



Regional Brevet Administrator Applicant Packet

RBA Application Deadline

RUSA must receive applications using these deadlines:

- August 1, for an applicant planning to organize ACP-sanctioned brevets or flèches the following year.
- At least three months prior to the first planned event, for non-ACP-sanctioned (RUSA domestically sanctioned) events.
- Any application to take over as RBA for an existing series must follow the succession procedures and timetables described in the RBA Procedures.
- Note that new RBAs are typically restricted to organizing a 200k and a 300k their first year.

Application Packet

Submit application to the current RBA Liaison listed on the RUSA website. Include the following

- This document.
- Documentation of contact with RBAs adjacent to the proposed region informing them of intent to start a series. This includes RBAs located within 250 miles of all proposed start locations.
- Maps indicating the route plus start, finish, intermediate controls, and possible secret controls for at least two rides (e.g., a 200k and 300k).
- Example cue sheet for at least one ride.

Membership Requirement

You must be a RUSA member in good standing before you apply to become an RBA and must maintain your membership while an RBA.

Knowledge of Rules

Be sure that you are very familiar with the **RBA Procedures Manual**, **Rules for Riders**, and the **Rules for Organizers** located in the RBA area of the web site. You should also study the pages relating to becoming an RBA in the RUSA Handbook.

Experience

It is not necessary to have ridden brevets to put on quality events, but it helps to have the input of a few experienced randonneurs as you design your events. The RUSA Board of Directors can also help with advice via e-mail or phone calls. If you can work at another RBA's brevets this will greatly speed up your learning process and help you decide if this is something you want to pursue. The RUSA Board of Directors looks very favorably upon prospective RBAs who take the time to travel to other brevets to learn the ropes. Having another RBA as a mentor during your first year will be a great asset too.

Computer Access

You must have, maintain and use a reliable e-mail address for receiving correspondence from RUSA and riders. E-mail will also keep you in touch with other RUSA RBAs. Access to a computer is also required as results submission occurs via the website. RUSA expects prompt notification if your address, phone number, web page or e-mail contact information changes.

Application Process

After submitting your application, it takes about 4-6 weeks for RUSA to approve new RBAs. During this time, the Board may request additional information about your proposed routes, your relationship with your club, your ability to obtain insurance and other input that will help it make a decision about your abilities and commitment.

Your first year as RBA

If your application is approved, you will be on a provisional status for the first year. Provisional RBAs are typically restricted to organizing 200km and 300km events. At the end of your first year, the RUSA Board of Directors will convene to assess your performance. If all has gone well, you will be given full status, allowing you to offer the full series of events to riders in your region.

What's expected of RBAs?

RUSA is committed to building a randonneuring program with consistent yearly results (as opposed to a program that is active only in PBP years). To ensure this result, an RBA applicant must agree to organize at least one 200km or longer brevet each year.

RBAs are expected to meet the published deadlines for placing events on the international calendar or RUSA's domestic events calendar. Dates on the international brevet calendar cannot be changed once they have been sent to ACP in mid-October. There is more flexibility in changing dates for domestic events and scheduling new ones throughout the year – five-week advanced notice is required.

Organizing your events under the auspices of a local club has its benefits. You will have a steady source of volunteers, advertising in the club newsletter, and improved access to event insurance. Involving other club members in the process of event organization is recommended; there will be someone else ready to take over your position. You may set up your own club exclusively for randonneur events but it is more work to do so. That said 80% of brevet regions are now sponsored by clubs set up specifically for randonneuring ranging from the largest region in the US to some very small ones. So that is now the norm.

RBAs are required to obtain insurance for their event(s). The policy must also name Randonneurs USA as a third-party insured. In addition, RUSA must be included as indemnified from fault on your rider entry waiver. Insurance certificates proving coverage for each event must be received by RUSA before the events are held. RBAs have the option of using RUSA insurance for their events. All RBAs must inform RUSA of their insurance arrangements prior to their first brevet.

If you must cancel or reschedule a brevet, you must notify RUSA immediately by phone or e-mail. Otherwise, you are expected to put on the brevet, even if just one rider enters. That lone rider may need your brevet to qualify for some longer event such as PBP or BMB.

It is vital that RBAs process brevet results promptly and correctly. Be sure you understand the results submission process and how you will manage it for your region. Will you have the energy after each event to carry out this important task? Correct brevet results handling after each event is essential to keep your RBA status

Regional Brevet Administrator Application

A completed application is required by all prospective RBAs, including those who wish to assume RBA duties from a retiring RBA.

| | | |
|---|--------------------------|------|
| Name: | | |
| Address: | | |
| City: | State: | Zip: |
| Phone: | Fax: | |
| E-mail Address: | | |
| RUSA Member #: | Year Joined: | |
| • Where do you intend to run brevet(s)? | | |
| • Will you be organizing events through a cycling club? | Yes | No |
| If so which one? | | |
| • Do you have a mentor who will be working with you? | Yes | No |
| If so, who is it? | | |
| • Proposed events and dates: | | |
| ACP-sanctioned dates(s) | RUSA-sanctioned date(s): | |
| 200km | 200km | |
| 300km | 300km | |
| 400km | 400km | |
| 600km | 600km | |

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| Please answer the following questions, attaching additional sheets as needed: |
| 1. Why do you want to become an RBA? |
| 2. Briefly describe any experiences you have organizing or working at brevets. |
| 3. Have you, or are you currently, organizing any other cycling events? Explain. |
| 4. Do you have any other work or life experiences that would enhance your ability to organize brevets? Explain. |
| 5. How do you plan to advertise your events? |
| 6. Describe your level of computer expertise (this will allow the volunteers to provide appropriate assistance). |
| 7. Briefly describe your experiences riding brevets, if any. Have you completed any 1200k randonnées such as PBP or BMB? |
| 8. Is there anything else you would like to add? |

Please acknowledge the following statements with your initials below.

- I have read and agree to abide by the rules and procedures set forth by RUSA and the ACP in **Rules for Riders** and **Rules for Organizers**.
- I have read and agree to abide by the rules and procedures described in the **RBA Procedures** document.
- I have designed or obtained suitable routes for the events proposed and I am prepared to provide detailed route sheets and maps for RUSA approval.
- I agree to keep my RUSA membership in good standing during my term as RBA.
- I have reliable e-mail and computer access that will permit communication with RUSA; I agree to maintain that access during my term as RBA.
- I agree to organize at least one 200km or longer brevet per year.
- I will provide proof of insurance for events upon approval of my RBA application.
- I will provide a copy of my entry waiver showing that RUSA is indemnified from fault, upon approval of my RBA application and each year thereafter.
- I agree to submit event results promptly.
- I agree to return brevet cards, stickers, and any other items to participants within a reasonable time of receiving them from RUSA.
- I agree to promptly pay for any items ordered from RUSA when I receive billing notices.
- I understand that the RUSA Board of Directors regularly monitors the performance of RBAs and may revoke RBA status based on poor performance.

Signature:

Date: