



National Collegiate Cycling Association

<http://www.usacycling.org>

Starting a Collegiate Cycling Club A Quick-Start Guide

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Forward

Purpose of this Handbook

This handbook is designed to help anyone form a collegiate cycling team at their University or College. From recreational or beginning racer to the experienced cyclist or coach, this manual contains the basic information needed to help you organize and promote a cycling team at your school. It is meant to be a beginner's guide and if you would like further help you should contact your conference director, which you will find listed inside by region.

A Short History of the Collegiate Cycling Association

Founded in 1987, the National Collegiate Cycling Association (NCCA) was previously represented by a standing committee, under the umbrella of the not-for-profit organization, USA Cycling (USAC). In 2003 the USA Cycling Board of Directors voted to recognize the NCCA as an association of USAC, with Board representation and voting rights in USAC matters. This action was finalized in the spring of 2004, and the first interim Board of Trustees was seated until a general election occurs in the summer of 2004.

The NCCA provides racing opportunities for collegiate riders in road, track and mountain bicycling in 10 conferences nationwide. USAC administers, develops and promotes collegiate bicycle racing through the NCCA in cooperation with the USCF and NORBA. The association annually determines team and individual national champions, regional champions and pursues a leadership role to foster bicycle racing in the USA.

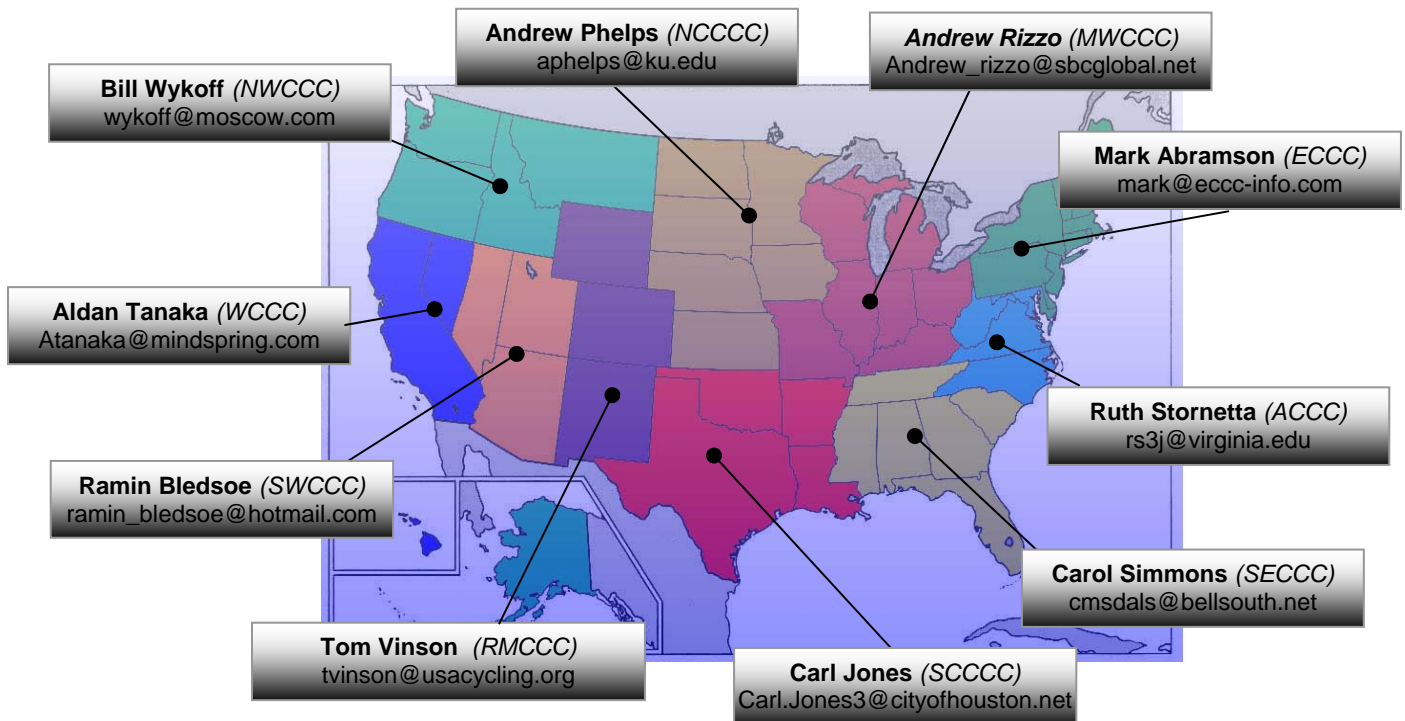
The Steps to Starting a Collegiate Cycling Club

Step One: Registering With Your Sports Club Office

The application process to start a new club varies between schools. Check with your sports club office to obtain the proper applications and criteria necessary for forming a cycling club. It is important also to understand that every school has rules governing their club teams. Make certain that you read and understand these rules when developing the club, and make the rules available to other club members as well.

