

# RBA Procedures

## Randonneurs USA



Welcome to the **Randonneurs USA RBA Procedures Handbook**. This document is a resource you can use in organizing your events, and details what RUSA expects of each Regional Brevet Administrator (RBA).

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# RBAs and This Document

Each RBA is appointed by the RUSA Board in designated regions of the United States to represent RUSA and conduct RUSA events. The appointment is for an indefinite term, and remains in effect until the RBA ceases to serve, or upon a majority vote of the Board. RBAs are subject to supervision by RUSA in the performance of their duties, and are expected to readily communicate and collaborate with RUSA officials. RBAs will not be removed without notice and an opportunity to be heard.

[11/2023]

Experienced American brevet organizers developed these procedures to work successfully within the [RUSA Rules for Organizers](#). As the ACP says, "Brevets are not casual affairs," and thus, it is essential that RBAs follow these procedures in order to maintain the integrity of American randonneuring events and to process their riders' results correctly.

Riders may be riding your brevets to qualify for a grand randonnée (1200 km or longer) event, to earn ACP, LRM, or RUSA awards, or for personal goals. Most qualifications have time-critical deadlines. For this reason, it is important to submit results in a timely and accurate manner. It is also important to remember that RUSA volunteers give their time to validate your calendar, routes, and results; doing things incorrectly makes extra work for everyone.

Read these procedures carefully; if you have any questions feel free to contact the [RUSA RBA Liaison](#), the [RUSA Brevet Coordinator](#), or the [RUSA President](#). Randonneurs USA offers every RBA sincere gratitude for giving American randonneurs quality events to ride.

# INTRODUCTION

## This Document and RUSA Rules for Organizers

This document includes:

- procedures to follow in carrying out your RBA duties,
- tips for carrying out your RBA duties and organizing successful events and regions,
- policies, which have the force of rules on a level with and extension of the Rules for Organizers.

[1/2012]

## Your Volunteers and RBA Procedures

RBAs may delegate some of their route (or other) duties to other volunteers. It is your volunteers' responsibility to familiarize themselves with the relevant parts of these procedures, and your responsibility to assure they've done so, to save time and energy for all concerned.

[11/2009]

# REGIONAL BREVET ADMINISTRATORS

## RBA Application

Regional Brevet Administrators (RBAs) organize and supervise brevets, flèches, and other randonneur events in their area. If there is no brevet series nearby and you have the necessary skills and time to organize one, please submit an [RBA Application](#).

The [RUSA Members' Handbook](#) has a useful article about beginning the RBA process and how to design successful events. In addition, the [RBA Liaison](#) will be happy to work with you and answer your questions.

## RBA Obligations

RBAs must keep their membership current, maintain an active email account and phone number for communicating with RUSA and RUSA members. RBAs must conduct themselves in an honest and respectful way towards their volunteers, riders, and RUSA officials. RBAs must also follow deadlines for calendar, route, and results submissions, and all other provisions in the Rules for Organizers and RBA Procedures. If an RBA fails to uphold any of these duties, the RUSA Board may impose sanctions, such as monitoring or coaching, restricting events, or other measures up to and including revoking RBA status. [11/2024]

## RBA Communication

The primary way that RUSA officials communicate with RBAs is via electronic mail. So RBAs must maintain an email address for this purpose, monitor it, and respond in a timely manner to communications from RUSA officials [on topics related to their role as RBA](#).

[11/2023]

In addition, RUSA places RBAs on a chatlist (the RBA-List Google Group). [RBAs are required to maintain membership in that list](#). This is a vehicle for RBAs to communicate with each other as a group. Also, RUSA officials and volunteers make announcements of general interest to RBAs via the list.

Notify the [RBA Liaison](#) if you are changing any of the following contact information:

- your email address
- your physical address

- your phone

This is your volunteer contact info. It may be different from your membership info. For example, you may have set up a special email address for RBA-related mail. Only an e-mail address is required for your volunteer info. Note that you have one set of volunteer contact info for all your RUSA volunteer roles. [12/2017]

## RBA Resignation and Succession

RBAs who are planning to resign should notify the [RBA Liaison](#) of the intent to resign, and propose a successor as far in advance as possible, and no later than **July 15** of the RBA's final season of events. This will assure continuation of a region's event schedule and minimize the impact on your riders.

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 the RBA's final season, or if it is felt that the schedule may be too ambitious for the incoming RBA.

Any prospective successor (whether proposed by the outgoing RBA or not) must submit an RBA application by **August 1** in order to hold ACP, LRM, and UAF events the following year. As noted in the application procedures, the successor RBA submits the application to the [RBA Liaison](#) who brings it before the Board for approval.

## RBA Reactivation

If an RBA allows his/her region to become inactive (e.g., by **not holding a 200 km or longer event** in a given year), the RBA may apply for reinstatement via the [RBA Reactivation Form](#). The Board will consider the RBA's original qualifications and track record during previous RBA tenure, and also take into account the current "landscape" of nearby regions and their offerings, which may have changed in the interim.

[4/2010]

## Changing Affiliated Club

You may need or desire to change your region's affiliated club. (See RUSA's table of [region history](#) for examples of where this has occurred.) Possible reasons for doing so:

- The affiliated club has changed its mission or focus.
- You initially chose a local general-purpose club as affiliated club to get started, but as your program has grown and matured, you'd now like to form a dedicated randonneuring club.
- Any number of other organizational, personal, or administrative factors may have cropped up.



To change affiliated clubs:

- Contact the [RBA Liaison](#) with your intention, planned date of affiliation change, and name of new affiliated club. If the new affiliated club does not have an ACP code, RUSA will create one for it.
- You may wish to contact those RUSA members whose RUSA affiliation is with the old affiliated club, in case they'd like to change their affiliation. They may do so by contacting the Membership Chairman. (You can use [Member Search](#) to find members of a given affiliation.) You might also take the opportunity to contact unaffiliated (Independent) or RUSA-affiliated local riders in case they'd like to affiliate with the new affiliated club.

## Changing Website

If you move to a new website or even just move to another home page for your region within the same website, contact the [RBA Liaison](#). While you may publicize this to local riders, your region's website URL is an important way for RUSA members nationally, and other riders, to find you, contact you, and register for your events. This URL is shown in Search for Rides results, and on the [Regions](#) web page.

[11/2024]

# EVENTS

## Event Types

RBAs can choose to organize any of a number of randonneur event types. Event types differ in their format, distance, applicable rules, sanctioning body, submission deadline, how results are handled, and many other details. The table below summarizes the event types.

Event Type	Format / Distance
LRM grand randonnée	A grand randonnée (brevet of 1200 km or more), sanctioned by Les Randonneurs Mondiaux. Special application process. Significant lead-time (July of previous year for application for first-time running of an event.)
ACP brevet	A brevet of one of the standard distances: 200 km, 300 km, 400 km, 600 km, or 1000 km, sanctioned by Audax Club Parisien. In PBP years, ACP brevets act as PBP qualifiers (if scheduled before the PBP application deadlines), and possibly towards foreign Les Randonneurs Mondiaux 1200k-and-longer events. ACP brevet medals are available to finishers. These events count for credit for the ACP Randonneur 5000, ACP Randonneur 10000 and ACP Super Randonneur awards, as well as RUSA awards.
ACP flèche	A team event in which at least 360 km must be covered within 24 hours. An event of this type is required to qualify for the ACP Randonneur 5000 and ACP Randonneur 10000 awards. Also counts toward various RUSA awards.
RUSA brevet	A domestically-sanctioned brevet of any distance from 200 km to 1199 km. These cannot be used as PBP qualifiers nor do they contribute to any of the ACP awards. No distance-specific medals are available to finishers; however, credit toward RUSA medal awards is given and these events can be used as qualifiers for all of our domestic grand randonnée events.
RUSA populaire	A domestically-sanctioned event of any distance from 100 km to 199 km, operated in the same style as a brevet. These events do not contribute to any of the ACP awards. RUSA gives credit toward RUSA awards.
RUSA arrow	A domestically-sanctioned team event patterned after the ACP Flèches Nationales. At least 360 km must be covered within 24 hours. Arrows do not contribute toward the Randonneur 5000 award; however, RUSA gives credit toward RUSA awards.
RUSA dart	A 12-hour version of the Arrow, with a minimum riding distance of 180 km. Counts towards the P-12 Award if shorter than 200k, and towards

	the R-12 Award if at least 200k. [11/2013]
RUSA dart populaire	An 8-hour version of the Arrow, with a minimum riding distance of 120 km. Counts towards the P-12 <a href="#">and Rouleur</a> Awards. [11/2024] [5/2025]
UAF Audax brevet	A brevet run under Audax rules and sanctioned by the Union des Audax Français (UAF). Distance options are 100 km, 150 km, 200 km, 300 km, 400 km, 600 km, 1000 km, and 1200 km. [11/2024]

## Brevets vs. Team Events

Team randonnée events are an essential part of our sport but they have distinctly different characteristics and regulations compared to brevets and populaires. It is important for team randonnée organizers, team captains, and riders to know how they differ so that they can have a successful event. There are ACP-sanctioned Flèches-USA 24-hour team rides around Easter, as well as RUSA-sanctioned events that can be run any time of year. All RUSA team events are similar to each other; the distances (and time allowances) are the main differences. Here is the [About Team Randonnées page](#), with links to rules for each type of team event. [6/2025]

Brevets, Populaires, and Grand Randonnées	RUSA Team Events	ACP Flèche
Each rider is an <b>individual participant</b> .	<b>Riders belong to teams</b> , and a team's (and hence the members') finishing status depends on the team members.	
Must use <b>RUSA-certified route</b> . (RBA designs and maintains.)	<b>Each team devises a route</b> , which the organizer vets.	
<b>Start Time</b> set by organizer.		<b>Start time recommended</b> by organizer, but team's choice.
<b>Unpaved distance and states transited</b> taken from RUSA-certified route.	<b>Unpaved distance</b> for each team input by organizer when submitting results.	
Max <b>time limit</b> dependent on route distance (and unpaved distance for some event types)	Event has a specified <b>duration</b> . Teams must finish at or near the specified duration time (e.g., 24 hours for the Flèche).	
<b>Result cert#'s posted immediately</b> (RUSA, UAF) when submitting results, or shortly thereafter (ACP, LRM), provided by Brevet Coordinator.		<b>ACP provides cert#'s</b> in the autumn, when processing all flèches nationales.
ACP and LRM events only: RBA can <b>download and print off stickers</b> for brevet cards.	Organizer can <b>make up stickers</b> if desired.	ACP sends <b>physical certificates</b> , to be distributed to riders, possibly next spring.

# RUSA and ACP Brevets vs. UAF Audax Brevets

*Allure libre* randonnés feel much like “regular” cycling - e.g., club rides, rides with friends, or riding alone. What’s added are checkpoints, time limits, and the requirement to follow the course. By contrast, UAF Audax brevets are not the way people normally ride, so they require a lot more education and attention.

There are a number of differences in the way UAF Audax brevets are planned and run. It is important to orient riders on this different riding format - Audax is not simply “riding sociably together and not dropping anyone.” It’s also essential to choose captain(s) who thoroughly understand how Audax brevets work, so as to keep the ridership within the rules and have a successful experience for everyone. Here is the [About Audax page](#). [6/2025]

ACP Brevets, RUSA Brevets & Populaires, and LRM Grand Randonnées	UAF Audax Brevets
Route is controlled by <b>checkpoints</b> located for route compliance.	Route compliance is assured by the <b>captain</b> , who leads the peloton and keeps track of the riders.
There is a <b>max time limit</b> for finishing officially. The time limit is designed to accommodate adverse weather, mechanicals, helping other riders, etc., but normally riders will finish well under the limit.	There is a <b>statutory finishing time</b> (and event duration), which must be followed (with some minor allowances). <i>This is like team events.</i>
Riders can ride <b>alone or with others</b> , and move between groups.	<b>Everyone rides together</b> in a peloton under leadership of the captain.
Riders are <b>free to choose their riding pace</b> from one moment to the next ( <i>allure libre</i> ).	The peloton rides at a <b>steady 14 kph</b> , or as close as they can come to that, uphill, downhill, headwind or tailwind, early or late in the event.
Riders are <b>free to stop at services</b> along the route, including staffed checkpoints, and stay for as long or as briefly as they choose.	There are <b>prescribed times and locations</b> for brief stops, longer sitdown meals and sleep breaks. The sitdown meals can be protracted.

## When to Schedule a RUSA Brevet vs. an ACP Brevet

[4/2010]

RUSA brevets offer a subset of the awards, recognition, and qualifying potential of ACP brevets on the RUSA calendar. When/why would you submit a brevet as non-ACP-sanctioned?

