional fashion.

2. The event organizer is responsible for obtaining permission for the conduct of the race from all appropriate entities including, but not limited to; road use authorities, property owners, police agencies, other governmental bodies.

3. Entry fees are established by the event organizer. [OBRA recommends charging fees that are fair and reasonable to the rider.]

4. The event organizer is not required to refund any entry fee as long as the promoter has fulfilled all of his obligations.

5. The event organizer shall complete all forms and make payments as designated by OBRA policies.

6. The event organizer makes arrangements for sales of annual and single event OBRA memberships at the event. The promoter may not impose a surcharge on OBRA annual and single event memberships sold at the event.

#### **K. Promoter conflicts**



Current event organizers have first right of refusal in determining multiple claims.

### **III. Equipment:**

Only OBRA Members in good standing are entitled to use the race equipment. Event organizers agree to take at least ordinary care of equipment while under their control.

#### **A. Equipment manager**

The equipment must be checked in and out from the Equipment Manager. If there is more than one OBRA event scheduled, the race equipment will be divided as fairly as possible but will still be checked out on a first-come, first-served basis. It is advisable to contact the Equipment Manager early to arrange for the equipment

#### **B. Equipment return**

All equipment must be returned within 48 hours of the completion of the event unless other arrangements and permission has been granted by the Equipment Manager or Executive Director.

#### **C. Race charges**

Event organizers wishing to use the race equipment must pay all appropriate OBRA surcharges. Failure to agree to this policy will forfeit use of the race equipment in the future.

#### **D. Lost/damaged equipment**

The club/event organizer will sign and be responsible for all items taken. Any lost or unreturned items will be the financial responsibility of the event organizer. Replacement of said items must be done with 15 days. Items replacing lost or broken equipment must be the same or equal quality of the items not returned. There will be a restocking fee if OBRA personnel must purchase replacement equipment. There will be a charge if the items are not returned with 10 days.

**E. Equipment purchase**

Event organizers may request that specific equipment be purchased for their event. Approval shall be obtained from the Executive Director and/or the Board of Directors. Equipment purchased by OBRA or with OBRA fund is the property of OBRA at the conclusion of the event.

**E. OBRA Vehicle Use**

1. Operators must have a valid driver's license and insurance and present proof on request.
2. Gasoline tanks and containers must be returned full. A fee will be charged for failure to do so.
3. Vehicle must be returned packed in a similar condition to when it was checked out. Garbage and unclaimed items must be removed. A fee will be charged for failure to do so.
4. Promoter is financially responsible for all damage to the the vehicle.

**G. Additional fees**

There may be additional fees for specific equipment

**IV. Governance:**

The Oregon Bicycle Racing Association is an Oregon Non Profit Corporation that has a Constitution and Bylaws on file with the State of Oregon. The business and affairs of OBRA shall be managed by its Board of Directors. The directors shall in all cases act as a board, and they may adopt such rules and regulations for the conduct of their meetings and the management of OBRA as they deem proper, provided such rules and regulations are not inconsistent with the Bylaws and the laws of the state of Oregon.

**A. Board of Directors**

There are six members of the Board of Directors. Each director is elected to a 3 year term by a majority of club representatives at an annual meeting. Two directors each year.

Board members may be removed by a 3/5 vote of all board members.

Each Board member of must affirm the expectations outlined in this section and must strive to perform accordingly. All Board members must be treated the same when it comes to these expectations.

Specific performance expectations are:

1. Believe in and be an active advocate and ambassador for the values, mission and vision of the organization.
2. Work with fellow Board members to fulfill the obligations of Board membership in performance expectations, and in keeping with all other policies.
3. Act in a way that contributes to the effective operation of the Board – and work with fellow Board members and staff to assure that the Board functions well. This includes – but is not necessarily limited to the following:
  - a. Focus on the good of the organization, independent of personal agenda, self-interest, or the influence of others.
  - b. Maintain confidentiality of committee, board, and organization work unless authorized otherwise.
  - c. Support Board decisions once these are made.
  - d. Participate in appraisal of own performance and the performance of the Board and its committees.
  - e. Support the organization’s policies and procedures for conducting business.
4. Regularly attend Board and committee meetings. Prepare for

these meetings by reviewing materials and bringing the materials to meetings. Use conversation as a core business practice, asking strategic questions and participating in dialogue.

