

RUSA Contacts

RBA Liaison	<ul style="list-style-type: none"> • To submit an RBA Application • To notify of resignation • For changes in contact info: address, email, phone, website, sponsoring club • General questions
Brevet Coordinator	<ul style="list-style-type: none"> • Brevet Coordinator distributes ACP stickers and Fleche certificates • To get help with submitting results • Canceling or postponing events • To submit Cards (<i>New RBAs only</i>)
RUSA President	<ul style="list-style-type: none"> • Application for RM events (1200km) • General questions
RUSA Treasurer	<ul style="list-style-type: none"> • To add a sponsoring club to the RUSA insurance policy • Questions about RUSA insurance • Receives payments for RUSA insurance premiums • Receives payments for Medal purchases
Route Coordinator	<ul style="list-style-type: none"> • To submit new routes approval and certification • To submit routes that have substantial changes
RUSA Store	<ul style="list-style-type: none"> • To order RUSA volunteer polo-shirts • To order RUSA signage • To obtain RBA vest & signage (<i>New RBAs only</i>)
BRM Medal Administrator	<ul style="list-style-type: none"> • Questions about medal orders

RBA Application

Submit completed **RBA application** to the **RBA Liaison** before August 1 in order to hold ACP events the following year.

RBA Resignation and Succession

Contact **RBA Liaison** about the intent to resign no later than July 15 of the RBA's final season of events.

Note that the board may need to cancel some or all of the region's events if an RBA resigns on short notice or after July 15 of his/her final season.

New RBAs

New RBAs must send their brevet cards to the **Brevet Coordinator** immediately after submitting results of their first event.

Event Calendar

Event Type	Deadline for Submission	Event Calendar Dates
ACP-sanctioned brevets	Oct 1 year prior	Jan 1-Oct 15
ACP-sanctioned flèches	Oct 1 year prior	1 week prior to Easter – 7 weeks after Easter
RUSA-sanctioned brevets, populaires, arrows, and darts	5 weeks prior	All
RM-sanctioned events, for example 1200km events	Oct 1 year prior	All, except none in PBP years

Canceling or Changing Event Dates

If you must cancel, postpone or change an event, contact the **Brevet Coordinator** immediately.

Pre-riding Events for Credit

An RBA and/or event volunteers may pre-ride the route of an ACP or RUSA-sanctioned brevet or populaire up to **15** days in advance.

Start Times

An event may have only one start time and location.

Multiple Events on Same Day

ACP and RUSA prefer that you schedule a single brevet on a particular day. However, if you want to run multiple events on the same day, RUSA allows this only under the following conditions:

- The event distances are substantially different.
For example, a 200km and a 300km *are* substantially different. A 200km and a 220km *are not* substantially different.
- Each rider signs up for and rides one particular brevet. Riders may not switch distances after starting.

October-December Events

To schedule events after October 15, schedule them as RUSA brevets.

Scheduling Randonnées

In order to hold a RM Randonnée in the US, you must submit the event to RUSA for approval. Contact the RUSA President for the [RUSA 1200k Guidebook](#) and Application.

Scheduling Flèche Events

Choose Thursday as the start date when you submit Fleche dates.

Event Insurance

Submit insurance requirements *each year*:

1. A copy of the liability release form (waiver) that participants sign. All RBAs must submit a waiver each year. Use [RUSA Waiver of Liability](#) (MS Word) as a template.
2. (Optional) A copy of your certificate of insurance (COI), demonstrating that you and your club have obtained suitable insurance coverage for your events. The certificate must name Randonneurs USA as a third party insured for each randonneur event that you run. Note that, a certificate of insurance is required only for RBAs who use their own club insurance.

RUSA requires these items in advance of the *first event* each year and will not process results from your region until received. In addition, if RUSA does not receive a copy of the certificate of insurance by the date of the event, the RUSA insurance plan will apply and you will be required to pay the premium for that event.

RUSA Insurance Coverage

RUSA offers an insurance policy to RBAs that covers RUSA, the RBA, event volunteers and riders. This policy does *not* cover the sponsoring club, its officers, stores used for checkpoints, etc. If you want to include your sponsoring club and its officers, contact the [RUSA Treasurer](#) have your club added to RUSA's insurance policy as a third-party insured.

Paying for RUSA Insurance

Use the [RUSA Insurance Submission Form](#) (MS Word). Alternatively, print out the invoice that is produced when you submit your results.

Mail the Insurance Premium Submission Form (or invoice) to the [RUSA Treasurer](#) at the address on the bottom of the form.

Route Approval

All brevet routes must be certified by RUSA. RUSA requires all RBAs to submit copies of routes for approval when:

- a new route is designed
- major revisions occur

You should submit your routes to the [Route Coordinator](#) at least a couple months before the event so that any issues can be resolved well in advance. Once the Route Coordinator approves the routes, they will be *certified* and placed in the [route database](#).

Route Items to Submit

Items you submit to the **Route Coordinator** include:

- Cue sheet and a list of control towns (if not specifically identified on the cue sheet)
- Map of the route
- Copy of the inside of the brevet card you will use (optional, but helpful for the Route Coordinator)

Brevet Medals

BRM brevet medals are available to RUSA members who successfully complete an ACP Brevet. Beginning in 2008 RUSA provides two methods for distributing ACP medals:

1. RBAs may pre-order a quantity of medals and sell/distribute them during their events. To pre-order medal use the **Pre-Order Medals Form**.
2. RUSA members purchase their medals directly from the RUSA medals online store. This method removes the RBA from medal sales and distribution.

Medal Cost

The cost of ACP medals to RBAs is \$8.50 each in 2008.

The cost of RUSA Populaire pins is \$1.75 each in 2008.

Event Results

You should submit the results for your event within **10 days** of its conclusion. In PBP years, brevet results in June are due *immediately* after the event.

Even if your event had no finishers, you must submit a report (there is a checkbox for indicating "no finishers" in the result submission form.)

Submitting Results

Use the **results submission form** to submit your results. Detailed usage instructions are included with the form.

1200km+ Events Only: Check RBA Procedures for details on submitting results.

Monitoring Results

RUSA provides a tool for monitoring the **processing status**. You may use it to confirm that RUSA received your results.

RUSA-sanctioned Events

There are no stickers or distance-specific medals for RUSA-sanctioned events, except for the Populaire pin. Brevet, populaire, arrow, and dart numbers are assigned during the results submission process. Write the certificate number on the control cards before returning the cards to riders.

TODO

- 1200 K Guidebook & Application
- Medals contact