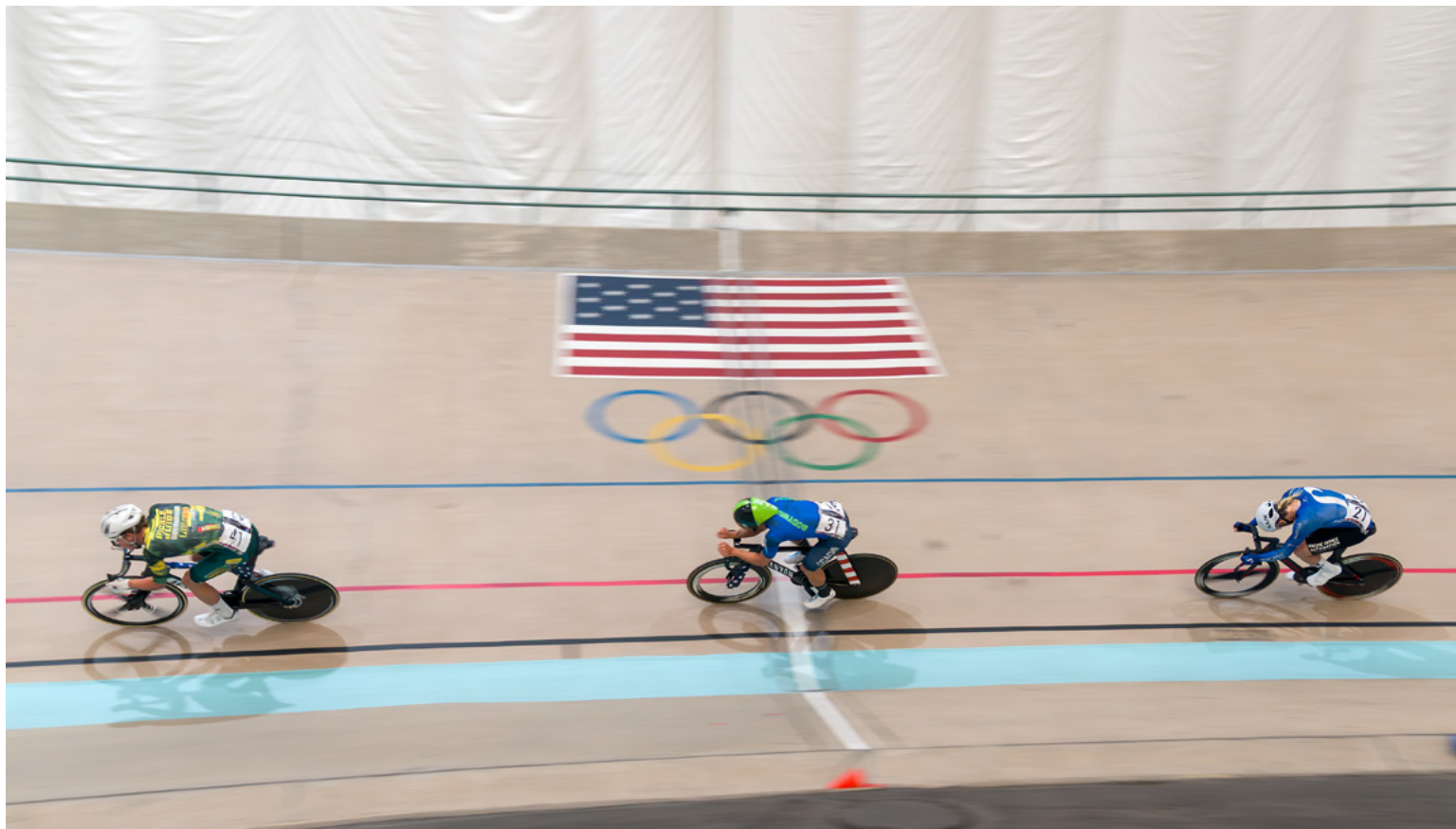




HOST A USA CYCLING NATIONAL CHAMPIONSHIP REQUEST FOR PROPOSAL

usacycling.org/national-championships

BID INSTRUCTIONS & INFORMATION



2027 & 2028

- Collegiate Track National Championships
- Elite Track National Championships
- Masters Track National Championships

2028

- Juniors Track National Championships

Bid can be for any or all of the above events

BID SUBMISSION DEADLINE: AUGUST 31, 2026

Bids are accepted and evaluated on a rolling basis and may be awarded to cities that have submitted excellent bids in advance of the deadline.

All bid information available at www.usacycling.org/bids

Send all bids and correspondence to:

KYLE KNOTT

National Events Director
USA Cycling
kknott@usacycling.org
719.920.7563

With copy to:

TORI TRICE

VP, Events
Medalist Sports
tori.trice@medalistsports.com
706.975.7215

OVERVIEW



USA Cycling is the national governing body for competitive cycling in the United States, a member of the United States Olympic and Paralympic Committee, and is recognized by the International Cycling Union (UCI) as the sole sanctioning body in the United States.

USA Cycling will own and operate the event and will partner with the Local Organizing Committee (LOC) and contract with them for local support, establish partnerships, as well as services and products.

WHO CAN BID?

USA Cycling partners with velodromes that are currently part of the USA Cycling. Any velodrome can submit a bid, but for Elite Track National Championships, only a 250m or 333m velodrome will be considered.

BID PROCESS

This document is a detailed overview of the requirements for hosting a USA Cycling National Championship. All bids must acknowledge and accept responsibility for the LOC requirements listed within this document. A velodrome may submit a bid where they take on all costs to host the event and keep all revenue, provided they have a full race staff to complete the event. Completed bids must be received by their respective deadlines. USA Cycling will review and follow up with appropriate questions and the decision-making process will include site inspections by USA Cycling staff members. Reasonable travel costs for that visit being the responsibility of the potential LOC.

BENEFITS OF HOSTING

Hosting a National Championship provides national exposure for the local destination and financial impact for the LOC and the local community.

BELOW ARE SOME OF THE BENEFITS GIVEN TO THE LOC

- National press release inclusion
- Destination logo on all collateral materials for event
- Destination logo on USA Cycling National Championship event website
- Destination event signage on site, signage provided by LOC
- Destination public address announcements during the event
- Destination promotion through USA Cycling social media channels
- Destination promotion through USA Cycling email marketing campaigns
- Opportunity to host a job fair with local companies and organizations
- Opportunity for local journalism, sports administration, and/or parks and recreation management students to work on an event project or learn more about event management with a USA Cycling staff member
- Meet and greet with USA Cycling Collegiate representative for local parents and high school students to learn more about cycling beyond high school
- Premium insert into athlete goodie bags
- Official race starter and/or awards presenter opportunity for local dignitaries



VENUE REQUIREMENTS

Provide a complete and groomed national championship-worthy cycling venue and track. Track surface should be free of defects, deformities, holes, debris, with clean/clear track markings, working track lights, warm-up circle, and infield access without crossing the track.

USA CYCLING RIGHTS

All race entry fees and national sponsorships along with other USAC sponsorship sales will be retained by USAC to pay for the event. A detailed list of LOC responsibilities is in Appendix A.

USAC owns the exclusive rights to all radio, television, film, video, and other media form for the races and the exclusive right to sell USAC logoed merchandise and event-specific merchandise at the races.

SPONSOR SOLICITATION

USA Cycling retains the exclusive right to secure national and title/presenting sponsorships. The LOC can sell event-specific sponsorships. An exact, initial list of benefits will be provided by USA Cycling and reviewed with the LOC. Example benefits for local partners can include course-side signage, PAA announcements, VIP/hospitality invitations, local marketing integration, etc.

An event-specific sponsor is defined as a sponsor that is only supporting this one national championship in this one location. All local sponsorships must be pre-approved by USAC.

Both USA Cycling and the LOC will have the opportunity to pursue value-in-kind (VIK) goods and services, in order to reduce appropriate costs. Each party agrees to provide best efforts with introductions to maximize VIK opportunities.

The LOC agrees to cover or remove any pre-existing brand signage as requested by USA Cycling in order to

provide a venue without competing brands in locations the event is utilizing.

Below is a current list of USA Cycling national sponsors and exclusive categories—this list could change at any time, but USA Cycling will work with the LOC to communicate any changes. These categories are considered exclusive for the entire event including related ancillary events such as fun rides, mechanics challenge, expo, etc. If USA Cycling has not secured a partner in the identified exclusive category within two months (8 weeks) of the event date, the category will be released to the LOC to pursue.

SPONSOR CATEGORIES

Rapha: Official Performance Cycling Apparel of USA Cycling

FloBikes: Exclusive Rights Holder for Video Coverage of Licensed Events (Pro Road & CX)

Jack Mason: Official Timekeeper of USA Cycling and Official Watch Partner of USA Cycling

Shokz: Official Headphones of USA Cycling

Range: Wealth Management Partner of USA Cycling

TrainingPeaks: Official Training and Coaching Software of USA Cycling

U.S. Performance Academy: Official Online Academic Partner of USA Cycling

Vittoria: Official Tire of USA Cycling

SDM: Software Partner of USA Cycling (CX only)

Scott Bikes: Title Sponsor of USA Cycling's Pro Road and CX Livestream

Upway: Online Used E-Bike Retailer

*Prohibited categories—Firearms, tobacco, hard liquor, and adult or gambling websites



APPENDIX A

LOC REQUIREMENTS:

USA CYCLING TRACK NATIONAL CHAMPIONSHIPS

As a partner of the USA Cycling National Championships, the Local Organizing Committee (LOC) is responsible for providing the following support and assuming all related costs:

RACE OPERATIONS

POLICE SERVICES

LOC will obtain all necessary local police services to provide a safe venue, which may include, crowd control, overnight security in expo/finish area, enforcing no-parking zones and maintaining general public safety.

PERMIT SERVICES

LOC will obtain all necessary permits, which may include:

- City, county, and state permits for stages, tents, electrical, health, alcohol, encroachment, sound and road closures
- Parking - both on and off the street
- Alcoholic beverages - consumption in public, if served at a start, from cups, bottles and cans, in a private VIP area
- Special and ancillary events - pre-event and race day(s)
- Banners and signs - hanging and display of pre-event, race day advertising and sponsor banners
- Concession sales - on-site merchandise and concession stands as requested by race organizers

MEDICAL SERVICES

The LOC must provide USA Cycling approved medical services and have a medical plan one month prior to race date for the event. All race venues must have medical staff at a tent or shelter near the infield. All race venues must have a dedicated transport ambulance located at the velodrome. The medical plan must be covered in volunteer training and copies of the emergency medical plan must be provided to the chief official, course marshals and other key personnel. Placement of medical services will be approved by the USA Cycling Event Manager.

WASTE MANAGEMENT & TOILETS

LOC will provide waste management, trash removal services, and portable toilets for the event. Necessary supplies and services include: trash containers, roll off containers, dumpsters, recycling containers, porta-lets, and the crews to empty full containers and service toilets and garbage containers. Also needed are crews to restore the venue to its original appearance, meaning removal of trash from streets, parking lots, parking garages, curbs, etc.

EXPO AREA/FESTIVAL

LOC will provide with the following services related to the expo area/festival, the expo is a sellable asset for the LOC:

- Allocation of a suitable area for the festival
- Directional/welcoming signage
- Handle all festival permits and associated fees
- Electricity and waste management
- Parking for vendors

APPENDIX A

VOLUNTEER PROGRAM

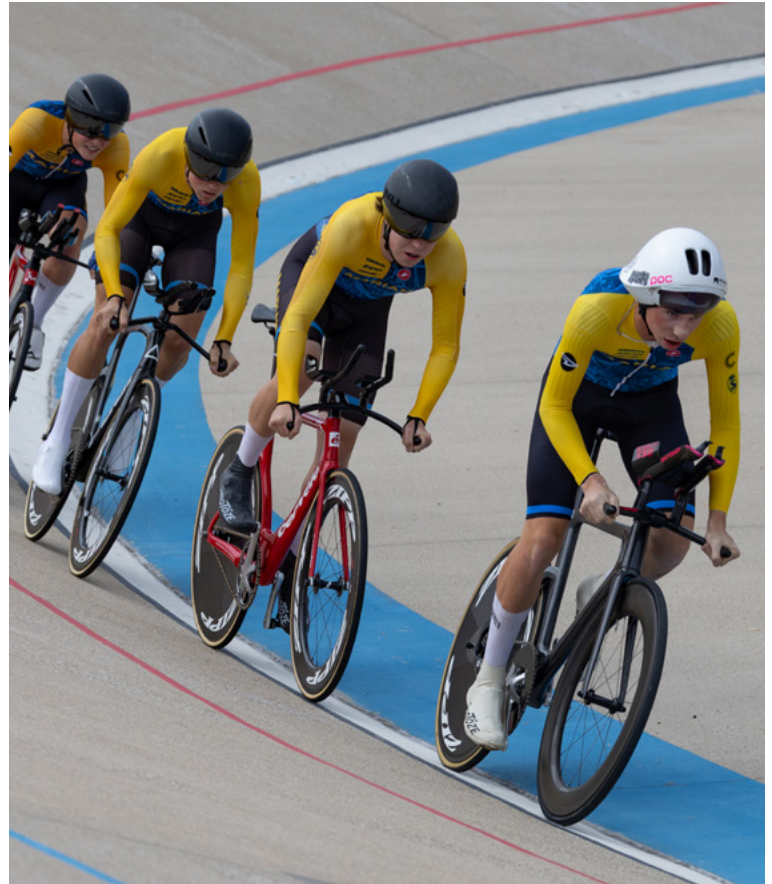
The LOC is responsible for acquiring, organizing, and managing local volunteers for the event. Volunteers will assist USA Cycling and the LOC pre-event, day of event, and possibly one day post event. The total number of volunteers is typically 75 (depending on final schedule needs). LOC will provide meals for the volunteers as necessary. The LOC is responsible for its own volunteer check-in infrastructure (room, tents, tables, chairs, generators). If LOC cannot supply a sufficient number of volunteers, it is the LOC responsibility to supplement volunteers with hired labor/staff to meet event needs.

INSURANCE FOR AUXILIARY EVENTS

USA Cycling will provide all racing-related insurance for staff, sponsors, municipalities, spectators, and participants. LOC will provide insurance for all non-racing activities and provide USA Cycling with a certificate of insurance naming USA Cycling as “additional insured.” These activities include but are not limited to an expo area, parking/shuttles, vending, concerts, hospitality areas, kid’s activities, and associated events. Insurance levels must be a minimum of \$1 million per occurrence and must be on an “occurrence” and not a “claims-made” basis.

WEBSITE LANDING PAGE

The LOC is responsible for creating a landing page for local information for participants and spectators. This page should include lodging information, information about the area, and other activities that travelers can make plans to participate in. This page will be linked to from the USA Cycling event page. Page must NOT include race specific information like race schedule, registration information, course maps, rules etc., but may link back to the USA Cycling page for that information and not a “claims-made” basis.



COMMUNICATIONS

The LOC is responsible for providing support to the USAC marketing and communications team for the promotion of the event with local and national media. Support to include:

- Provide a designated media relations/communications lead to work alongside USAC
- Prepare and execute a media and promotions plan, once agreed and approved with USA Cycling
- The plan should include a proposal for free media placement, publicity, and PR with local media outlets (to include: TV, internet, social media, print, radio)
- The plan should include a proposal for paid media opportunities with local media outlets (to include: TV, internet, social media, print, radio).

APPENDIX A

EVENT EQUIPMENT

The LOC is responsible for providing the following race equipment for the duration of the event:

- Start gates if deemed necessary for the event by USAC—standard for elite events
- Public address (PA) system with ability to play music
- Covered officials' stand or stage at finish line and pursuit lines
- Sponges, 30 cm by 10 cm by 10 cm, weighted to keep them from moving, for marking the measurement line in timed events
- Awards backdrop structure and 5-deep podium blocks
- Video camera, operator, and playback monitor at least 12" screen for massed start events, sprints, and keirin if deemed necessary for the event by USAC
- Large screen TV monitor for displaying intermediate and final results to spectators and infield participants if deemed necessary for the event by USAC
- Motorcycle or derry and experienced driver for leading the keirins

AUXILIARY

The LOC is responsible for providing the following auxiliary spaces 48 hours leading up to the event start to one day after the event finish:

REGISTRATION

Area open one day before the start of the event (set up two days before the event) for participants to pick up race numbers and register for the event. Requires approximately 2,000 square feet. Below are the elements that the registration room must have:

- Six chairs
- Three 6-foot skirted tables
- 10 110V outlets and power strips
- Wireless internet capability to accommodate 50 users
- Sufficient trash and recyclable cans
- One high speed copier which can collate and staple. Copier will be delivered and installed and should print a minimum of 30-50 pages per minute. Copier should come with a service agreement that includes on-site maintenance, if necessary (can share this copier with race secretary/timing if areas are adjacent to each other)

OPERATIONS OFFICE/COMMISSAIRES MEETING ROOM

A conference room for 10-12 people (may use the same room as registration if approved by USAC).



APPENDIX A



ANTI-DOPING FACILITY

LOC must provide an anti-doping facility that meets United States Anti-Doping Agency (USADA) specifications and must include:

A separate medical control facility including a men's and women's restroom (cannot be a public facility) comprising the following:

- Comfortable waiting area with chairs for athletes
- Separate room or partition for paperwork formalities
- Separate bathroom facility with sink
- Clean, private and secure, with no access by public or press
- On the venue grounds
- Temperature controlled
- Four six-foot table, 16 chairs, and full-sized trash cans
- Coolers with ice or a refrigerator
- 6-10 sealed drinks (juice, water, and electrolyte drinks) per athlete tested
- Sealed snack food

MEDIA ROOM

This area is event dependent. Area opens one day before the start of the event (set up one day before the event) for media to pick up credentials, start lists, and results. Requires approximately 1,000 square feet. Below are the elements that the media room must have:

- 10 chairs and six 6' skirted tables
- Ten 110V outlets and power strips for each table
- One high speed copier which can collate and staple. Copier will be delivered and installed and should print a minimum of 30-50 pages per minute. Copier should come with a service agreement that includes on-site maintenance, if necessary
- Wireless internet capability equal to one T1 line or capacity to accommodate 50 users
- Sufficient trash and recyclable cans



APPENDIX A

VIP AREA

Both USA Cycling and the LOC have the right to create a VIP area at the event if they so choose. If LOC creates a space, USA Cycling will have the right to 20 tickets for no charge. If USA Cycling needs more space than the 20 tickets, they have the rights to purchase hospitality space within that space at LOC's hard cost.

PARKING REQUIREMENTS

STAFF HOTEL PARKING

Requires a sizable portion of the headquarter hotel parking lot at no charge to staff.

EVENT PARKING

Requires a sizable lot (approximately 100 parking spaces) in close proximity to the start/finish line, to accommodate team vehicles. Some teams may travel with a motor coach, trailer and support vehicle. Parking area should support bikes on top of vehicles; parking garages with decks will not be sufficient event parking.

MEDIA PARKING

Parking for five local and visiting media within close proximity of the press work room/press conference. Additional parking for television trucks to accommodate live shots at the finish line.

STAFF EVENT PARKING

Requires parking for approximately 10 vehicles adjacent to the finish line location.

HOTEL ACCOMODATIONS FOR STAFF

STAFF ROOMS

LOC will provide up to 100 total room nights to be used from three days prior to the event to one day after the event.

STAFF/HQ HOTEL REQUIREMENTS

LOC will secure a hotel for the event that meets the following requirements:

- USAC hotel sponsor, if any, must be given first right to provide the necessary rooms
- No more than one hotel property is preferable
- Hotel must be a minimum of a 3-star hotel property
- Hotel must be within close proximity to the finish line
- Hotel property must be pre-approved by USA Cycling
- Hotel must include free internet in guest rooms
- Hotel must provide free parking for event staff

LOC keeps all rebates and incentives offered by the hotel to offset the above responsibilities



APPENDIX B

USA CYCLING RESPONSIBILITIES

USA CYCLING TRACK NATIONAL CHAMPIONSHIPS

USA Cycling is responsible for providing the following support and assuming all related costs:

USA CYCLING STAFF

USA Cycling will bring in staff to oversee the event including a race director and registration manager. Fees and travel costs will be covered by USAC.

OFFICIALS

USA Cycling will assign and pay all of the assigned officials fees and expenses per the USA Cycling schedule of fees for national championship events. USA Cycling is also responsible for officials' travel to and from the event. If the LOC would like to include auxiliary events, LOC will be responsible for officials' overtime if incurred.

ANNOUNCERS

USA Cycling will select and hire a minimum of one announcer. USA Cycling is also responsible for the announcers travel to and from the event.

TIMING/SCORING

USA Cycling will hire and pay a timing/results company.

COORDINATION AND FINAL APPROVALS IN ALL RACE-RELATED ITEMS

Venue layout, competition and awards ceremony schedule, tech/expo layout, timing companies, housing, organizational structure, websites, marketing, signage placement at venue.

REGISTRATION

USA Cycling will provide registration for the event via its online registration system. USA Cycling will also provide a staff person to manage registration on site.

EVENT WEBSITE

USA Cycling will create, develop, and provide the race information content for the National Championship event website (this will include, but not be limited to: race schedule, competition guidebook, eligibility requirements, race results, photo gallery, current and past race results, registration information, contacts, lodging, and a link to the host city information).

PROMOTING THE RACES

USA Cycling will promote the event to the athletes and national media through the USA Cycling website and direct emails to members. Such promotions shall be in addition to and not exclusive of LOC's promotional responsibilities.

DEVELOPMENT AND CREATION OF TECHNICAL GUIDE

The competition guidebook will be created, designed, and developed by USA Cycling staff with additional information provided by the LOC and any 3rd party vendors necessary. USA Cycling staff will be responsible for providing:

- Rider eligibility and licensing requirements - The eligibility requirements for participation will be outlined. Licensing and categorization requirements must also be included in this section.
- Registration information - Open/close dates, on-site registration/packet-up times, registration requirements, online and mail-in registration information, entry fees and any late fees. This information will be set by USA Cycling and communicated to the LOC.
- Schedules - The schedule section is to include competitions, awards, and registration/packet pick-up times.
- Awards & prizes - The awards and prizes will be outlined in the technical guide.

APPENDIX B



ADDITIONAL EQUIPMENT

USA Cycling will provide the following equipment for the event:

- All coroplast signage including national championship signage and USAC sponsor signage.
- Awards backdrop - size 12 feet high by 15 feet wide reflecting USAC sponsors.
- Credentials - Staff, media, infield, hospitality credentials shall be created and produced by USA Cycling if needed.
- Radios - USA Cycling will provide multiple channel radios for officials, USA Cycling staff, and event crew. USAC will be responsible for creating a radio plan to communicate with different parts of the course including officials and staff.
- Awards - USA Cycling will provide all awards (jerseys, medals and/or cash prizes) to all National Championship races and additional categories of races, as appropriate. LOC may provide a unique local award to winners as approved by USAC.



VOLUNTEER CLOTHING

USA Cycling will provide official clothing for volunteers.