Step Two: Contacting Your Regional (Conference) Director

The Conference Director (CD) is the best resource for all your needs. Log on to the USA Cycling collegiate website for a current list of phone numbers and addresses for all coordinators.



Step Three: Registering with the NCCA

The annual membership fee for NCCA membership is \$50. New clubs, (defined as any club that has not been a member for at least two years or more), may register for free for the first year. Please fill out the USA Cycling Club Application Form and Collegiate Club Eligibility Form provided with this packet.

Please enclose a check for the proper amount made payable to:

*USA Cycling
Attn: Steve McCauley
1 Olympic Plaza #6
Colorado Springs, CO 80909*

or submit credit card information.

Please submit application at least 45 days prior to club participation in an event.

Benefits to Becoming a Club

Once the club is registered with USA Cycling, you will receive the following benefits:

- *General liability insurance for club events and other activities conducted under a NCCA, NORBA or USCF permit. This program provides excellent low-cost insurance.*
- *NCCA clubs may schedule and permit USCF and NORBA events at the regular event permit fees. These can range from races to training rides or fund-raising rides for the team, on the road, track or mountain bike.*
- *Only NCCA clubs gain access to collegiate conference races, results and points rankings as teams compete to qualify for national championships.*
- *Directors and officers of clubs may purchase group liability insurance at reduced rates through USA Cycling's insurance broker.*
- *Event permit packets, including event permit application and other materials are mailed to clubs upon receipt of their club application.*
- *Assistance in scheduling events from NCCA Conference Directors, USCF Regional Representatives and NORBA event coordinators.*
- *Annual NCCA Competition Guide. Clubs may use the official NCCA logo on club stationary provided the identity of the club appears more prominently than the NCCA logo. Other uses of the NCCA logo require special permission from USA*

Cycling. The NCCA logo may be used on race announcements of NCCA permitted events.

- *From time to time the NCCA receives offers for products from various manufacturers and when appropriate these are made available or distributed directly to NCCA clubs.*

Choosing a Name – “State Univ. Cycling” vs. “SU Cycling”?

NCCA clubs can choose any name desired that is suitable under the criteria below, but the best rule of thumb is to use the simplest name your school is commonly known by, i.e. “Cal-Berkeley Cycling”.

- *Clubs which register using initials to identify the club name will all be entered on the system in all caps, no spaces and no punctuation.*
- *New clubs submitting club names which are too similar to an existing club’s name will be asked to submit an alternate name. (Check the list of current clubs in your state, including collegiate clubs, at www.usacycling.org under “Clubs”.)*
- *Clubs and teams are prohibited from using name, inscription, or publicity that may tend to confuse the distinction between them and the National Teams of USA Cycling. Terms such as “National”, “USA”, and “Olympic” generally lead to such confusion.*



Northwestern conference riders competing outside Bozeman in the spring of 2004

Structure

Drafting a Constitution

These are some guidelines and suggestions for creating a set of By-Laws for your team. You should contact your sports club office for further instruction specific to your school.

<i>Purpose</i>	Explain the purpose of your organization.
<i>Goals</i>	What are the goals of the club.
<i>Club Governance</i>	Who are the officials and what are their duties.
<i>Rules</i>	Include eligibility, racing category qualifications, national competition qualifications, disciplinary procedures, fee payments for club.

