

## MCF Event Report and Payment Instructions

Races exempt from MCF fees:

- First year race course (2011)

Race Duration: Assumes the official was onsite and working an hour before the start and one-half hour after the event. If an official comes late or is released early they will use their actual onsite working time to determine hours worked. Not needed to add to the form, just a note to remind officials on how to determine their working time.

All of the fees listed for officials in the USA Cycling Schedule of Fees are minimums. Promoters or local associations may establish fee schedules that exceed the USA Cycling schedule if desired.

“Other fees” for officials are in rare cases where a cost is reasonable and necessary to carry out officiating duties and should be reimbursed. Race promoter should be ask for approval.

Please bundle and send the following together:

- USAC
  - Road/Track/Cyclocross Chief Referee Report
  - Road/Track/Cyclocross Post-Event Report and Payment Form
  - Payment to USA Cycling, Inc.
  - One-day license forms
  - Annual license forms
  - Include waiver forms associated with the occurrence report (accident, crash, discipline etc.)
  - **Do not send** the remaining waiver forms, they are retained *by* promoter
- MCF
  - MCF Event Report and Payment Form
  - Payment to MCF (if race is subject to fee)

Send all documents together to MCF Treasurer (Terra James) at the following address within **seven days** of the event:

Terra James  
2929 Chicago Ave South, Unit 1217  
Minneapolis, MN 55407

\*Hand delivery at another race is perfectly acceptable in lieu of mailing

Package will then be separated and all USAC documentation and payment will be certified mailed to USAC.

Please contact me with questions or concerns at 651.331.9902 or [terrabiames@gmail.com](mailto:terrabiames@gmail.com).

Thank you,

Terra James  
MCF Treasurer