- The distance is not close to one of the standard ACP distances (200 km, 300 km, 400 km, 600 km 1000 km): for example, the route you're envisioning may have a "natural" distance which falls in between, but is important to the route concept – e.g., an out-and-back between to an iconic location, or a similarly iconic loop route, such as the circumnavigation of a lake or island.
- You are adding an event after the deadline to submit ACP events (September 30 of the prior year for an event between January 1 and October 31, or September 30 of the current year for an event between November 1 and December 31). **But also check with the Brevet Coordinator for other possible options. [7/2025]**
- You need to postpone an ACP-sanctioned event more than a week, and would still like to hold the event. (You'd cancel the ACP event and add a RUSA event to replace it.)

## Getting Your Event on the Calendar

These four sanctioning authorities govern different randonneuring events held in the USA:

- Les Randonneurs Mondiaux (LRM)
- Audax Club Parisien (ACP)
- Randonneurs USA (RUSA)
- Union des Audax Français (UAF)

The table below summarizes the deadlines for event submissions and the calendar dates for scheduling events with each of the event sanctioning organizations.

Event Type	Deadline for Submission	Event Calendar Dates
ACP-sanctioned brevets	Oct 1 year prior	Jan 1 - Oct 31
	Oct 1 of current year	Nov 1 - Dec 31 [1/2023]
ACP-sanctioned flèches	Oct 1 year prior	1 week prior to Easter – end of May [1/2023]
RUSA-sanctioned brevets and populaires	5 weeks prior (new route) 6 days prior (existing approved route) [12/2017]	Jan 1 - Dec 31
RUSA-sanctioned arrows and darts	5 weeks prior (new route) 2 weeks prior (existing approved route)	

LRM-sanctioned events	Oct 1 year prior to schedule the event, but July 31 in prior year to submit application to RUSA for organizing a grand randonnée. Note that the October 1 deadline is to submit events for January 1 - December 31 of the following year ( <b>for the whole year</b> , in contrast to ACP submissions).  [11/2009] [3/2025]	Jan 1 - Dec 31
UAF-sanctioned brevets	At present, RBAs should schedule these by October 1 the year prior to the event. This policy may change based on UAF guidance.	Jan - Dec 31

Each RBA is required to organize at least one 200 km or longer brevet (can be ACP, RUSA, or UAF) each year.

RBAs must submit their proposed ACP and LRM events to RUSA by October 1 of the preceding year. The RUSA Board reviews all ACP and LRM-sanctioned events held in the USA in early October before submitting them to the sanctioning organization and placing them on the RUSA calendar.

RBAs should submit UAF events by the same deadline (but it is possible the UAF might change this in the future.).

To hold RUSA-sanctioned events, RBAs submit their proposed events::

- at least five weeks in advance, if the event will use a new or changed route;
- at least six days in advance, if the event will use an already-approved route. [12/2017] [11/2013]

This allows adequate time for the Board approval process, and for route review and approval (for new/changed routes). Submitting your RUSA-sanctioned events by October 1 along with the ACP, LRM, and UAF ones gives a more complete picture of your season, which can be useful to riders searching for events to ride.. [11/2009]

## The Process for Submitting Events

1. You submit your calendar events of all types - ACP, LRM, UAF and RUSA - using the web-based [calendar submission form](#). If you cannot use the form, contact the [Brevet Coordinator](#).
2. The RUSA Board reviews the proposed events. You will be contacted if there are any issues with any event you propose.

3. After the Board approves your events, the Brevet Coordinator will contact you via email and your events will appear on the RUSA calendar. [audax-tbd: need more info for calendaring Audax/UAF events, but process for RBA is the same as for other event types.]

In calendaring your events, you specify:

- event type (e.g., ACP brevet, RUSA Populaire, ACP Flèche, etc.)
- starting date
- distance
- name (optional)
- route (optional - see below)
- event name and destination (for team events)

## Associating a Route with an Event

You do not need to have an approved route for an event when calendaring it, and you can decide to use a different approved route at any time up until the event is held (see below). (You might do that for safety reasons because of emergent weather conditions, or unanticipated road closures.)

You may associate an approved route with a non-team event when you submit the event, and when you submit results for that event. The associated route is displayed in the results for Rides Search. If the route is well-named, it can give the rider a good clue as to where the event will go. [12/2017]

### “Within or Through” Search

One reason to associate a route with an event is that the event will then show up when searching for rides within or through given states. Until you specify a route, the website can't tell which states the event goes through. (It cannot infer anything from the event's region.) This is usually not important, but could be if the rider is interested in accumulating states for the [American Explorer Award](#).

### Changing Route Assignments and Event Distances

After you have calendared an event (but before results have been submitted), you may use the “RBA Self-Service” page, [RBA assign/update routes for events](#), to assign a route to the event, or change to a different route. If you hadn't assigned a route, this helps the “Within or Through” event search find your event, as described above in the preceding section. If the event is a RUSA brevet or populaire, you may also change its official distance based on the route assignment. Using this tool is faster for you, and takes some burden off the Brevet Coordinator. [12/2024]

## Official vs. Actual Distance of Events

Make sure that the distance for which you schedule your event (which is the official distance) is close to the distance of the route you will use. (The actual route distance must be between the scheduled distance and 120% of the scheduled distance, and at least as long as the minimum distance for that class of event.

**Time Allowed and Credit Given** – The time allowed to finish your event is based on the official (scheduled) distance, not the actual route distance. So if you schedule your 1240 km Grand Randonnée as 1200k, riders will have 90 hours, not the 93 hours they'd have for a 1240 km event. Similarly for a 600 km brevet whose route is actually 620 km: riders would have 40 hours to complete it, not the 41:45 they'd get for a 640k.

Correspondingly, finishers get credit for the official distance, not the route distance.

**ACP-Sanctioned Brevets** – Since ACP-sanctioned brevets must have particular official distances (200 km, 300 km, 400 km, 600 km, 1000 km), you need to tailor your route's distance to be close to those official distances.

**RUSA Populaires and Brevets, LRM-Sanctioned Grand Randonnées** – Since these events may be of arbitrary distance (within the distance range of their event type, of course), you can schedule them to be close to the actual route distance. For example, if you are organizing a 1200 km LRM grand randonnée and your current route is 1204 km, you can either leave the event distance at 1200 km, or schedule it as 1204 km.

For RUSA events, if you find your route is substantially different from the distance you've scheduled, contact the [Brevet Coordinator](#) to have the official distance changed. You may also use the "[RBA Self Service](#)" page on the RUSA website. Also, make sure your control cards, cue sheets, and other materials reflect the actual time allowed.

To change the official distance of LRM-Sanctioned events, you may ask the [Brevet Coordinator](#) to petition the LRM president. This is not guaranteed. So try to be accurate when originally submitting LRM events.

[1/2015] [12/2024]

## Canceling and Postponing Events

If you must cancel or reschedule an event, advise the [Brevet Coordinator](#) immediately.

You may postpone events up to a week after the originally scheduled date for safety reasons or because the route is impassable on the scheduled date (examples: black ice/snow; bridge out or road segment closed due to construction). If you postpone the event, it will still retain the original date on the RUSA website, and results will be credited to that date.

### ACP and LRM-Sanctioned Events

If you need to postpone an ACP brevet beyond than a week (the maximum allowed in the rules), and you still wish to hold the event, consult the Brevet Coordinator to replace it with a RUSA (non-ACP) event. If your event needs to be an ACP-sanctioned **brevet** (e.g., to qualify for PBP **or another foreign Grand Randonnée**), contact the Brevet Coordinator, who may be able to work with the ACP to reschedule beyond a week. **This accommodation is not available for Flèche events.** [5/2025]



If you need to postpone an LRM-sanctioned event beyond one week, it normally can't be replaced by a RUSA event, but contact the [Brevet Coordinator](#), who may be able to work with LRM to reschedule beyond a week. [3/2025]

[3/2010] [11/2009]

## RUSA-Sanctioned Events

Changing RUSA brevet dates is more flexible if there is enough time beforehand. If you need to hold the event more than a week later, you can ask the [Brevet Coordinator](#) to change the scheduled date for that event in the RUSA calendar. Note that this may throw you into the next month, affecting R-12 and P-12 credit for riders.

**Date of Event Credit** - If the event is *postponed* up to a week because of aforementioned reasons, event credit goes toward the original schedule date. If the postponement falls in the next month R-12 or P-12 credit is for the original month. If the event is *rescheduled* as a new event as described above, that does not apply: the credit date is the new rescheduled event date. This could be an issue to consider in converting to a (new) RUSA event.

[1/2011]

## Terminating an Event In Progress

If you need to terminate an event already in progress because of emergent safety, course, or other issues, submit results for any riders who have already finished or successfully pre-ridden the event.

[3/2012]

## Workers / Volunteers Pre-Rides

If an event must be cancelled or terminated as in the cases above, submit results for any riders who've pre-ridden the event (as described below).

[3/2012]

# Riding Events for Credit before the Calendared Date

An RBA and/or event volunteers may pre-ride the route of an ACP, LRM, or RUSA-sanctioned brevet or populaire up to 15 days in advance of the calendared date. They may also pre-ride UAF brevets, up to x days in advance, *to be determined*. [audax-tbd]

You may want to arrange a pre-ride to give volunteers who are working your event an opportunity to get credit for the event, or to check out the route, services, etc. It is the RBA's prerogative to allow a pre-ride, and to determine who will ride and when the pre-ride(s) will take place. (Note that UAF pre-rides must have at least three bikes or other machines.) [3/2025]

In terms of checking out the route, pre-rides are **not** there to work out significant route design questions. These should already have been resolved, and verified by en-route checks. However, pre-rides can verify that cue sheets and GPS tracks are accurate (including signage at intersections) and visiting checkpoint stores for hours of operation and to let them know your cadre will be coming. [7/2025]

Submit a pre-rider's results with the other finishers' – i.e., as if the rider completed the event as scheduled on the calendar. This means, for example, that a pre-ride done in the month previous to the event counts towards R-12 credit in the month for which the event was scheduled (not the date on which it was pre-ridden).

There is no provision for "make-up" rides (riding after the event date, except of course for riding on a rescheduled date, for an event you have postponed because of weather hazards, etc.), whatever the event type (ACP or UAF brevet, RUSA brevet or populaire, ACP or RUSA team event, or LRM grand randonnée).

[3/2010] [2/2011] [1/2012] [2/2018]

A volunteers' pre-ride is a favor to the volunteers who will put on a ride. It's not supposed to be a burden on you.

A volunteers' pre-ride is also **not supposed to be a scheduling alternative**. The spirit of pre-rides is that those doing the pre-ride are supporting the main event. In this case, what actually constitutes support is up to the RBA to define, but keep the spirit of this option in mind. For example, the main event may benefit from an extra set of eyes on the cue sheet, a review of road conditions and company for the ride when the route goes into remote areas or will be ridden after sunset. As a result, if support supplied by a pre-rider allows them to be free on the date of the main event, they are then free to ride another RUSA sanctioned event for credit. The mix of credited rides for the rider can include ACP events calendared on the same day, so for example if pre-riders for an ACP event scheduled for May 10 did a pre-ride on May 3rd and the support they offered was to relay to the RBA notes about road conditions, then they could ride another ACP or RUSA brevet, or a RUSA permanent held on May 10th and get credit for that and the pre-ride they completed.

[11/2022]

Assuming that you are only dealing with volunteers for the brevet, you just need to try to strike a balance between meeting the needs of those volunteers and not driving yourself nuts. Although RUSA has no rule requiring that there be only one volunteers' pre-ride, you have absolutely no obligation to arrange for more than one. Generally, you (or the ride organizer, if you have delegated the ride to another person) should decide when you are riding (if you are pre-riding yourself), let the other volunteers know and go. Folks that can't make the volunteers' pre-ride and absolutely need the ride credit can be released to do the main ride. They can volunteer another time.

As for proof of passage on the pre-ride, keep in mind that these volunteers are in many ways an extension of the RBA and are helping to administer the brevet. Since you'll be putting trust in them for that, consider allowing a bit more leeway for that documentation. If, for example, pre-riders aren't using Electronic Proof of Passage, let the volunteers sign each others' cards where there are no

stores or volunteer support at a checkpoint. (If they can grab a receipt in a nearby town, so much the better). If the start/finish is not at or near an open establishment, let the volunteers get a receipt from the nearest coffee shop to the start, sign their cards at the start, sign their cards at the finish and then get a receipt from the nearest pub to the finish.

You can decide what level of services to provide on the pre-ride, for example, on-course support and accommodations. For example, you may provide a smaller volunteer staff, or have the riders arrange for their own support. This can be reflected in the fee you charge. Keep in mind checkpoints that would normally require event staff because there are no establishments nearby (or good info questions), or because riders need support in an area of sparse services: in those cases, they will need to be covered by your own or the riders' support volunteers.

[2/2011] [11/2022] [11/2024]

Encourage the pre-riders to ride together. That's way more effective for scouting the route, checking the cue sheet, etc. It should be a fun, team event. Riders who are riding for PRs aren't going to be doing a good job of scouting.

A pre-rider who fails to finish may be allowed to ride on the event date.

[11/2013]

## Multiple Events on Same Day

You may schedule more than one event starting on the same date (at the same time or similar times, at the same or different start locations).

Each rider must sign up for and ride one particular event. Riders may not change events once the event has started. Your sign-in / registration materials must show that each rider has signed up for one particular event. The waiver can serve as that evidence, if you do not have a sign-in sheet or event registration. In any case, the waiver must indicate which event the rider is signing for. You can either have a separate waiver for each event, or a way for the rider to indicate the specific event on the waiver.

A reminder that riders for a particular event can ride with others who are riding another concurrent RUSA ride (including a permanent), but not with riders who are not on a RUSA ride. [2/2025]

[10/2018] [11/14/2022]

If you are a new RBA and have scheduled more than one event starting on the same day, for that first occurrence, do the following:

- Create a separate sign-in sheet – or area on your sign-in sheet – for each scheduled event. (Or use waivers, as explained above.)
- Mail copies of the the sign-in sheets / waivers, or email images thereof, within 10 days after the conclusion of the events. The Brevet Coordinator will check that the results you submit correspond to the appropriate sign-in sheets, and that each rider has signed only one sheet.

If you are not a new RBA, the Brevet Coordinator may still request to see the originals of your sign-in sheets / waivers, so be sure to preserve them. (If you are using Smartwaiver online waivers, RUSA will already have a copy of them.) [6/2025]

[11/2013] [11/14/2022]

## Late-Season Events

As of November, 2022, RUSA began sanctioning ACP events year round. However, the ACP calendar runs from November 1st through October of the following year and this will slightly complicate how you view your ACP events if you list them in November and December. Prior to October each year, RUSA Regional Brevet Administrators will submit their ACP events for November 1st through December 31st of the current year along with their ACP events from January 1st through October 31st of the following year.

When scheduling ACP events for the last two weeks of October, especially the last weekend in October, please keep in mind that results are required to be submitted sooner than usual. This is because the ACP requires results to be filed in the first few days of November.

**Super Randonneur Award** - Remind your riders that the ACP Super Randonneur is award based on the calendar year (Jan.- Dec.). This means that ACP brevets ridden Nov-Dec count for SR in the **current** year, but processing may be delayed, so riders may have to wait to apply for an SR that includes November or December events. [3/2025]

## Scheduling Grand Randonnées (1200 km or longer)

In order to hold a Les Randonneurs Mondiaux (LRM) Randonnée in the US, you must first submit a [1200k Application](#) and accompanying materials by July 31 of the previous year. This should be a simple and quick, pro forma submission for repeat events and organizers. [3/2025] For a new event, this will require some research and foot (or pedal-) work. The [RUSA 1200k Guidebook](#) is a helpful resource for planning your Grand Randonnée. [12/2017]

[11/2009]

After the Board approves your application, you may then submit it for your calendar for the following year, as you would for any other event. (This is a separate step, so make sure you remember you include this event with the others you are calendaring.) You may choose the same event date as on your application or a different one, e.g., to accord with the calendaring of other US grand randonnées.

[1/2023]

When your calendar submission is approved, RUSA will then submit your event to the President of Les Randonneurs Mondiaux. The deadline for submission of your LRM event to RUSA is October 1 of the year preceding the event. If you offer a 1000 km ACP brevet option, or 1000 km and 200 km, in conjunction, you must also submit these events to RUSA no later than October 1.

# Scheduling Flèches

Flèches-USA team randonnées are intended to be held on or near the Easter weekend. The Flèche Vélocio, upon which the Flèches-USA events are based, is always an Easter-weekend event — and in France, with its northerly latitudes, this can bring cool springtime temperatures, not to mention an increased chance of precipitation. Riding near the spring equinox means day and night hours are roughly equal, making this 24-hour event more challenging than in seasons with longer, warmer days.

Easter Weekend Accommodation - While Easter weekend is the traditional date for the Flèche,, RBAs may hold their event from one week before Easter through the end of May. You might do so to avoid conflicting with folks' Easter plans, or because of wintry weather possible in some climates, or other reasons. Remember, too, that teams can start their ride as early as Thursday noon if they want to keep the weekend open for family and/or religious activities. Regardless, your flèche event schedule date on the RUSA calendar is on the Friday of the event's weekend. [2/2025]

[1/2017]

## Scheduling 8k600 Brevets

An "8k600" brevet (RUSA's moniker, not the ACP's) is an ACP 600 km brevet with at least 8,000 m (26246.72 ft.) of climbing. Completing one is a requirement for the ACP Randonneur 10,000 award. The event needs to be registered with the ACP as an 8k600 brevet, and to do so requires an approved [8k600 route](#) to be assigned to it. For details about the procedure in getting your event approved as an 8k600 brevet, contact the [Brevet Coordinator](#). [1/2025]

## Rider Limits

You may limit the number of riders on your events - chiefly an issue for longer, bigger events such as 1200km+ randonnées which require overnight lodging and protracted volunteer support. Rider limits should not be used to create quasi-private events intended for a few friends or a coterie of riders. Randonnées are meant to be open events, not exclusive.

## Qualifying Events

You may require that riders complete one or more qualifying events - chiefly for longer events such as 1200km+ randonnées, or 1000 km brevets (not common). For example, 1200k's such as PBP, Boston-Montreal-Boston, the Colorado High Country, etc. have required a full Super Randonneur series to be completed in the prior year or two, or a 1000km+ brevet in that time period. Some organizers will accept RUSA Permanents for some qualifying requirements. Other big events - London - Edinburgh - London, for example - have no qualifying requirements at all. Qualifying brevets for 1000km and shorter brevets are not typical, but they are an option under the rules.

It's also conceivable to require qualifying for especially difficult events such as 8k600s, but exactly how to specify what the qualifiers would be is a question.

Qualifying events have several purposes:

- Indication to the organizer that the rider is substantially prepared for the event, in terms of training.
- Motivation to the rider to do the training.
- Sanity check for the rider as to whether the target event is realistic.
- Means for the organizer to exclude riders who have not demonstrated being prepared for the event.
- Potentially reduce the support workload of volunteers taking care of riders who are really not up to riding a given event.

[5/2025]

# INSURANCE AND WAIVERS

## RUSA Liability Insurance

RUSA events are covered by RUSA's insurance policy. RUSA's liability insurance policy covers RUSA and the people who are involved in the organization of RUSA events (i.e., RBAs, volunteers, etc.). If you have a question about RUSA's insurance coverage, please email the [Insurance Committee](#).

### Certificates of Insurance

From time to time, an entity such as a municipality, national park, etc., may have insurance requirements before a permit will be issued for an event to occur on or through a specific road or location. These types of requests take one of two forms: either a simple request for evidence of insurance coverage OR a more specific request for that entity to be named as an additional insured on RUSA's liability policy. If you need either of these, please complete the relevant section(s) of the "Insurance Document Request Form" located on the [Insurance and Waivers page](#). Please email that document to the [Insurance Committee](#).

[12/2017] [8/2020] [2/2025]

## Excess Medical Insurance

In addition to liability coverage, RUSA maintains an Excess Medical Policy that may assist riders with certain medical expenses in the event they are injured during a RUSA event (permanents are not covered). Excess Medical insurance may cover out-of-pocket medical expenses up to \$25,000 after a \$1,000 deductible and only after all other insurance resources (such as a rider's primary medical insurance or other involved parties' liability insurance) have been exhausted. We automatically send the claim form to riders after reporting the incident to the insurer. [2/2025]

This is NOT primary medical coverage. All riders are encouraged to maintain primary medical coverage.

If a rider is interested in pursuing medical expense reimbursement under RUSA's Excess Medical policy, please direct the rider to contact the Insurance Committee. [12/2017]

## Liability Release Waiver

A liability release waiver MUST be signed by every rider for every event. No exceptions. Failure to obtain the required waiver exposes you, your club and RUSA to liabilities that would not be covered by our insurance. In the event of an incident or accident that may trigger a RUSA insurance claim, the RBA must produce the properly signed waiver for the event and rider in question.

You may use the Smartwaiver online tool (under RUSA's Smartwaiver account), or paper waivers. RUSA strongly encourages use of Smartwaiver, for secure storage and ease of access. We are moving in the direction where an e-waiver is required (except when unfeasible to use the Smartwaiver tool), which can be supplemented by a paper waiver. [2/2025]

The Board is requiring that regions move to using the Smartwaiver online waiver tool (under RUSA's Smartwaiver account). At present, this is the only online waiver/signing tool approved. Paper waivers are an alternative for situations where Smartwaiver can't be used - e.g., the Smartwaiver system is temporarily down, or doesn't return confirmation in the form of a PDF, or when connectivity is lacking, e.g., because of an internet or wifi outage, or a remote ride start. [2/2025]

## Guidelines for Implementing the RUSA Waiver

The waiver release is a legal agreement between RUSA, the ride organizer, and the rider. It should be treated with the seriousness of a contract. These guidelines are to help you complete a waiver that demonstrates that the rider knowingly agreed to be bound by the terms of the agreement. You may also wish to familiarize yourself with any state and local laws as relates to liability waivers. [12/2017]

You may use the Smartwaiver online waiver product as set up in RUSA's account, or paper waiver, or a combination. Smartwaiver is preferred.

### FOR SMARTWAIVER - *this information is preliminary*

1. Contact the [Insurance Committee](#) to obtain a Smartwaiver template for your region. For your template, you can specify certain fields and text to include, e.g., your club name, and optionally what parameters to send back if you are integrating programmatically.
2. Decide how you will integrate Smartwaiver into your process. You may simply add a link to the template, and then examine the waivers signed by riders in RUSA's repository. Additionally, you may integrate waiver-signing into your registration process, or other process on your website.
3. Add the appropriate link(s) to your website. Consult the [Insurance Committee](#) to explore your options.
4. Smartwaiver stores the executed waivers, which can be retrieved for the records of the RBA or the rider, if desired. Also, riders have the option of having a copy of the waiver emailed directly to them by Smartwaiver, and in your region's template, you can specify an additional address to which a copy of each waiver can be sent, e.g., an address you set up to be monitored by your waiver administrator.

### FOR PAPER WAIVERS

1. Download the current RUSA Waiver of Liability master from the [Insurance and Waivers page](#).
2. Modify it by including the club name in the first paragraph, and either the event date and event name or blanks for these fields for the rider to fill in. *The event date should be the date*



*upon which the rider is actually riding the event - which can vary from the originally published date, either because the event was postponed or for pre-riding by workers / volunteers.*

3. As a standard custom and practice when you present the waiver to the rider, ask the rider to read the waiver before signing.
4. The waiver should be in a font large enough for easy reading. The bigger the better but at least 10 point font is recommended. The font sizes in the master document can be used. The waiver should fit on a single page, including the signature.
5. The riders should both print and sign their names on the waiver, or names can be pre-printed and then signed by the rider.
6. A rider must complete the waiver and deliver the waiver to the ride organizer BEFORE starting the ride. This can either be physically or electronically by a scanned document, at the organizer's prerogative.
7. A new waiver should be completed for each separate event, or for when the date has changed upon which the rider is riding.
8. Retain a copy of the waiver for the duration of the statute of limitations for your state.

[2/2025]

## Incident Reporting

[6/2019] Any incident that's reported to the RBA or organizer of an event should, in general, be reported as an incident to the [RUSA Incident Liaison](#) who will in turn send to the RUSA Board and Insurance Committee and Carrier. Please follow [this procedure](#). [8/2025]

Examples of situations requiring an incident report:

- Police involved
- Transport to a hospital or health care facility for assessment / treatment
- Concussion potential, eg. Banged head / damaged helmet
- Significant cuts and/or road rash that might need medical treatment
- Anything involving more than one rider, a vehicle, or an animal
- Course issues causing the incident – road work, bad railroad tracks, gravel on the course, anything that might have been forewarned had it been known.

This list is not meant to be exhaustive.

The information will be kept confidential by the RUSA Board and our Insurance Committee and will also be reported to our insurance carrier, as required.

# PRE-EVENT PREP

## RUSA Membership

Riders must have current RUSA membership in force at the start and through the duration of the event. It may take 1-2 days for the Membership Committee to process a new membership or an update. [Plans are in progress to make renewal immediate if riders are making no changes to contact or other info, just renewing.] That means that for, say, a brevet beginning on a Saturday, riders should have made their membership submission by Wednesday evening. At the ride start, riders need to have an active, permanent RUSA number (not a temporary new-member number beginning with a "T".)

If you require registration, you can check RUSA membership status at that point. If you provide online waivers, when the rider goes to sign the waiver can be another opportunity to check. You can check manually by consulting the [membership database](#).

At registration and on info pages your website are good opportunities to remind riders not only that RUSA membership is required, but also about the 1-2 delay in membership processing.

[4/2025]

## Flèche and Other Team Events

As RBA, your duties for team events are different from those for other events you organize.

### Teams

As teams form, they need to register their roster with you, specify who will be captain, supply a team name, and send you their waivers (which can be done online if you have that system in place). For team names, some organizers suggest a theme, e.g., animals native to Colorado.

You may want to facilitate the formation of teams. You can provide a forum for riders looking to join a team, or captains looking to form a team, or personally work with folks interested in riding your event to form teams. This can be as simple as riders' using your region's chatlist to express interest. You could also maintain an online list of teams and riders looking for teams that everyone can see. You might also reach out to captains and team members of past years, to gauge interest and find out if they need an extra person or two. All these efforts not only aid in building teams, but in facilitating members moving from one team to another (e.g., a member from a five-member team moving to a two-member team to allow the latter to exist).

It's important that once teams are formed, the captains communicate with you in a timely manner, including submitting their routes and their team rosters. This all requires action well in advance of the event. You can set deadlines for route submission, roster changes, etc.

## Routes

Teams will submit routes to you in the format(s) you've specified. They need to clearly show the route and the checkpoints. Remind them that they get credited for the shortest safe and legal distance between checkpoints. (This is somewhat different from brevets.) So check that their route yields the distance they claim, and is at least the minimum required distance for the event (360 km for the Flèche)..

**Ambitious Routes** - Some teams may design ambitious routes - either quite long, or with lots of climbing, or lots of unpaved distance, or some combination. But on the day of the event, the weather or other factors could make parts of such routes (e.g., high altitude, flood-prone, or unpaved sections) unsafe. You can choose to allow teams to develop a fallback route (submitted to you in advance), just as you might have a backup route for a brevet. That means another route for you to vet and approve, but it's an option you can provide.

Teams can also earn their finish without reaching the finish destination, so long as they ride at least 360km and 80% of their planned route. For this, and other rules, see the [Flèche-USA Rules](#).

## Proof of Passage

As with brevets, you specify which forms of proof of passage you will accept (remembering that that must include a traditional form of proof of passage such as store receipts, info checkpoints, etc.).

## Postponing

The grounds for postponing team events are the same as for brevets and populaires: the organizer may postpone an event up to one week because of dangerous weather, hazardous conditions, or other safety issues, or because key roads used by the teams - e.g., near the common destination - are temporarily impassable. (Those are the only reasons, e.g., not whether teams would like to ride on another date.) If conditions in the region are generally unsafe, that is reason to postpone, but not because a particular team's route is especially vulnerable (lots of elevation, dirt, etc.). This is addressed above. The official calendar date remains the original one for purposes of credit.

## Finish Locale and Après-Ride Venue

One of highlights of the Flèche or other team event is the common finish, and then the breakfast, brunch, or dinner afterwards. For that reason, it's good to encourage Flèche teams to start at the same time, which they are not required to do. The après-ride meal or party would ideally be close to the physical finish for riders. It's a good idea to make reservations in advance, with a view to whether the establishment can comfortably accommodate all the team members in a common space where they can mix and chat with the other teams.

# ROUTES

## Route Design

Route design is the responsibility of the RBA. No universal formula describes the ideal course; however, guidelines and suggestions that might influence your choices follow:

- Out-and-back routes are the simplest to design. They allow you to use the same checkpoints for both directions, minimizing the number of volunteers you might need. Out-and-back courses also get the riders the maximum distance away from the start, possibly into remote areas far from their familiar riding grounds. This makes the randonneuring experience richer and helps build the skills for navigating in unfamiliar territory. It discourages shortcutting to find a quick way home. On the downside, out-and-back courses tempt riders to leave necessary items (clothing, lights, etc.) along the course for retrieval on the return leg. While this is within the rules, it is not entirely in keeping with the spirit of randonneuring preparedness.
- A single-loop route takes more effort to design but offers new scenery throughout. Depending on terrain features and road network, a loop may not require many more checkpoints than an out-and-back route; however, even a few extra checkpoints may stress your ability to provide logistical support and volunteers. It also forces you and your volunteers to operate over a larger area and be more spread apart; increasing the time it may take to respond to emergencies. On the plus side, it prepares riders better by constantly subjecting them to new terrain and by removing the opportunity to dump necessary items for later retrieval.
- A "lollipop" or "figure 8" course combines some of the advantages and disadvantages of the above. The most frequent reason for using one of these designs is road or traffic conditions. A particular stretch of road may be wonderful on the outbound leg but busy or dangerous at the time of day when most riders would be returning; choosing an alternate path on the return leg might be the best option. Some roads are more scenic when ridden in one direction or the other. Other reasons for riding a road in one direction, but not the other, include the presence of a bike lane or shoulder in one direction only, or to avoid a tricky merge or intersection.
- "Daisy" routes composed of a set of loops or out-and-backs that keep returning to the starting/ending point **are a tradeoff**. Riders never get very far from the starting point, so it is likely they will be riding on familiar roads the whole time. Others will be tempted to quit each time they return to the starting/finishing point. **On the other hand, it's easier for organizers to monitor and support, and for longer events (600km+) can make it logistically easier for both riders and organizers, as no drop bag transport is needed. [3/2025]**
- Point-to-Point routes offer the chance to cover the most geographic territory, and can embody a great route concept (for example, "Mountains to the Sea" in North Carolina or "Denver to Aspen" in Colorado). But they are logistically challenging both for riders (who need to find a way back) and for organizers (who can't re-use checkpoints, and whose area to monitor is magnified). Back-to-back events (for example, Globe-to-Show Low followed by

Show Low-to-Globe in Arizona) mitigate this challenge ... at least for those who can complete both segments. By extension, a chain of multiple events (for example, a circuit composed of point-to-point brevets) is also possible, with a great payoff for those who can ride every segment, and hopefully some transport accommodation for riders who find they can't complete each event in the chain. It also means transporting drop bags to the start of each successive segment, more work for the organizer. Examples include the Endless Mountain Six-Pack in Pennsylvania (the Endless Mountains 1200k broken into 200k brevets) and similarly the Colorado Haute Randonnée Six-Pack, also based on a 1200k course. [3/2025]

- Routes may not include multiple passes over the same circuit (that is, repeated loops). Traversing a point-to-point segment more than once, in the same or opposite direction, is allowed. This is different from the flèche and other team events. [3/2025]

## Bike Paths and Multi-Use Trails

When well designed, bike and multi-use paths can offer a safe, quiet way to traverse built-up areas, or areas without motor roads that are suitable or legal to cyclists. (An example would be paths along an interstate, where there is no frontage road.) But these paths come with some trade-offs and caveats.

- Paths can be hard to navigate, with confusing intersections and unclear or missing signage. Many paths in built-up areas are designed with the neighborhood or other local rider in mind - folks who are going a short distance and know the area. It is highly frustrating to get lost, lose time, and have difficulty finding your way back while trying to complete a rando event. *You could consider arrowing paths or parts of paths that are difficult to navigate. Remember that riders are not required to navigate by GPS.*
- Paths can have a variety of other users - recreational riders, runners, pedestrians, skateboarders, and young children just learning to ride. So an extra degree of alertness, caution, and quick reaction time is called for.
- For the above and other reasons, many paths are not suitable for a large group (more than half a dozen) riders in a group.

[5/2025]

## Route Direction

You have the option of running a given route in forward or reverse direction (reverse meaning from finish to start compared with the original cue sheet). For an out-and-back route, the forward and reverse directions are identical, of course. To start from the turnaround point of an out-and-back route, you need to submit that as a separate route.

To certify your route (see below), you need only submit materials for one direction, unless you would use different checkpoint locations or different road segments in the reverse direction. While running the route in reverse can provide a refreshingly different experience for the rider, bear the following in mind:

- Checkpoint establishments may not be open at the appropriate times when riders encounter them in the reverse direction.
- Traffic, weather, and other “environmental” factors may be problematic in the reverse direction. For example, a quiet, cool, and clear mountain stretch in the morning can become a high-traffic, hot, and potentially stormy segment when encountered later in the day.
- Some turns that are easy and safe in one direction may be difficult, dangerous, or illegal in reverse.
- One-way road segments may make it illegal to ride the route strictly in reverse.

So you may have to adjust your reverse course slightly, or in certain cases, reversing the route may be unsafe, unattractive, or unfeasible. It is up to you to make these determinations, as it is your responsibility to design safe, passable routes in the primary direction.

[3/2010]

## Checkpoints

Randonneuring uses checkpoints to validate that riders ride the entire route (without shortcutting) and do so within the minimum and maximum times allowed. Designing a route that includes checkpoints is easier with experience. Local conditions, time of day, and club size or traditions often dictate the types of checkpoints and the distances. The ideal checkpoint is located in towns that are spaced such that most riders would likely take a break, whether or not there was a checkpoint. The checkpoint would have restrooms, food and water available for purchase, or other provisions to get the rider serviced and back on the road. The following sections provide guidelines for determining the location and type of checkpoints to use for your routes.

### Controlling for Route Compliance

Place checkpoints primarily to assure route compliance (i.e., to prevent material shortcutting of the route), as described above. Within that framework, the next priority is spacing checkpoints at regular, useful distances for refreshment.

### Checkpoint Distances

Subordinate to route compliance, you should space checkpoints at regular intervals between the brevet start and finish. The optimum distance is 50-100 km with a maximum of 150 km. For checkpoints with services, you can also place checkpoints regularly in terms of riding time: hillier route sections might require more closely spaced checkpoints; flatter sections might require further spaced checkpoints. According to the distance, there would ideally be:

- 2 to 4 checkpoints for a 200 km brevet
- 3 to 5 checkpoints for a 300 km brevet
- 4 to 6 checkpoints for a 400 km brevet
- 5 to 7 checkpoints for a 600 km brevet
- 6 to 10 checkpoints for a 1000 km brevet

## Start/Finish Checkpoints

Brevets may have only one start location, and one finish location. For most brevets, these are the same; point-to-point routes are logistically harder to ride and support. You should choose a location that provides sufficient parking and easy access for the riders. The start location should have restrooms if possible. If not, the organizer should know locations of nearby facilities.

One or more volunteers selected by the organizer should staff the start and finish checkpoints between their official opening and closing times. You might want to keep this in mind when selecting a finish checkpoint. Sitting in a parking lot, far from services is a sure way to discourage volunteers.

For shorter events, starting at or near a restaurant will encourage riders to gather post-ride, enjoy a meal and share experiences. For longer events, particularly a 400 km, you might want to consider starting and finishing at a motel. This allows riders to arrive the night before a brevet that typically starts very early. It also encourages riders to sleep after completing the event. Some RBAs have a motel room available for riders to use for showers and naps following longer events. This also provides a comfortable location for the volunteers working the finish checkpoint.

Some RBAs run their events completely self-supported such that there is no volunteer to staff the finish. In such situations, the RBA often designates a drop box for brevet cards. A drop box might be the front desk of a hotel, or a business that has agreed to stamp or sign, date and collect the cards. Another idea is to have riders collect their final checkpoint verification, such as a receipt, at a local business and then drop their card packet (plastic bag, card and receipts) through the slightly open window of the RBA vehicle.

In all cases, however, start and finish checkpoint must be timed. (They may not be information or postcard checkpoints.)

[11/2013]

## Intermediate Checkpoints

Intermediate Checkpoints can be of the following types:

- Event-Staffed
- Local Establishment
- Information (no opening/closing times)
- Postcard (no opening/closing times)
- GPS track
- Photo
- ATM or other timed device
- ... and of course the Secret Checkpoint (Event-Staffed)

Intermediate checkpoints are preferably staffed by event volunteers or located where one or more establishments are open for business during the checkpoint times. You might also want to check if the businesses have restrooms available and indicate this on the cue sheet. *While these are the*



*preferences, checkpoints should principally be located for route compliance.* Riders are free to stop at services along the route that are not at checkpoint locations. [3/2025]

Most checkpoints will specify a particular business. Other checkpoints, called open checkpoints, allow the riders to choose any establishment in the town or area. This allows the rider to eat at a choice of restaurants, to grab a quick snack at the local mini market, or to move quickly through the checkpoint town using their ATM card to collect a printed bank receipt. When you use open checkpoints, you should also suggest a few establishments.

Another intermediate checkpoint type is the information checkpoint. You can use these checkpoints in locations where there are no services and the route requires a checkpoint to prevent shortcutting the route. Alternatively, you can use them at times when businesses are closed. For an information checkpoint, you ask a question that the rider can only answer if he or she is at that location. Ideally, you should locate information checkpoints at prominent locations: road intersections, hard to miss buildings such as churches or fire stations. The question should be obvious if one is there, for example, the distance to a town indicated on the road intersection sign, the color of a particular church, or the price of regular gas at a specific gas station. NOTE: An information checkpoint is generally not admissible if the route passes through the checkpoint more than once during the event (e.g., as on an out-and-back route).

Another checkpoint type is the postcard checkpoint. You can use a postcard checkpoint when a suitable business is not available. The ride organizer usually supplies a stamped and addressed postcard. At the specific location indicated as a checkpoint, the rider signs, dates and mails the postcard. NOTE: A postcard checkpoint is generally not admissible if the route passes through the checkpoint more than once during the event (e.g., as on an out-and-back route).

Secret checkpoints can be located anywhere along the route. They do not have the time constraints of a timed checkpoint, because riders are not required to maintain at least the minimum average pace (or stay under the maximum pace) at every moment of the event, only through (published) checkpoints. Example: rider takes a sleep break at a checkpoint and leaves it after it closes, with the aim of making up the time en route: a secret checkpoint right after that might be outside the closing window, if the checkpoint were timed.

[11/2013]

## When to Use an Event-Staffed Checkpoint

[2/2011]

Many regions primarily use local establishments as intermediate checkpoints: they provide a timed validation and rider support without the need for event staff. When might you consider an event-staffed checkpoint?

- Large Ridership (especially early in the route) – Local establishments may welcome the extra trade that randonneurs bring, but not if there are so many they overwhelm the staff or impede other customers. An event-staffed checkpoint relieves that burden – but take care to



avoid giving the impression that you are robbing local stores of business (e.g., by setting up in their parking lot without some prior arrangement).

- Support Needed in Sparse Region – Your route may go through an extended stretch without services – and often the most scenic areas are the most sparsely served by stores, etc. While you might be able to find some good information checkpoint questions or an isolated post office, the riders may need support which event staff could provide.
- Culture – You or your affiliated club may just prefer to offer a more staff supported event.

## Elevation Gain

The general guideline when designing a brevet route is to include approximately 5,000 feet of climbing per 200 km (or 4000 feet per 100 miles). Some regions offer switchbacks up a mountain; others offer miles of riding straight up the mountain. PBP has constant rolling hills, but no mountains. Hills add character to your event. However, too many hills can be overly discouraging. The rider's objective is to finish. Do not make the route too hilly (or otherwise strenuous); make it doable.

That said, event formats such as ACP 8k600 events require climbing that many riders would find excessive. So be sure to advertise the consequences of that event format. [5/2025]

Many riders like to see a route profile. This will help them with planning their rides. So, if possible make route profiles available on your website or with the cue sheet. (Mapping software such as RideWithGPS automatically provide this data graphically, and this can be printed out if the rider desires.) [5/2025]

## Elevation Challenges and Checkpoint Time Windows

**For LRM events**, you may make one or more intermediate checkpoints timed. However, there may be cases where, because of the elevation gain or descent to an intermediate checkpoint, the standard opening/closing times would be unduly restrictive. So it's good to take those terrain challenges into account when deciding when checkpoints are timed. [5/2025]

## 8k600 Routes

To use a route for an 8k600 brevet, the Routes Committee must certify that it has at least 8,000 m of climbing as measured by the OpenRunner route design tool. When you submit a route as an 8k600 route, the Routes Committee will advise what additional steps need to be taken. [2/2025]

## Intermediate Checkpoint Time Windows for Grand Randonnées

Intermediate checkpoints are untimed except for LRM-sanctioned events, where the organizer can denote certain intermediate checkpoints as timed.[2/2025] Riders are required to pass through timed

intermediate checkpoints within their opening time window. The Rules for Riders and Rules for Organizers clearly specify under what (limited) conditions a rider may get credit for a ride after missing an intermediate checkpoint cutoff.

For grand randonnées, the organizer determines the minimum average pace for reaching intermediate checkpoints. Please communicate your intermediate checkpoint time window paces to your riders (and indicate these on the brevet card, cue sheets, and other materials). [2/2025]

[11/2013]

## Verifying Routes

RUSA does not provide tools for verifying routes. Many RBAs design and enter their routes using mapping software then scout their routes using their automobile or bicycle. Finally, the best way to verify that a route meets all the requirements including distance, checkpoints and available services is to ride the route. Be sure that you ride the route during the same time of day and day of week (and in some cases the same season) as your event. Traffic conditions may vary greatly for different times of the day, different days of the week, and different times of year (e.g., ski season, summer vacation season, etc.)

Finally, as you check out the route, verify that the street signage, road markings, etc., are clear and visible from the rider's perspective. Intersections may lack street signs. Streets may be named differently from on your cue sheet or mapping software. Landscape cues may not be readily visible, even if you can see them in a tool like Google Street View. **You or your volunteers really need to examine the route in person.**

## Preparing Cue (Route) Sheets and Maps

The style and content of cue (route) sheets can vary greatly between the regions. In the past, RBAs have used a word-processing program or a spreadsheet to prepare cue sheets. Nowadays, most RBAs use mapping software, such as RideWithGPS, which provide cue sheets, and which you can enhance to include checkpoints, hazards, notes on services, landmarks, etc., so that the resulting cue sheet satisfies all the elements below. [5/2025]

Note that when [submitting a route to the Routes Committee](#), specific tools and formats apply. [5/2025]

Essential cue sheet elements:

- cumulative distance from the start (or from the previous checkpoint)
- distance from the previous cue
- action (left, bear right, cross, etc.)
- checkpoint locations and their opening and closing times (if timed, or as guidelines for riders)
- the road name or number - as actually seen at that location - (This is the most common problem with routes created solely by reference to maps, mapping software, or online

mapping resources. If those tools are used to create the route, it is essential to ride or drive the route beforehand to uncover any such problems.)

Distances are usually given in miles and tenths of miles but for 1200 km+ events with many foreign participants, you might additionally offer kilometer distances. (Distances in miles are still required in your published material.) Mapping software makes it easy to switch between units of measure, both for riders, and for yourself if you are formatting a printable cue sheet for riders. [5/2025]

Other content (see more detailed discussion below):

- warnings such as traffic, railroad crossings, road surface, or other hazards,
- intermediate or supplementary cues (not affecting turns) to help the rider confirm he/she is still on the route,
- and landmarks leading up to turns,
- services such as stores, restrooms, lodging.

[3/2010]

## Checkpoint Open/Close Times

Once you have designed your route and specified checkpoints, use the check [point calculator](#) to determine the opening and closing times for your brevet's checkpoints. While intermediate checkpoints for brevets and populaires are untimed (but may be timed on LRM events), it's useful to show the times as a pacing guide to riders, with the reminder that the checkpoint is still untimed. [5/2025]

Specify these times on the cue sheet and brevet card. There are separate calculations for ACP-sanctioned, RUSA-sanctioned, and 1200 km+ LRM events, as their opening and closing times differ slightly.

Note that, brevets and populaires, and ACP Flèches, may have only one start time, for example, you cannot offer a 4AM and 7AM optional start time for a 400 km brevet. With RUSA approval, 1200 km+ LRM events may offer more than one start time.

## Services, Intermediate Towns, and Passes

If there are towns and opportunities for services such as food, drink, restrooms, etc. between the checkpoints, include them on your cue sheets. This information helps riders with planning. Additionally, indicating the opening/closing hours of stores and restaurants helps riders determine which late-night services might be available. If your route includes mountain passes, it is useful to riders if you indicate the summits, their milepost location and elevation.

## Road Cues

Confirmation that a road has a stop sign, traffic light, "T" intersection, or some other landmark nearby aids navigation at night and allows educated guessing if road names are missing. You should also

indicate turns and cues that are easy to miss, for example, turns on quick descents or unmarked intersections.

Include a legend for shorthand notations; these notations are not always obvious to new or out of area riders who have never ridden your brevets. For example: SS – Stop Sign, SL- Stop Light, FL – Flashing Light, bc – becomes.

## Contact, Abandonment and Emergency Numbers

Cue sheets should always have the name and telephone number of the organizer or **contact individual for the event** so that a rider who abandons or needs assistance can call in. Some rural areas have not implemented "911" emergency service; if this is true in your area, include the telephone numbers of local emergency responders in the areas your ride passes through.

## Cue Sheet Layout

Many riders will want to fold the route sheet into quarters so that it conveniently fits onto a handlebar clip, slips into a map case, or into a sandwich bag for protection from the rain. Make sure you lay out your route sheet to allow for folding. Your riders will appreciate not having to turn the cue sheet at awkward places on the route, so start a new quarter-sheet after each checkpoint.

## Printing Cue Sheets

Most RBAs now use mapping software to create and maintain their routes, and riders can follow the route on a GPS device. But you may also want to provide a printable cue sheet - based on what the software provides, and perhaps adapted by you - as backup in case a rider's device conks out mid-ride, and for riders who aren't using a device to navigate.

If you are providing printed cue sheets to riders, print or copy route sheets with black ink on white paper. Avoid pastel and dark shades of paper; these do not provide as much contrast as white paper at night. Some organizers use waterproof paper (for special events). And avoid small fonts, as many riders have trouble with tiny print.

Along those lines, that is one more reason to provide cue sheets in editable electronic format: riders can choose the font-size and formatting that works best for them. (Some formats - such as Excel, Word, or Pages - are more accessible than others - e.g., PDF - because of the special tools required to edit PDFs, etc.)

## Route Maps

As in the foregoing about cue sheets, if you're using mapping software, riders will be able to see the route on their device if they're using a device, or print out a PDF of the route. Here is why maps are important.

Maps are a great idea, even though providing them may mean a bit more work for you. A cue sheet alone cannot help a lost rider get back on course. A map allows riders to "see where they've been"

and perhaps judge the terrain ahead. Where a cue sheet provides direction that may seem ambiguous to a rider, a map may save a navigation error. In emergencies, a map helps identify nearby towns where a rider might obtain medical aid or a bicycle. Unless your event is in an area with few roads, it is advisable to highlight your route on the map so that riders have a chance of figuring out where they are and where they are supposed to go. Highlight the checkpoint towns (e.g., in a different color) so that riders can rapidly determine which part of the map to focus on. A map that is too small of a scale is almost useless; an extra sheet of paper weighs almost nothing and can save hours of frustration.

## Preparing Brevet Cards

Remember that riders may choose to use a brevet card on your ride for proof of passage at every checkpoint, even if you allow proof(s) of passage that don't require a brevet card. Therefore, you need to be ready to provide a brevet card - at least as an electronic master (in which case it's up to the rider to print it out) - to riders who want one.

There are several options for creating brevet card masters. It is important to use the correct card master for the event. Each master shows the overall sanctioning body on the top of the front cover. ACP-sanctioned events use the ACP (BRM) card master; RUSA-sanctioned brevets use the RUSA card master, etc.

### Brevet Card Masters

[Master brevet cards](#) are available in the download area of the web site. Edit the files to reflect the specifics for your event. For example, change the distance, the club name, the date, and the checkpoint information. Be sure to select the appropriate brevet card master for the type of event that you are organizing. Tools such as the [Card-o-Matic](#), mentioned on the [RBA Resources page](#), can help merging your information to produce brevet card masters.

Adobe PDFs - There is also a selection of brevet card masters in Adobe Acrobat format in the download area of the web site. These feature fill-in blanks that can be edited for your specific event and region. You may also print a copy on 8.5"x11" size paper and manually fill in the specifics for your event. Use this as your master copy for photocopying. In general, the Word format may work better for you, as you can save the edited card electronically for later use.

### Printing Brevet Cards

There are also several options for printing the brevet cards.

For large runs, it is easiest to print or prepare the master copy and to have it duplicated at a local copy shop. The masters should be duplex photocopied (two-sided copies) onto card stock or cover stock rather than plain paper. Cutting the completed copies in two will yield two control cards per sheet. Note that longer events such as 1000 km or 1200 km may require a different brevet card layout.

Longer Events – There is also a master for events with more checkpoints than will fit on the two-per-sheet portrait format. This is a landscape format that yields one card per sheet. This is mainly intended for 1000 km and longer events.

The card stock used for brevet cards should be white or light pastel in color. Dark colors do not photocopy well, are difficult to read in low-light conditions, and signatures and time-stamps may not show up properly. When applying for certain ACP awards, riders must submit copies of the brevet cards. Dark-colored cards are difficult to photocopy for this purpose and may be rejected.

If you edit your master on the computer, you may be able to print directly onto card stock. Not all printers are capable of handling the thicker stock and the cost per page for printing on your home printer may be higher than at your local copy center. However, it may be practical for small runs.

[Avery Office Products](#) makes cardstock in the proper size for brevet cards. Product #05315 "Laser Note Cards" is a box containing 30 (8.5"x11") sheets for laser/inkjet printing and 60 matching envelopes. Each sheet is pre-scored for clean separation of the top and bottom halves, yielding two cards per sheet. In addition, each card has a pre-embossed fold line. This is not a particularly cost-effective way of making cards (the product's list price is \$21.50, making the cards approximately \$0.35 apiece). However, it certainly is convenient for small runs to avoid a trip to the copy center.

Some RBAs print cards and then affix address labels to them for pre-registered entrants. These labels would typically have the name, address, RUSA number, and rider's club affiliation. The data for such labels can be generated by selecting entries from a spreadsheet or database application. An up-to-date copy of the [RUSA Member List](#) (text) may be of use in maintaining your local database of entrants. The [Current Year Brevet Results](#) (zip) databases may also be useful for preparing brevet cards or checking the preparation of participants in your event.