Electing Officers

Elections are typically held at the end of the road cycling season at the end of April for the following year. Your club team should elect officers for the following positions:

President

- ❖ Presides over club meetings and agendas
- ❖ Establishes the goals of the club in conjunction with the other officers
- ❖ Communicates with the conference director, and relays general information to the team
- ❖ Selects and establishes cycling races for the club to host and presents annual budget

Treasurer

- ❖ Maintains all bookkeeping records
- ❖ Receives and keeps records of all monies due to the club

- ❖ Pays all bills on time and in full
 - ❖ Prepares yearly financial statements and prepares annual club budget.
-

Secretary

- ❖ Acts as the official recording officer of the club keeping record of all club proceedings
 - ❖ Is responsible for club's records, reports and correspondence, track club memberships
 - ❖ Submits club rosters to the president to give to the Conference Director
 - ❖ Reads the minutes from the previous meeting
 - ❖ Sends out any club mailings/newsletters to all current members
-

Coach

- ❖ Coach and advise the members of the team – can be as little as writing training programs for serious riders, or as much as managing the annual activities of the team from year to year in conjunction with the president in addition to coaching duties.
-

Sponsorship (optional)

- ❖ Contacts potential sponsors. Works to get club members deals in exchange for the company's logo on your jersey
 - ❖ Finds a local bike shop sponsor for discounted repairs
 - ❖ Can be the designated team clothing coordinator
 - ❖ Handles other fundraising activities with alumni and community
-

Event/Race Coordinator (optional)

- ❖ Reads through the event permit packet, which you get when your club registers with USA Cycling
 - ❖ Works with the conference director to set up the date, and takes the lead on all race organization and preparation
-

Membership Chair (optional)

- ❖ Is responsible for attracting new members
 - ❖ Sends out club news to the school newspaper and local paper regularly
 - ❖ Coordinates advertising
-

Webmaster / List-serv coordinator (optional)

- ❖ Sets up a website to provide the club members with current information

- ❖ Sets up email list through your school's internet services or Topica.com
-

Category Team Captains (optional)

- ❖ Organizes group rides at the correct skill level for their category
 - ❖ Organizes the teams for each race with the coach if possible
 - ❖ Provides leadership and example for younger riders
-

Media or Communications Coordinator (optional)

- ❖ Provides regular race results and/or press releases for the local school paper, the web page and the other local press
- ❖ Provides race reports and web updates for USA Cycling

Social Coordinators (optional)

- ❖ Organizes team socials to promote interaction amongst the team

Meetings

It is important to hold routine club meetings to keep the team updated and oriented with the training schedule, the race season in progress and other club matters. Schedule a permanent time, day and location to hold the meeting. During the off-season meetings can be held once a month, but during the racing season weekly or bi-weekly is best.

Here are a few tips for keeping people interested:

- Keep the meetings exciting and interesting. Possibly bring in guest speakers to discuss training, racing, nutrition, etc.
- Have social events throughout the season to encourage team interaction and give the cyclists an organization that they are comfortable in.
- Organize team rides, possibly one for beginners and one for more experienced riders. It is important to keep these rides CONSISTANT and as regular as possible. Good group rides lead to good camaraderie within the club, and gives members something to look forward to outside of class.

Coaching

Having a team coach could make the difference between winning and losing your competitions. A quality cycling coach will provide the team assistance with training plans, skills, tactics and many other aspects of the sport that will improve the overall ability of the group.

The most successful way to find a certified coach near you is to visit the USA Cycling website at www.usacycling.org and search "find a coach". There is an extensive list of

certified coaches across the country. Some coaches may be willing to volunteer their time with a collegiate team and others may charge a fee for their services. Individual teams should consider a coach when planning their annual budgets, and explore funding possibilities with membership dues, their school or university, alumni association or other outside means.

Uniforms

Uniforms help to promote team unity and matching uniforms are required by rule to compete in any collegiate cycling event. There are many good clothing companies in the states that are already sponsoring NCCA teams and most should be willing to help design a jersey for your club. Voler Team Apparel has good prices and currently sponsors USA Cycling National teams, including the U-23 National Mountain Bike Team. A quick option for inexpensive matching uniforms is available through Voler's direct sales website: www.velowear.com The Conference Director should approve your jersey design in order to avoid looking like other teams: This can lead to great confusion at the races.

Dues

Collecting dues from your members is the fastest way to fund your club, pay for uniforms and fund a coach. Dues are usually collected at the beginning of each semester and allow your club to purchase uniforms, coaching services and other items needed for general club operation. Developing a dues structure is something worth discussing with the entire club prior to establishment to create buy-in and agreement.

