



Checklist:

Have I sent in my race application with:

- Letter of agreement
- Processing fee (\$35, \$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 The flyer will not be published/linked until approved.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 NABRA online registration?
- Have I sent Dan Carleson an equipment request form if I am within the OBRA servicing region? (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?



NORTH AMERICAN BICYCLE RACING ASSOCIATION ("NABRA")  
P.O. BOX 5622 SALEM, OR 97304

### LETTER OF AGREEMENT

I, \_\_\_\_\_, promoter of \_\_\_\_\_ (event) scheduled on \_\_\_\_\_ (date) hereby contract with North American Bicycle Racing Association ("NABRA") 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. NABRA purchases liability insurance coverage. I agree to pay NABRA \$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 NABRA programs. If I provide my own insurance, I must name NABRA 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 NABRA with a certificate of insurance with NABRA as a certificate holder and an endorsement naming NABRA as an additional insured.
3. NABRA annual memberships are currently optional. Annual membership may be demonstrated by presenting an annual NABRA number, a NABRA membership card, online receipt, paper receipt, e-mail from the executive director or membership coordinator or by listing on the NABRA membership list which can be provided to the race organizer. Participants who are not members, may elect to purchase an annual membership. Non-members automatically receive a one-day membership when they register. 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 NABRA. I will be responsible for selling these memberships and collecting membership fees. Membership will allow racers to participate in the NABRA BAR and championships.
4. I will require all participants to sign a release using wording provided by NABRA in the form provided by NABRA. 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 on my ability to produce this release. Promoters that use NABRA 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. Copies of releases must be submitted with final paperwork in either paper or electronic form.
5. I agree to pay NABRA \$0.60 per rider per day in exchange for services that NABRA provides, such as participation in the BAR, listing on the calendar of events, etc. I also agree to pay NABRA \$0.15 per rider per day as a one day membership fee for all participants.
6. The per day fees will be payable to NABRA immediately following the event. These fees, in addition to membership fees and membership applications and race results will be delivered to NABRA 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.
7. I understand that NABRA 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 NABRA calendar for the day(s) my event is scheduled to be held. Furthermore, I understand that NABRA 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 NABRA 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.

8. 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.

9. 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:

\$35 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

NABRA  
PO Box 5773  
Salem, OR 97304

Processing fees may be paid by credit card.

Credit card number: \_\_\_\_\_ exp \_\_\_\_\_ CID \_\_\_\_\_

Billing name: \_\_\_\_\_

Billing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_