5. Keep informed about the organization, its issues, and its connection to the community through active participation within the organization and conscientious connection outside the organization.
6. Help support the charitable contributions operation of the organization. Specifically:
  - a. Reach into diverse communities and help identify and cultivate relationships to support the organization as donors, volunteers, and advocates.
  - b. Give an annual financial contribution to the best of personal ability. Consider this organization one of your top 2 – 3 charitable commitments. If the organization launches a capital program, give to that, too.
  - c. Participate in the fund development by taking on various tasks tailored to your comfort and skills.
7. As appropriate, use personal and professional contacts and expertise to benefit the organization, without compromising ethics or trespassing on relationships.
8. Be available to serve as a committee or task force chair or member. Be a prepared and active participant.
9. Inform the Board of Directors of the organization of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Board related to the situation.
10. Respect the authority of the chief executive officer and staff; and, adhere to the limitations of the Board, its committees and individual Board members.
11. Agree to step down from Board position if unable to fulfill these expectations.

## **B. Paid Positions**

### *1. Executive Director*

The executive director is an employee of OBRA. The Board of Directors will assign a salary amount of the Executive Director. The Executive Director will be responsible for the day to day operation of the Association. The Executive Director may delegate specific duties to a designee. Duties will include, but are not limited to the following:

- (a) Open and process mail on a regular basis including deposits to the bank.
- (b) Process all membership applications.
- (c) Collect all bills owed to OBRA including surcharges.
- (d) Keep the Board of Directors apprised of all expenditures.
- (e) Provide a report of the Association's finances.
- (f) Coordinate the compilation of the BAR point standings and collect BAR information from designated races. All information will be turned over to the Webmasters for processing.
- (g) Monitor all voice and email
- (h) Order the numbers for the riders and distribute them to the members.
- (i) Coordinate the ordering and distribution of the State Championship Jerseys/Vests.
- (j) Oversee the Equipment manager.
- (k) Oversee the Mountain Bike Representative
- (l) Schedule Board of Director Meetings

- (m) Attend all meetings of the Board of Directors and the Annual Meeting of the Clubs.
- (n) Organize the Annual Meeting.
- (o) Organize the Racing schedules
- (p) Review all request for upgrades/downgrades and process accordingly.
- (q) Offer event organization consultation to all OBRA promoters
- (r) Manage all permit processing and sending in to OBRA for final processing
- (s) Manage all officials' training and coordination
- (t) Appoint all Chief Officials to OBRA events in the area
- (u) Will have signature power and will pay all the operating bills in a timely manner.
- (v) Has the right to hire or terminate any other employees.
- (w) Must race, officiate or participate in bicycle racing in a meaningful way.
- (x) Must have a vehicle and valid driver's license to execute their duties.
- (w) Any other duties as assigned by the Board of Directors.

## 2. *Webmaster*

The webmaster is a paid position. Pay will be determined by the Executive Director. The webmaster is responsible for managing postings on the OBRA webpage at the direction of the Executive Director

## 3. *Membership Coordinator*

May be a compensated position, at the discretion of the Executive Director. The Membership Coordinator is responsible for membership related items as directed by the Executive Director.

4. *Equipment Manager*

May be a compensated position, at the discretion of the Executive Director. The Equipment Manager is responsible for all OBRA equipment related items. This may include: Accountability and Inventory; Maintenance and Repair; and Coordination of equipment pick-up and return for events.