Sponsorship

Attaining sponsors helps to increase the value of club membership, which in turn helps with recruitment and retention. Companies within the bicycle industry generally accept sponsorship proposals between the summer and the end of the year. Contact information can usually be found on the sponsor's website. Don't overlook the possibilities that exist with school alumni, local businesses and other individuals in the community when it comes to raising funds for a race, team travel or scholarships. Many schools have had great success with alumni and local fundraising efforts.

Developing Club Members

Recruitment

You may find that attracting people to the cycling team is easy, while keeping them is quite difficult. If you are just starting a team and want to know how to get people interested in your team, here are a few tips that will help you.

- Recruit members from the triathlon club, the cross-country team, the ski club or team, and anywhere else you identify interest, talent or both.
- Use the club fair booths to advertise the cycling club. Put energetic people who are knowledgeable and can answer questions at the booth. It helps to have

someone on a bike doing tricks or riding rollers or something that attracts the interest of a non- cyclist.

- Make flyers to recruit new members and post the flyers around campus or in local bike shops, running shops, and sports shops. On the flyers include what the team is, the time and location of meetings, and any other relevant information.
- Create a website that is informative and easily accessible. It should be able to answer simple questions where a person interested in the team could easily get information. Pictures are always good. If you can find a good webmaster who is interested in cycling, the website can become one of the main ingredients, along with an email list, to keep people in touch with the club.
- Advertise in the local school paper prior to meetings. Advertising money is available on a limited basis from USA Cycling, contact Steve McCauley at 719-866-4856.

The Racing Seasons

In collegiate cycling there are two main seasons, Mountain in conjunction with the fall semester and Road in the spring. There are also two less popular, but equally as challenging seasons intermixed. Cyclocross season in the late fall, and track season in the summer and early fall, are two disciplines that are gaining popularity amongst collegiate athletes.

Your club membership and racing focus may be determined by what riding discipline is most popular in your area, and what training venues are most accessible to the school. In the beginning your club should focus on the mountain and road seasons, since this is where you can get the most experience in the least amount of time.

If your school happens to be in a location close to one of the few velodromes in this country, you should consider developing the track-racing component of your school's team. Visit the USA Cycling web page for more information on the location of U.S. velodromes.

Your conference director will have a race calendar ready at the beginning of each semester, and can answer questions you may have regarding the development of the competitive component of your club. All your club must do at this point is train and show up to the races.

Getting Ready for Racing

Many club members will be looking for an enjoyable activity to keep them fit and meet new people. There are two key points to any successful season, no matter what the cycling discipline or level. First is consistency. By planing your group rides biweekly or more your club will see the benefits of consistency, and everyone will start to advance rapidly. The next most important factor is to expand your riding and training into the winter months. Whether it is going to the gym and staying active, riding the trainer,

joining a spin class, or lifting weights, these activities will help you later in the season. For a more structured training program and advice on peaking for Regional competitions or Nationals, you should contact a USA Cycling Coach.

Race Promotion

For a new club it is not a requirement to promote a race for your conference. The first year your club should be focused on increasing membership, becoming financially stable, and developing the race component of your club by participating in the conference events. The next step is to qualify a team to send to nationals, which takes a great deal of planning and resources, and then developing a race to add to the conference schedule of events.

Regional and National Competitions

Regional competitions are held at the end of both the Mountain and Road Season. The best overall team and riders are decided at these competitions.

Every year there are National Competitions for each discipline. Once your club is comfortable with racing at the regional level, you will hopefully qualify a team to send to Collegiate Nationals. Since the field size is limited at Nationals, each year the number of teams from each conference is determined by the percentage of riders that conference has compared to the total number of collegiate riders. Then the best clubs from each conference qualify to send a team. Nationals are the height of the race season and not to be missed!

The Future

Starting a club is a challenge and an exciting adventure. Your club will become part of a growing movement across the country that includes 250 collegiate teams and a group of the most passionate athletes in the world. There are legendary clubs that have existed from the first years of collegiate racing, riders racing professionally who have worked their way through the collegiate ranks and many other graduates who are still racing as amateur competitors long after leaving the team.

There is no doubt that competitive cycling is a sport that may be addictive in many positive ways, with the end result typically a lifetime of health and productivity. Your contribution to the sport in collegiate team development is invaluable, and will provide a positive impact on the lives and health of many students through the coming years. We hope your team will grow in numbers and competitive ability and that a National Championship is always on your horizon. Welcome to the National Collegiate Cycling Association!