



Checklist:

Have I sent in my race application with:

- ☐ Letter of agreement
- ☐ Processing fee (\$40, \$55, \$105 +\$200 if new promoter)
- ☐ \$5 per additional insured
- ☐ Traffic plan/map of course
- ☐ Insurance form with correct additional insureds if applicable?
- ☐ Does my event announcement/flyer/website have the following information?

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/or email address
8. Categories, start times, entry fees and prizes (minimum prize list)
9. Any entry restrictions (field limits, special rules)

☐ Has the flyer been approved by the Executive Director? The flyer will not be published/linked until approved.

Am I set with the following?

- ☐ Have I arranged my first aid?
- ☐ Have I been in touch with the Chief Referee?
- ☐ Are all my permits in place?
- ☐ Have I contacted all the proper authorities/EMS?
- ☐ Have I contacted the local hospital?
- ☐ Do I have written permission to use course, registration site and other grounds?
- ☐ Have I given notice to all residents and property owner if required to?
- ☐ Are all my volunteers all set?
- ☐ Have I arranged for traffic control if required? (certified flaggers)
- ☐ Do I have the insurance information for anyone driving on the course during the event?
- ☐ Have I printed enough waivers and annual/one day licenses for the event?
- ☐ Have I contacted Scott Wilson if I wish to use OBRA online registration?
- ☐ Have I sent Dan Carleson an equipment request form? (equipment@obra.org)
- ☐ Have I reviewed the spreadsheet that lists the race charges to be paid at/after the event?
- ☐ Have I reviewed the Mountain Bike Promoter Checklist if I promote MTB events?
- ☐ Have I received copies of the certificates of insurance, verified that they are correct and sent them onto the insureds?
- ☐ Have I arranged for enough portable toilets?
- ☐ Do I have enough parking?
- ☐ Do I have all the supplies I need? Pins, pens etc?
- ☐ Have I arranged for lunch for officials?
- ☐ Have I coordinated for enough supplies if I am providing neutral support?
- ☐ Have I made arrangements with OBRA neutral support if I wish to utilize their services?



OREGON BICYCLE RACING ASSOCIATION  
320 SW Century Drive Ste 405-396 Bend, OR 97702

### LETTER OF AGREEMENT

I, \_\_\_\_\_, promoter of \_\_\_\_\_ (event) scheduled on \_\_\_\_\_ (date) hereby contract with Oregon Bicycle Racing Association (OBRA) to facilitate the purchase of liability insurance and/or provide equipment and other service for the above event. In accordance with this agreement I accept the following terms:

1. If this is an event which I promoted the prior year, I agree to prepay the processing fees as designated on the Request for Insurance. If this is an event which I did not promote the prior year(s) I will pay an additional deposit of \$200.00, which will be applied to the fees listed below.
2. OBRA purchases liability insurance coverage. I agree to pay OBRA \$1.25 per participant per day rate in exchange for this coverage. This fee is in addition to fees required for the use of equipment, participation in the BAR program or other OBRA programs. If I provide my own insurance, I must name OBRA as an additional insured and carry at least a policy with a per incident liability limit of \$2 million and at least an aggregate of \$3 million. If I provide my own insurance I also agree to provide OBRA with a certificate of insurance with OBRA as a certificate holder and an endorsement naming OBRA as an additional insured.
3. All participants will be required to be OBRA members. Annual membership will be demonstrated by presenting an annual OBRA number, an OBRA membership card, online receipt, paper receipt, e-mail from the executive director or membership coordinator or by listing on the OBRA membership list which can be provided to the race organizer. Participants who are not members or who do not have proof of membership must purchase a membership at the event, either at an annual rate or a single event membership. It is my responsibility to print membership forms. A stage race will be considered a single event, and omniums and any other races where riders are not required to participate in every race are considered multiple events. Application forms for membership purchase may be provided by OBRA. I will be responsible for selling these memberships and collecting membership fees.
4. I will require all participants to sign a release using wording provided by OBRA in the form provided by OBRA. It is my responsibility to print enough releases for racers. I will retain these releases for a minimum of 5 years and will produce this release in the event of a claim. I understand that insurance coverage is dependent my ability to produce this release. Promoters that use OBRA registration do not need to have participants sign releases. If I am to use electronic releases they must first be approved by the Executive Director.
5. If the event is a competitive event, I agree to pay OBRA \$0.60 per rider per day in exchange for services that OBRA provides, such as participation in the BAR, listing on the calendar of events, etc.
6. If the event uses OBRA equipment, I will pay an additional \$0.50 per rider per day. There may be additional equipment related fees including but not limited to: check in/out (inventory), truck rental, equipment replacement/repair and cleaning. There is no partial charge or "discount" for use of just specific equipment or limited equipment.
7. The per day fees will be payable to OBRA immediately following the event. These fees, in addition to membership fees and membership applications and race results will be delivered to OBRA within 5 days following completion of the event. A late fee of \$50.00 will be assessed for payments made after 10 days following the event. This fee will increase to \$150 if later than 30 days after the event. If a \$200 deposit was made under paragraph 1, it will be returned upon payment of all fees (including any late fees) in full.
8. I understand that OBRA is not responsible for the success or failure of my event and does not guarantee such success or that my event will be the exclusive event on the OBRA calendar for the day(s) my event is scheduled to be held. Furthermore, I understand that OBRA does not guarantee that all equipment will be available or will be complete and in working order, as the availability and functionality of equipment is dependent on the existence of other events and whether or not equipment was returned to OBRA in working order by other promoters. I understand that any necessary personnel such as