**V. Club Voting**

**A. Eligible voters**

Member clubs may be represented by one representative. Each member club shall have one vote. The Executive Director shall have one vote.

**VI. Fees**

**A. Membership fees**

1. Adult annual membership \$30.00.
- A. Cyclocross only licenses are \$20.00
2. Junior memberships are \$10.00
3. Single Event Membership \$5.00
4. Club Annual Membership \$105.00. If the club promotes or volunteers in a meaningful way in 1 or more races this is reduced to \$35.00 for the following year.
5. Event Organizer Annual Membership \$20.00
6. Support Annual Membership \$20.00

7. Official Annual Membership - no charge
8. Coach Annual Membership \$20.00
9. Gran Fondo Single Event License \$2.00

**B. Event Fees**

1. Single Event Permit Fees
  - (i) \$30 if more than 30 days in advance of the event
  - (ii) \$50 if between 15-44 days in advance of the event
  - (iii) \$100 if less than 14 days in advance of the event
2. First Time Event Organizer deposit \$200.00, refunded upon payment of fees after the event
3. Equipment Surcharge \$.50 per rider per day
4. Administrative Surcharge \$.60 per rider per day
5. Insurance Surcharge \$1.25 per rider per day
6. Equipment check out charge \$50.00
7. Truck Rental \$50.00 per day
8. 20% restocking fee for lost or damaged equipment
9. \$50.00 fee for equipment not returned within 10 days, increasing \$5.00 each additional day after 10.
10. Wheel program \$100.00 per day

**C. Other fees**

The Executive Director may add a nominal charge for fees paid by credit card.



## **VII. Other**

## **VIII. Reciprocity**

OBRA may maintain a reciprocity agreement with Federation of Independent Associations of Cycling (FIAC), United States Cycling Association (USAC) and other organizations. These agreements may include honoring of memberships and/or suspensions, cooperation and production of programs.

## **IX. Programs - BAR**

### **A. Description**

The Oregon Best All-Around Rider (BAR) is a year-round, multi-discipline competition open to annual members. Points and ranking will be tracked in at least the following categories:

1. Senior Men and Women
2. Masters Men and Women
3. Junior Men and Women
4. Tandem

### **B. Disciplines**

There are seven separate rankings, one each for;

- (i) Road
- (ii) Track
- (iii) Criterium
- (iv) Time Trial
- (v) Cyclocross

- (vi) Mountain Bike
- (vii) Mountain Bike Short Track Cross Country.

**C. Points**

Points are awarded for finishes at all OBRA races for the top 15 in each class – 15, 14, 13, 12, 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, 1. Points for fields over 75 are multiplied by 1.5. State Championships are awarded double points. National caliber races are awarded double points.

**D. Ranking system**

Points are tallied and riders are ranked in order of points in each discipline. A ranking number is assigned from 300, 299, 298, 297, etc. Ranking numbers from a rider's top 5 disciplines will be included in a rider's total. These ranking numbers are then added to determine annual awards. Riders must compete in a minimum of 4 disciplines or race in the number of disciplines available for the category in order to qualify annual trophies.

**E. Other provisions**

- (i) Points earned in team events are split evenly across the team members. Example: the winners of a three-person team time trial will each receive 10 points.
- (ii) If a rider has multiple finishes in a single event, only the best finish counts. If a rider has multiple discipline rankings that would count towards the same overall category, only the best ranking counts.
- (iii) Weeknight events will acquire one full set of points for each month of racing.
- (iv) The Team BAR awarded based on the sum of the accrued points before rankings.
- (v) Field sizes for purposes of being counted for the BAR must meet minimum size requirements. Fields that are run concurrently

and do not meet size requirements may not be split for purposes of BAR points. State championships are exempted from this requirement.

## **X. Programs - Oregon Cup & Oregon Women's Prestige Series**

### **A. Description**

The Oregon Cup and Oregon Women's Prestige series are points series that can include, road, criterium and gravel events.