## Getting Your Route Approved by RUSA

RBAs need to submit routes to the Routes Committee for approval when:

- a new route is designed
- major revisions occur (including list of states transited)
- upon RUSA request

## Route Submission

To submit a route for review, an RBA or representative completes [this form](#) no later than 5 weeks prior to the earliest event using the route. For minor changes that don't affect the course (route name, etc) you can send email to [routes@rusa.org](mailto:routes@rusa.org).

*The following has been provided by the Routes Committee, in accordance with their processes.  
[1/2025]*

The following information is required when submitting the form:

1. **RBA Name and Email address.**
2. **Submitter's name and email address.** This should be the person to whom questions about the route (cc: RBA) should be directed if other than the RBA.
3. **Region.** The region that will own the route as listed on the [RUSA site](#) e.g., WA: Seattle
4. **Local region reviewer, if any.** This is a local rider that is familiar with the area and route and is highly encouraged but not mandatory. If used it should contain the name and email of the reviewer.
5. **Route name.** The name of the route. This should match the RideWithGPS route name and is how you'd like it to appear in the RUSA routes database.
6. **Event format** (Allure Libre, Audax or both) that will be held using this route. Note that the rules and placement of checkpoints are different between those formats. If the route is to be used for Audax events, the [Audax Committee](#) should be contacted before the route is submitted. If the route is to be used for an ACP 8k600 brevet, then then there are additional steps to follow.
7. **States covered.** All of the states that the route passes through.
8. **Distance.** The total distance of the route in kilometers as shown with the "units" setting in RideWithGPS set to "metric". Note that the routes committee truncates the distance so e.g., a 208.7 km route would be entered as 208 km.
9. **Route URL.** A link to the RideWithGPS file for the route. For multi-day routes (600K or more) a RideWithGPS *collection* should be used with separate entries for each day plus the entire route. *Once the route is approved, the RideWithGPS route or collection is the RBA's to modify, delete, etc.*
10. **Brevet route number.** Enter the existing route if this is an update to an existing route.
11. **Route cue sheet.** The submission must contain a cue sheet for the route. This can take one of two forms:
  - a. It can be embedded in the RideWithGPS file. Riders that want a cue sheet will then print it from RideWithGPS.
  - b. A separate file that you upload in PDF or spreadsheet format.
12. **Expected first use date.** This is when you plan on holding an event using this route.
13. **Total unpaved distance.** If the route has unpaved section(s) (dirt, gravel), indicate the total unpaved distance. If this distance is different from that indicated in the linked RideWithGPS file, please explain the difference in the comments.
14. **Comments.** This field is your opportunity to communicate to the reviewer on the Routes Committee. Some examples of things that might be useful:
  - a. If you're converting an existing permanent route to a brevet or populaire, the perm #
  - b. If you're making changes to an existing brevet route, the route #
  - c. If there's something you think the reviewer might question, this is your chance to anticipate those questions and provide answers. An example might be a significant/major shortcut that you don't think is viable or safe, an explanation for a long distance between checkpoints where you might have a staffed or secret checkpoint, etc.



## The Review Process

After you've submitted your route, it goes into a spreadsheet that is ordered by submission date. In most cases, a reviewer simply takes the next route that doesn't already have a reviewer assigned (FIFO). There are some exceptions where a route might be taken out of turn:

- the reviewer doesn't have a lot of time and chooses a route that can be reviewed quickly. This is done both to provide good customer service and to keep the list of routes to be reviewed small.
- a route that will take a long time to review e.g., a 1200K. A route reviewer might take this on while also reviewing other shorter routes that take less time.
- the "first use" date is relatively soon. **Note that this should not under any circumstances be used to get expedited service.** Routes are to be submitted no later than 5 weeks before the first use date and the routes committee chair monitors this closely to prevent this from being abused. We recognize that emergencies and mistakes do happen. Sometimes we "meant to do" something and forgot. The routes team will do their best to accommodate but be advised this is a card that can't be played very often and it's possible the routes team will not be able to review your route prior to your event.

In most cases, a Routes Team member takes the next route on the submissions list and then manages that route until the review is concluded.

## What the Reviewer Checks During the Review

These are some of the things the routes team checks during their review. Note that this isn't an exhaustive list and individual reviewers might look at other things e.g., distance between checkpoints. The tools the team uses are RideWithGPS and Google Street View. These are great tools but we recognize that they don't replace local knowledge so a dialog between the reviewer and route creator is important.

- **The reviewer checks the route distance** in RideWithGPS. The official distance for the route is truncated so e.g., 128.7 km will be entered in the route database as 128 km.
- **The reviewer checks the route for loops or other RideWithGPS errors.** This is a fairly common error and one that's easy to create: an accidental mouse click will create a loop and RideWithGPS is famous for taking the "shortest" way between two points so deviations down alleys, driveways, etc., happen.
- **The reviewer walks through the route comparing the map to the cue sheet.** This is done when a separate cue sheet is provided in addition to the RideWithGPS route. The cue sheet must match the route in all important respects (distance, turns, location of cues, open/close times, hazards) although the labeling might be different e.g., RideWithGPS might say "Left turn on CR-X" and the cue sheet says "Left turn on McCullough Rd". The cue should be as seen by someone riding the route.



- **The reviewer checks the route for shortcuts.** The reviewer might for example use the route planner in RideWithGPS or Strava to plot a route between checkpoints and compare that with the submitted route. Note that the reviewer does not turn on the “heat maps” function when this is done. The purpose here is to see the shortest way and then decide whether that way is a viable shortcut.
- **The reviewer looks for potential hazards** e.g., railroad tracks, on the route. If the reviewer notes a potential hazard, the cue sheet will be checked for the appropriate warning.
- **The reviewer verifies the unpaved distance.** If you’ve indicated there are unpaved sections of the route in your submittal, the reviewer will check the number you’ve submitted against the route. As indicated above, RideWithGPS has tools that allow you to correct segments that have been misidentified. This should be done before the route is submitted. If it hasn’t been done or appears to be inaccurate the reviewer will contact you and ask for an update.

## More Details on the Cue Sheet

As noted above, a cue sheet is required for all route submissions. The cue sheet can take one of two forms:

1. It can be the cues embedded within RideWithGPS (preferred)
2. It can be provided as a separate document (spreadsheet, PDF, etc.)

If a separate cue sheet is provided, it **must match the RideWithGPS route in all important respects** (distance, turns, location of cues, open/close times, hazards) and must contain open/close times for the start and finish checkpoints. **The end open/close times must be correct.** Open/close times are not required for untimed intermediate checkpoints but are recommended as a pacing guide for riders and should be flagged as information only. (Note that all intermediate checkpoints are untimed except for LRM-sanctioned events, in which case the organizer can denote some intermediate checkpoints as timed.)

**ALL changes required by the brevet routes team must be made both to the RideWithGPS route and separate cue sheet if one is provided.**

**The cue sheet should contain clear instructions for leaving a checkpoint.** Although GPS users can follow the track, not everyone uses a GPS so the cue sheet should instruct the rider on the direction to take leaving the checkpoint. For example: "leaving checkpoint, turn left to continue on 2nd St". This is especially important for checkpoints located on a corner where a rider could easily go the wrong way. If a checkpoint is on a straight stretch of road and the rider continues in the same direction of travel as when reaching the checkpoint it's not mandatory but it never hurts to be clear.

**The reviewer checks that info/photo checkpoints are identified by address, landmark or intersection** (not just distance). For example:

- At mile 42.5 take a photo of the house at 1125 Middle St (address)
- Take a photo of the entrance sign at Green County Park (landmark)

- What is the statue at the intersection of CR-123 and Bailey St? (Intersection)

## Route Compliance/Placement of Checkpoints

Shortcuts are inevitable unless we want a checkpoint every five miles. The reviewer looks at any shortcut that saves more than 5% of the distance between checkpoints. If it's on what appears to be a safe, paved road without crazy steep climbs – the reviewer may question it. If it adds a huge hill or a section of eight-lane highway, don't worry about it.

If what looks like a viable shortcut exists between two checkpoints and it is more than 5% of the distance e.g., a 42 mile segment between checkpoints with a shortcut of more than a couple of miles, the reviewer will likely question it. There are a number of reasons why it may not in fact be viable that aren't immediately apparent on RideWithGPS or Street View such as heavy traffic from a business during the time riders would be on that segment. This is why a dialog between the reviewer and route designer is important.

**If checkpoints are numbered, the reviewer makes sure they are in sequence.** It frequently happens that when a new route is being developed or a portion of an existing route is being submitted as a new route e.g., the second day of a 600K, that checkpoint numbers get out of sync.

## Communication During the Process

Under normal circumstances, you'll receive an automated confirmation when you submit your route for review and the next thing you'll receive is an email from the reviewer saying it's been approved and a screenshot of the entry in the routes database for you to check for errors.

If the reviewers have questions about a route, they'll contact the submitter cc: the RBA if they're not the same person. You should try to respond courteously and promptly. Although you put a lot of effort into designing a quality route, a question about it should not be viewed as a personal attack or indication of failure on your part. The routes team has a job to do and must ensure routes meet the guidelines set forth by the ACP, LRM and RUSA. [audax-tbd: Routes team involvement in certifying UAF] This is a dialog, not a trial and we're on the same team!

## Approval and Archive

As noted above, once your route is approved you'll receive an email from the reviewer with a screenshot of the entry in the routes database. The reviewer will also create an archive as follows:

- The cue sheet. This will either be a PDF of the cue sheet in RideWithGPS if that's what was used or a copy of the cue sheet that was submitted by the reviewer.
- A copy of the screenshot of the entry in the routes database.
- A notes file of any communications that took place during the review process or anything that the reviewer noted during the review. Examples might be explanations of what appear to be shortcuts, that the route is based on a permanent, etc.

- Additionally, the committee makes a copy of the RWGPS route submitted for its archives.

We also save a separate copy of the RideWithGPS route that was submitted in a private library.

**Important note:** some RBAs submit private routes with a privacy code so it can be accessed by the routes team. This is sometimes done so prospective riders can't use a route that's still a work in progress. Once the route is approved, you should mark it public and send that link to the routes team. This is so riders can receive unpaved and climbing credit for your ride (the RUSA routes database cannot access private routes).

## Submitting Changes to Existing Routes

Sometimes changes are needed to existing approved routes. Some examples include:

- a segment that was once a relatively low traveled road has become busier with the passage of time, new businesses, etc.
- checkpoints on the route have moved or closed
- rider feedback about certain sections or suggested improvements to the route
- you discover better route alternatives
- existing roads on the route have deteriorated to the point they're no longer safe or fun to ride
- the amount of unpaved distance, or, in future, climbing, has materially changed - this affects rider unpaved and climbing recognition and possible awards

In those cases, the existing route can and should be updated with RUSA. This is done using the same form as submitting a new route with the main difference being to indicate the existing brevet route number and noting in the comments that you are revising an existing route and the changes you are making.

For minor changes that don't affect the course - e.g., changing the name of the route - you can email [routes@rusa.org](mailto:routes@rusa.org) rather than using the form.

*For minor route changes that don't materially change route segments, checkpoints, etc., or are temporary - e.g., a construction closure for this season's use of the route, you don't have to resubmit the route to the committee,*

## When to Create a New Route

If the list of states transited by the route has changed, you need to create a new route (unless the existing route has not been used on an event). This is so that riders who rode older versions of the route will be created with the correct list of states they transited. (Affects the [American Explorer Award](#).)

## Marking Routes as Inactive

If you have routes in your region that you've not used in a while and don't plan on using in the foreseeable future, they can be marked as inactive. There's no downside to doing this - the route still exists and anyone can find it by checking the "include inactive routes" in the brevet route search form on the RUSA site. The advantage is that you and others only see routes that you might use again. This is especially useful if you've revised an existing route but don't want to delete the original.

## Personal Support

Personal support is support arranged by one or more riders specifically to help them. Personal support can be given only at checkpoints. Personal support is uncommon, but here are some guidelines.

### Why Personal Support?

Our sport is based upon the ethos of self-sufficiency and riders using personal support vehicles and crews (PSV) are not commonly seen. However, they are allowed (Article 6 of the Rules for Riders), so long as they help their rider solely at the checkpoints or the town of the checkpoint. Any personal support between checkpoint towns is strictly forbidden, including driving behind the rider and giving encouragement or riding fuel, providing repairs or replacement equipment or extra clothing, or lighting up the road at night. Most brevets are designed for riders to get their food and drink in towns along the route and having a PSV isn't needed for the vast majority of entrants. For riders wanting to set a fast time, having food and clothing layers exchanged quickly at a checkpoint could be a consideration, or for slower riders whose average speed is none too swift, having a PSV can keep them in the event by saving valuable time off the bike. Or if the rider has certain medical, physical, or dietary conditions that - while not constituting a safety issue - do require support outside of what the event provides; if the rider's ride plan results in passing through checkpoints at times where no services (establishments or event staff) are available

In any case, RBAs cannot decide to prohibit PSVs at their events since this type of support is allowed, so long as they follow the rules.

### Requirements and Restrictions for PSVs

If your brevet route has narrow roads and passing PSVs might affect riders unduly, it is wise to require the PSVs to use an alternate route so that the rider route and the PSV route only converge in the checkpoint towns. This will mean the RBA needs to create an official PSV route before the event and make it clear that all riders with PSV must have their crews follow this requirement or risk disqualification. This is what is done at Paris-Brest-Paris, for example. On the other hand, some regions will not have the variety of roads that would make a separate PSV route possible and riders and PSVs will need to share the same route, or at least parts of the same route. If this is the case, your pre-ride instructions sent out in the days before the event will remind riders of the requirement that their support crew cannot help or encourage them between controls, or they risk having their rider disqualified.

## Other Provisions for PSVs

You may also require personal support require to register with you, including vehicle and contact info; to display signage on PSVs, and to park in certain areas at checkpoints.

A final thought: if you allow PSVs on the course, support crews can be enlisted to help monitor the course as they pass through, and even render neutral aid in appropriate situations.

[4/2025]

## Dirt/Gravel Brevets

Some RBAs are offering brevets and populaires that are primarily, or entirely, on dirt / gravel roads or trails, or have a non-trivial amount of unpaved distance. These events can be appealing to some randonneurs with off-road cycling experience, or because they offer tranquil country roads not often used by cars. This style of riding also harkens back to the origins of our sport in France and Italy a century ago. Remember that riders get no extra time allowance for unpaved distance on ACP, LRM, or UAF events. Riders get 1 extra minute per unpaved km on RUSA events. But the added time reflects added work to ride, making such events a good deal harder than a wholly paved route, especially if there are a lot of steep hills on the route. [4/2025]

In addition, the vast majority of contemporary randonneurs expect that brevets be run on paved roads, so these dirt-road events are best when offered as an addition to the usual paved-road brevets on your calendar, not instead of them. Riders may be entering your brevet to qualify for a grand randonnée event, or to earn various randonneuring awards. If the only brevet of a particular distance in your region is on dirt / gravel, that is unfair due to the increased difficulty. Please also note that unlike a paved-road brevet, rain can turn a dirt-road brevet into a muddy test of survival and leading to less enjoyable riding and heightening the DNF rate.

Thus, it is essential the dirt road brevets are advertised as such so that no one enters under the mistaken idea that it will be a normal event. (On the other hand, a regular brevet with a short section of unpaved road, such as during roadwork, should not bother a randonneur.) For a dirt-road brevet, you should also give a general advisory in the pre-ride publicity about what width tire works best if regular tires are not suitable. Another consideration for the organizer is that remote areas far from paved roads may have few if any services, so you will probably need to use volunteers to provide services on the route. This also means using proof of passage other than establishments for checkpoints. You should consider these requirements as you design your route and plan your entry fee.

## Equipment

Finally, two points about equipment. A route with some paved, some unpaved segments can make it challenging to choose the right tires and other equipment. Optimize for loose gravel with wide, textured tires and riders will be less efficient on the paved stretches, and vice versa. Even a relatively small unpaved segment that requires a gravel setup can make it hard for riders to optimize.

On that note, if your route contains substantial challenging gravel, loose sand, single track, or other surfaces, it may be practical only for riders who have a bike specifically designed to handle that, e.g., a gravel bike or mountain bike. Even moving up to a larger tire may be limited by the frame design. Not everyone has a second bike for their rando needs. So you should advertise not only the amount of unpaved distance (which the rider can also see from the RUSA listings) but the surface characteristics and equipment needs. Again, make sure you offer a core of events, e.g., an SR series, that is accessible to randos riding traditional road bikes.

Team events mainly do not have these considerations, as teams choose how much unpaved distance their route will have. The one factor to avoid or advertise is if your common finish locale is reachable only by unpaved roads (not typical).

[4/2025]

## Contingency Route Segments

[11/2009]

If there are segments on your route that could be impacted by infrequent but foreseeable conditions, it's a good idea to have some alternate route segments in mind. Conditions might be a dirt road segment impassable because of heavy rains, or a road closure from snows or non-weather-related reasons. This is in contrast to unforeseen detours from wildfire, accidents, etc. - where riders detour as described in the Rules for Riders.

Where possible, your contingency segments should not add significant climbing or distance. [4/2025]

Examples:

- Adding 20-30 km because a bridge or ferry is closed between certain hours (not ok)
- Routing onto a paved highway of similar distance to a dirt trail for inclement conditions (ok)
- Routing onto a busier road of similar distance for a low-height bridge that sometimes floods (ok if safe)

## Transfers and Forced Time Off The Bike

On a related note, be careful of routes that, though imaginative, could force all or part of the ridership to stop or otherwise lose significant time during the event. The 15kph minimum average speed is meant to absorb a certain amount of "inefficiency" in the ability to keep moving forward, but is mainly to accommodate the various paces of riders, challenges such as weather, mechanical problems, extensive climbing, riding in the dark, going off course, construction zones (with flaggers or traffic light), physical indisposition, and the like. A few examples:

- A segment with traffic lights that slow riders down (ok)
- A drawbridge that may impose a five-minute delay for some riders (ok)
- A ferry with a 10-minute wait time and 5-minute transit (ok)
- A ferry with a one-hour crossing and up to two-hour wait time (not ok)

- A ferry crossing that is closed for some nighttime hours which fall within the adjacent checkpoint time windows (probably not ok)
- A tunnel with a 5-minute wait while cars are stopped to let cyclists through (ok)
- A busy train corridor with frequent five-minute delays (ok)
- A rail line where freight trains can be parked for an hour or more, blocking the crossings (not ok)
- Hour-long park service shuttle through grizzly territory (probably ok, considering the alternative)

That said, if your region has safety issues where prudence dictates avoiding a segment or area at a certain time of day or night, safety comes first.

The above examples are for illustration. If you feel the nature of your route makes a material delay unavoidable, consult with the Routes Committee or RBA Liaison.

[11/2013]

## **Crossing Public Lands and Other Jurisdictions**

[2/2011]

Your event route may traverse public lands – BLM lands, national or state forests, national or state parks, military reservations, etc. This may in fact be a key feature of your event route. Make sure your event is in compliance with regulations governing those lands. There may be a limit on the number of riders, or a fee based on ridership or other criteria, what kind of support stops you are allowed to set up, or requirements for the riders to show id. Consult the pertinent regulations and the local administrators of the lands you are planning to traverse.

# Providing Medals and Pins to Riders

Finishers of RUSA events can order awards directly from the RUSA Store. But RBAs can also provide some of these to qualified riders who rode the event as RUSA members.

You may purchase the following awards from the RUSA Store by going to the “Pre-Order Medals and Pins” link on the RBA Resources page. This can be done before the event. You may then present them to riders who have earned them but may not charge directly for them. Instead, they can be covered by event entry fees, or your region’s budget. One idea is to present these to riders at the finish, as a celebratory gesture.

- ACP BRM medals (200k, 300k, 400k, 600k, 1000k)
- LRM 1200k-and-longer medal \*
- UAF brevet medals (100k, 200k, 300k, 400k, 600k)
- RUSA Team Randonnée Pin (covers Flèche, Arrow, Dart, and Dart Populaire)
- RUSA Populaire Pin

[4/2025]

\* Some US organizers create their own medals for LRM events; others provide the LRM medal (which is not event-specific). If the LRM medal is not provided, finishers may purchase them from the RUSA Store.

If you have any questions or concerns about medal processing, contact the [chair of the Medals & Awards committee](#).

## BRM Medal Design (for ACP-Sanctioned Brevets)

The brevet medal design stays constant for a period of four years. A new medal design appears in the year after each PBP. In PBP years, ACP does not want excess unsold medals, so it requires that national organizations such as RUSA pre-order all the medals they think they will need for the PBP year (the final year that series of medal will be available). Obviously, RUSA does not want to order too many and have excess inventory, nor does RUSA want to disappoint our members who want a keepsake. But it can transpire that the supply of some medals may be exhausted towards the end of the four-year period, and thus unavailable for purchase. [12/2017] So if you do plan to offer medals in a PBP year, you may want to inform the RUSA Store well in advance (in the preceding year).



# POST-EVENT PROCESSING

## Event Results

You should submit the results for your event within 7 days of its conclusion. In Paris Brest Paris years, brevet results in June are due immediately after the event for those events that might qualify one or more of your riders for PBP.

Even if your event had no finishers or was cancelled, you must submit a report.

Note that first time RBAs on provisional status must send their brevet cards and other proofs of passage to the [Brevet Coordinator](#) immediately after submitting results of their first event. This may be done electronically. [4/2025]

## Membership and Results

Riders must have current RUSA membership in order to ride the event and have their result counted. The Event Results submission page requires a RUSA# for each rider, and flags riders with expired membership (and not allow the results to be submitted).

Consult the [membership database](#) to obtain RUSA numbers for riders, for riders who have not provided theirs or have provided an incorrect one.

## Checking Brevet Cards

If some or all riders are using brevet cards, begin by examining each card. Investigate any missing times or date stamps from checkpoints. Calculate the elapsed time for each finisher. Finally, sign or stamp each card you approve.

For each control card that lacks a RUSA number, look up the individual's RUSA number and enter it on the card. Often, members will forget their number or neglect to enter it.

[11/2013]

## Checking Other Proofs of Passage

Similarly, check other proofs of passage not recorded on brevet cards to assure that the rider duly passed through all intermediate checkpoints, and reached the final checkpoint before the closing time:

- GPS tracks
- Photos

- ATM receipts
- Postcards

If the rider used one of the “timeable” proofs of passage in the above list for the final checkpoint, you will need to calculate the rider’s overall time from that. For GPS tracks, remember to take the total elapsed time, not the time riding.

Remember also that riders may end up using several types of proofs of passage. For example, if a GPS device quits working, the rider can fall back to photos, receipts at stores, etc.

## Missing / Erroneous Results

Before clicking “Submit” on the Results Submission page, double check that (a) the rider names listed on the form match the riders on the event (i.e., that incorrect RUSA#s were entered), and (b) that you’ve accounted for all your riders, including those on a pre-ride/worker’s ride. [4/2025]

If you do find errors, contact the [Brevet Coordinator](#) right away. as it may be possible to repair the submission. That said, it is time consuming for results to be “patched up” after the fact, so getting the RUSA numbers entered correctly is *essential*. Note that if the results for ACP, LRM, or UAF events have already been sent to them, it is more difficult and involved to fix any errors.

## Results Submission Form - Detailed Instructions

After you have checked the brevet cards, entered missing RUSA numbers, and calculated finish times, use the [results submission form](#) to submit your results. Detailed instructions are included in the form.

The form allows RBAs to enter rider information directly, or to tabulate the results into a CSV (comma-separated value) text file in a format which the results submissions form recognizes – details below. (CSV files can be created and edited in a spreadsheet program such as Microsoft Excel, or in a text editor.) It is recommended that you try these programs to determine which approach you will take. In general, RBAs with a small number of participants use the direct entry method while those RBAs with a large number of participants use CSV files, or where the CSV file is used elsewhere, e.g., to populate results on the regions website.

Submit results in alphabetical order by last name.

### 1200 km+ Events

Contact the [Brevet Coordinator](#) for the current format LRM requires, which currently includes the nationality and gender of the rider. The form will show additional Nationality and Gender columns. Gender is populated from the RUSA database, so you need not and should not change it.

To select a nationality other than US, check the checkbox in the Foreign/Nationality column, and then select a country from the dropdown. Note that “nationality” is not “country of residence” – A

German national currently living in San Francisco has German nationality. Therefore, for your LRM events, it's a good idea to capture Nationality on your rider registration form.

[11/2009] [11/2013] [12/2017] [4/2025]

## Selecting an Event

On the [results submission page](#) you (1) select the event for which you are submitting results, (2) verify that your selection is the one you intended, (3) enter the number of starters and provide or change the route. Route Selection – Step 3 is your chance to update your original route selection if you've used a different route from originally planned, or provide a route (required) if you had not done so earlier.

When you reach the [results entry page](#), you can then enter the results directly, or select a CSV file by clicking:

Want to use a CSV file for input? [click here](#)

## Submitting Results - Direct Entry Method

In this method, you enter the data directly into a table of fields on a webpage. It is an optional method for submitting brevet and the required method flèche and other team event results.

For each brevet starter enter:

- rider **RUSA membership number**,
- **finishing time** in hours and minutes (can leave blank for DNFs),
- whether the rider finished,

And for LRM events:

- whether the rider has **foreign nationality**,
- if so, then the **nationality**.

The information collected for team events is similar. For each finisher on each team enter:

- rider RUSA number
- 22-hour and 24-hour distances
- bicycle type

For each team, enter the start location, starting time and finish location.

For the event, enter the location where all teams congregated.

## Submitting Results – CSV File Method

The CSV file method is only available for submitting brevet and populaire results. Use the direct entry method for team events.