to OBRA in working order by other promoters. I understand that any necessary personnel such as officials, corner marshals, registration, medical, etc., are not covered by this agreement.

9. I agree to return OBRA equipment by 10 AM the day following the event **unless prior arrangements have been made** with the Equipment Manager. If I do not return it within the specified time without authorization, I agree to pay a penalty of \$50 a day. I understand I will be unable to promote or participate in any races until those fees are paid.

10. If I am renting the truck I certify that the driver has a valid driver's license and that the driver will be older than 21 years of age. If a driver is later found to be under the age of 21, I agree that I will not be permitted to promote a race for a period of 365 days following the event. Any damage to the truck is my responsibility and I agree to indemnify, defend, and hold harmless OBRA in case of an accident. An extra cleaning fee of up to \$100 may be imposed by the equipment manager if the truck is returned in poor condition. I understand I will be unable to promote or participate in any races until those fees are paid.

11. If I am renting the equipment for a non-OBRA event I understand that OBRA racing events take priority. I also agree to pay \$1.50 per participant per day for non-OBRA event equipment rental. I will make a refundable \$200 deposit that can be applied against my fees. I will be charged at minimum an additional \$50 for equipment check-in. I also agree to be bound by the rest of the terms in this agreement.

12. I certify that I have or will have obtained all necessary permits and permission from relevant landowners/governmental agencies. I certify that I have notified local law enforcement and applicable EMS agencies.

13. I will make or have already made arrangements for first aid coverage of the event. The first aid provider will have adequate supplies and adequate skills to provide first aid for injuries commonly seen at bicycle races.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Processing fees:

\$40 if 45 days in advance + \$5 per additional insured  
\$55 if 15-44 days in advance + \$5 per additional insured  
\$105 if 14 days or less + \$5 per additional insured

Subtract \$5 off the above if paid via check. The fees listed above are the same as the fees listed on the insurance form.

Send to

OBRA  
320 SW Century Drive Ste 405-396 Bend, OR 97702

Processing fees may be paid by credit card.

### **RACE EQUIPMENT RESPONSIBILITY**

The attached inventory will be used as the official count of equipment that has gone out to your event. It is recommended that you count your own inventory before leaving. **If there are any disputes with regards to the inventory included they must be resolved before you leave.** It is expected that the above inventoried equipment will be returned in good condition as soon as possible after your event. Please keep in mind that this equipment will be needed by the next race organizer, intact and in working order. The race organizer will be charged a replacement fee for equipment not returned or broken

through neglect. This fee will be charged if the equipment is not returned within 1 week following an event.

I agree to return OBRA equipment by 10 AM the day following the event **unless prior arrangements have been made** with the Equipment Manager. If I do not return it within the specified time without authorization, I agree to pay a penalty of \$50 a day. I understand I will be unable to promote or participate in any races until those fees are paid.

The truck and equipment must be returned clean and well organized with both the truck gas tanks and additional gas tanks full. If the truck is dirty or disorganized the race organizer may be charged a fee for cleaning. This fee will be charged at a \$30/hour rate. The race organizer will be charged \$7/gallon for gas for tanks or containers not filled.

Race Name \_\_\_\_\_

Check out date and time \_\_\_\_\_

Race organizer or designee \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### **ACH Authorization**

If you are using OBRA Online Registration, do you want to use ACH so proceeds are deposited directly into your account? If so, please provide the following information:

Name on your bank account:

Bank account number:

Routing number:

To make sure there are no errors, you may attach a voided check- or we can use the information on the check if you are paying your processing fees by check.

This information will be shredded after it has been entered into our system.