### **B. Rules**

#### 1. Divisions

A. Oregon Cup- Senior 1/2 Men

B. Oregon Women's Prestige Series- 1/2 Women, Cat 3 Women, Cat 4/5 Women

2. Events selected by OBRA Oregon Cup Committee based on Race Selection Criteria (below).

3. No minimum number of races to qualify.

4. Prizes awarded at the annual OBRA Banquet

5. Leaders and champions jerseys will be awarded.

6. The OBRA Oregon Cup Committee will conduct ongoing outreach to potential sponsors and media.

7. Lower category riders competing in Senior Men or Women races will receive points unless their category is picked separately. Lower-category riders do still count in individual race placings -- if a lower category rider finishes ahead of a higher category rider, the higher category rider does not move up in their placing.

8. Only OBRA annual members are eligible for the Oregon Cup. Racers who only purchase one-day licenses will not be

counted.

**C. Points**

Points are awarded for race placing; 100, 75, 60, 50, 45, 40, 35, 30, 25, 20, 19, 18, 17, 16, 15, 14, 13, 12, 11, 10. Ties will be broken by highest placing in Oregon Cup race, then number of placings, then most recent placing.

**D. Race Selection Criteria**

1. No more than eight events, primarily road races. Criteriums, stage races, and gravel events can be used.
2. Road Race Difficulty Balance - Balance degree of difficulty based on hills vs. flat, distance, etc.
3. High Profile Event - Well advertised in advance both with membership and media, with a high likelihood of commercial sponsorship.
4. Geographically Balanced - Southern, central and northwest Oregon based on membership representation.
5. Historically Significant - History of success over many seasons.
6. Demonstrated Participation - Popular event and/or venue.
7. Seasonally Balanced - Monthly, if possible, March through September.
8. Quality Venue/Promotion - Highest standards for promoters and OBRA.

**XI. Programs - Gran Fondo**

**A. Participation**

1. Gran Fondo events are timed events open to all riders. Riders holding an OBRA annual license shall receive preferential

staging at the start.

2. All riders must have an OBRA annual license or a Gran Fondo Single Event license.

## **B. Entry and Rider Obligations**

1. Riders shall register for the event per the guidelines of the sponsoring organization which may include preregistration or day of event registration.

2. The organizer shall provide each entrant with at least one body number. The organizer may also provide timing chips or other types of scoring devices. The organizer may require a deposit for timing chips.

3. The participant must agree to respect the regulations of OBRA and the particular regulations of the event.

4. The participant agrees to accept the directions of the event organizers and all public authorities and emergency service personnel.

5. Each participant agrees that he is participating at his own risk and accepts the risks inherent in the sport. These risks include, but are not limited to sickness, injuries from falls, accidents, and risks related to road traffic and weather conditions.

6. It is each rider's responsibility to ensure that he is physically capable and healthy enough to participate in the event being entered.

7. Each participant must sign an OBRA waiver acknowledging that he accepts the risks mentioned above.

## **C. Conduct of Participants**

1. Participants must respect the relevant traffic laws at all times. These laws may include:

A. Staying on the right side of the road unless currently

inside of a rolling enclosure’

B. Stopping for all stop signs and traffic lights unless waived through by a marshal or police officer.

2. Participants must demonstrate good sportsmanship at all times.

3. Participants must behave in a way that respects the environment. Littering or any similar behavior will not be tolerated.

#### **D. Event Fees and Surcharges**

1. The permit fee for a Gran Fondo shall be the same as “Event Fees” under section VI. Fees.

2. The organizer shall pay OBRA a surcharge per rider per day of \$1.85 plus an applicable equipment fees.

#### **XII. Championship Jerseys and Vests**

OBRA may purchase jerseys, vests or other clothing or merchandise which will be available for purchase by any annual member who has won a State Championship.

#### **XII. Non-Discrimination Policy**

OBRA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

OBRA is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions,

and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.