To use a CSV format file, after you have created it as per the format below, begin by clicking “click here” on the results entry page:

Want to use a CSV file for input? click here

Sample CSV - not available for team events

RUSA#	First Name	Last Name	Hours	Mins	DNF	Foreign*	Nationality*
64	Mark	Thomas	86	10	0	0	
6176	Ian	Hands	86	20	0	0	
3821	Lynne	Fitzsimmons	82	15	0	0	0
3848	Susan	Otcenas	0	0	1	0	0
98530	Onyo	Nakamura	80	25	0	1	Japan

\* 1200km+ events only

**Important Tip** – For RUSA members, you may want to enter both the RUSA number and rider name. That way you can easily see, after the file has been imported on the results entry page, whether the RUSA number actually matches the intended rider. If you entered “24090, Fred, Bloggs” and the results submission page displays “24090, Jane, Doe” you know that “24090” is not Fred’s RUSA number. You can find Fred’s correct number by doing a [member search](#). If you don’t make the correction, Jane will be credited with Fred’s ride.

If you cannot submit your results using this process, contact the [Brevet Coordinator](#).

[12/2015]

## Other Methods

RBAs with large numbers of participants sometimes use databases or other specialized applications to manage information about entrants. In these cases, it may be advantageous to write a script to extract information directly from a database and create the equivalent of the CSV file described in the previous section, or in a format suitable to the [RUSA API](#) for results submission.

## Submitting Team Event Results

Submit Flèche, Arrow, and Dart results using the direct-entry method. The CSV file import method is not available. You provide extra info beyond what is required for brevets and populaires, including team names, starting and finish-time locations, distance, bicycle type, etc. Within each team, list the team captain first, followed by the other team members in alphabetical order.

You’ll need to collect more information than, or collect it differently from, for a brevet. For each team:

- Team Name

- Team Roster, including captain, and official finishing status for each member
- Starting locale
- Distance actually ridden
- Distance at the 22-hour mark
- Unpaved distance

It is a good idea to remind the teams to record their 22-hour distance. (There is a place for it on the brevet card, if they're using one. If not, ask them to note it down somewhere, rather than having to, say, dig into a GPS track to find it.)

Unpaved distance can be taken from the submitted route, but you should also ask if the team ended up riding more or less unpaved distance than planned - or if the actual unpaved distance differs from that in the route submitted - and if needed, get that figure from them.

## Unpaved Distance for Team Events

For each team that finished officially, enter the unpaved distance of the route they actually rode. Since you may not be as familiar with teams' routes as ones you create for brevets, etc., a couple of tips ...

- If using RideWithGPS, their unpaved surface data may not been 100% accurate, so that's something to check with teams about.
- Teams may end up riding slightly different routes than they submitted beforehand, and those routes may include more unpaved distance or less.

[1/2025]

## Verifying Results

After entering results through the form or spreadsheet, carefully look through the summary produced. Ensure that the correct name is shown for each RUSA member number you entered. If you mistype a RUSA number, credit will be given to the wrong individual! Also, ensure that the total number of finishers is correct.

A good idea is to save the results HTML page - or just the summary table - to a file for later verification (and in the case of RUSA-sanctioned events, to produce stickers for your riders' brevet cards - see below).

When submitting results for a RUSA-sanctioned (non-ACP/LRM/UAF) event, the summary will include a unique certification number for each rider. You enter these numbers on the brevet cards before returning them to riders. (See below for a step-by-step example for printing your own stickers.)

# Monitoring Results

Many separate processing steps take place between the time that you submit results and the time the brevet homologation sheets and certificates appear in your mailbox (if you've chosen to receive them). RUSA provides a tool for monitoring the [processing status](#). You may use it to confirm that RUSA received your results, to estimate when results will appear on the web site, or when you can expect certificates will arrive.

## ACP Brevets

During the peak of the brevet season, ACP-sanctioned brevet results that are submitted are batched up over a two-week period before being processed and submitted to ACP. At other times of year, results might be batched over even longer periods. Once that is done, the Brevet Coordinator inserts finishers' certification numbers into their results in our database.

## ACP Flèches Nationals Events

The ACP requires that all of our Flèche results go to them in one batch. This means that none of the American Flèche results will be processed until all of the events are completed and their results submitted to RUSA. In summary, delays in processing are inevitable and it can be weeks to several months between the time your brevet results are submitted and the stickers and medals arrive at your door.

Results for 1200 km+ events may be processed by Les Randonneurs Mondiaux at one time at end of season, or at times throughout the year. So you may not see your stickers and certification numbers until the end of the year.

[11/2013]

# Posting Results on Your Website

Many RBAs post event results on their web sites. If you do this, assure that you list the riders in alphabetical order by name rather than by finish order. For flèches, order the teams by team name and within each team, captain first followed the other team members in alphabetical order. If you post results on your web site before ACP, LRM, UAF, or RUSA officially certifies them, mark them as "preliminary."

# Handling Brevet Stickers

## ACP and LRM Sanctioned Brevets

When processing is complete, you will need to annotate each rider's certification number on his/her brevet card if the rider is using one. Traditionally you apply a sticker to the card. (You can also write

the number on the card yourself.) You have three sticker options. The Brevet Coordinator can:  
[12/2017]

1. email you a PDF file with the sticker images (sized to [Avery 5360](#) label size, roughly 1½" by 27/8");
2. email you a CSV (comma-separated text file) for you to produce your own stickers – you can size and format these yourself, or use Jake Kassen's [Card-O-Matic](#) tool, which sizes the stickers for [Avery 22806](#) labels;
3. receive nothing.

To select or change which option, email the [Brevet Coordinator](#). The Brevet Coordinator may also publish an annual survey to give you the opportunity to select an option.

The sticker data includes the certificate number ("Brevet No"), rider name, date and distance of event, plus image of the ACP seal, signature, etc. (for the physical stickers and PDF).

The ACP's homologation sequence is in the order in which we send results to them. This reflects how you've submitted results, which should be in order of rider surname. But if you later have to add a missed rider, that rider will go at the end of the list..

If you produce stickers, separate and affix the appropriate brevet sticker on each control card. It is important that you, rather than your riders, perform this step since a control card does not become official until it has the sticker affixed.

Return or mail control cards to riders. Most RBAs return cards at the end of their season or year. This mailing is also a chance to (1) recognize the accomplishments of your riders as a whole and (2) promote your next season and remind riders of the diverse goals they may want to strive for - SR, R-12, Distance, etc.

## ACP-Sanctioned Flèches

You will receive a paper flèche certificate for each rider, typically late in the year, but possibly early in the following year, because of the ACP's processing schedule. There are no medals for flèches outside France. Some RBAs send the certificates to each Team Captain (who sent in the team's entry) for distribution to each rider, but RBAs can send them directly to the riders if that is preferred.

## RUSA-sanctioned Events

There are no stickers or distance-specific medals for RUSA-sanctioned events. Brevet, populaire, arrow, and dart numbers are assigned during the results submission process. You may write the number directly on the control cards before returning them to riders. Or you can make your own labels - see below.

## Making Your Own Labels for RUSA-Sanctioned Events

[11/2009]

Some RBAs produce stickers with the rider name, certificate number, event data, etc., which they produce using mail-merge from the tabular output from RUSA results processing. This can actually be less work and less error prone for you, and look more impressive, too. Multiple events can be aggregated into a larger batch of labels to make things more efficient, and cut down on wasted labels.

Here's a sample procedure:

1. Copy the tabular output from your browser window.
2. (a) Paste into a spreadsheet. (b) Add columns for any other data you want to show up on your stickers, such as Event and Date.
- 3.
4. Use the merge facility in a program such as Microsoft Word to create a label document. The merge template can include "Randonneurs USA" and the RUSA logo, as in this example.
5. Print on label stock.

Voilà!



# RUSA APIs

RUSA provides an Application Programming Interface for performing certain functions over the web (HTTP protocol). Some functions:

- Check membership status
- Submit results
- Assign route to an event
- Search for events
- Search for perm routes

Your site may find these useful if it would like to do some of these things programmatically, rather than manually. Inquire of the [Web Site Committee](#) for more details. [4/2025]

# REVISION HISTORY

## 3/2025 - 6/2025

- Postponing an LRM event more than one week.
- All 1200k+ organizers need to apply for each edition.
- Riders on a RUSA ride can ride with other riders riding a RUSA ride.
- ACP SR rules for Oct-Nov brevets
- Flèches can be scheduled through end of May (no wintry climate provision)
- Insurance forms and committee changes
- Smartwaiver online waiver
- RUSA membership required to ride events, submit results
- Advantages of a multi-loop route
- GPS, photo, ATM proofs of passage
- Intermediate checkpoints untimed except optionally for LRM events
- Timed checkpoints and terrain challenges on LRM events
- Cue sheets and mapping software
- Intermediate checkpoints untimed
- Route Submission section taken from Route Committee's guide
- Revised advice for personal support and PSVs
- Equipment choices and issues on routes with dirt / gravel
- Unpaved credit, and extra time on RUSA events (non-ACP/LRM/UAF)
- Checking non-brevet-card-based proofs of passage
- Gender pre-populated on LRM results submission page
- Rider limits
- Qualifiers
- "Route Integrity" replaced with "Route Compliance"
- RUSA APIs
- Team Events vs. Brevets comparison
- Audax Brevets vs. Other Brevets comparison
- Organizer's Pre-Event prep for Team Events (e.g., route vetting)

## 11/2024

- Replaced "RM" with "LRM" and prefixed "Randonneurs Mondiaux" with "Les", and "control" with "checkpoint".
- Added info for Audax (UAF) brevets.
- Added info for ACP "8k600" 600 km brevets.
- Added RBA Obligations section in intro
- Added "RBA Self-Service" (to change distance, assign route to events)
- Added note on changing LRM event distances
- Added support level options for pre-rides/worker-rides

## 11/2023

- Added intro paragraph with details on RBA appointment terms and remaining in good standing.
- Communication - RBAs must maintain membership on the RBA email list-serve.

## 12/2019

- Removed some key permanents references and "unpublished" the Excess Medical Insurance section.
- Removed not giving credit for events ridden "whose scheduled date and time conflicts with the scheduled date and time of another event" the rider has ridden.

## 6/2019

- Add incident reporting guidelines and links.

## 10/2018

- Remove prohibition of multiple events of similar distance on the same day.
- Add Waiver Guidance section, supplied by Waiver Committee.

## 2/2018

- Pre-Rides – Allow pre-rider to ride Permanents during the course of the actual event. Other aspects clarified.

## 12/2017

- Six-Day advance notice for scheduling RUSA brevet or perm w/ approved route.
- Associating Routes with an Event, and "Within or Through" Search for Rides
- Scheduling Grand Randonnées – application note
- Event Listings in American Randonneur
- RUSA Liability Insurance, Liability Release Waiver, Excess Medical Insurance
- Obtaining ACP Brevet Medals – RBA purchases for events
- Member Search - displaying pending members
- Using the new Result Submission Form
- ACP Brevet Sticker Options – physical labels, PDF, CSV file

## 12/2015

- Updated waiver download link. Updated instructions for "spreadsheet" (csv) result submissions.

## 11/2015

- Audax Club Parisien and Randonneurs Mondiaux removed as third-party insured from insurance section.

## 1/2015

- “Official vs. Actual Distance of Events” section added.

## 3/2014

- RUSA insurance rates updated and details about added insured added.

## 11/2013

- Start and finish controls must be timed.
- Secret controls – not timed in the manner of timed controls.
- Intermediate control cutoffs – relaxed after 600 km.
- Sign-in sheets for multiple events per day – revised.
- Material delays along the route – added note.
- Online mapping software – updated note.
- Can add a RUSA event two weeks prior to the event date if using an approved route, and two weekd in advance for new 1200k+ routes.

## 3/2012

- Terminating an event in progress. Credit for pre-riders of a cancelled event.

## 1/2012

- Clarified that policies in this document have the force of rules.
- Added that the RBA needs to make pre-ride volunteers aware that they cannot get credit for the pre-ride if its scheduled date conflicts with another ride the rider did.
- Added address to use for RUSA third-party insured.

## 2/24/2011

- Staffed controls issue clarified for pre-rides.
- When to use an Event-Staffed control.
- Changing affiliated Club section added.
- Results and Pending Memberships.
- Effective date for pre-rides and rescheduled rides.
- RUSA vs. Club Insurance.

- Traversing Public Lands.
- Submitting Flèche Results.

## 4/23/2010

- RBA Reactivation
- When RUSA brevet vs. ACP brevet?

## 3/19/2010

- Volunteers' pre-ride tips.
- Rescheduling an ACP event as a RUSA event.

## 1/1/2010 – 2/5/2010

- Option for RBAs to sell ACP brevet medals discontinued.
- Reversing brevet route directions – policy added.
- Brevet Route Application Form link added.

## 10/8/2009 - 11/23/2009

- Step-by-Step instructions for creating your own brevet stickers – section added.
  - RBA Volunteer Staff and the RBA Procedures – section added.
  - Transfers and Forced Time off the Bike – section added.
  - Alternate Route Segments – section added.
  - Rescheduling ACP Events for safety/passability reasons – note added.
  - What Route Certification does not cover – note added.
-