



# BIG BEAR CYCLING ASSOCIATION

## MEMBER SPONSORSHIP PROGRAM

### 1. Overview

The Big Bear Cycling Association (BBCA) Sponsorship Program supports active club members who represent the Association in competitive cycling events, community rides, and related athletic pursuits. Sponsorships operate as an expense reimbursement program — not a flat cash payment. Sponsorships will be decided on a case by case basis for the remainder of the 2026 calendar year.

All sponsorships are contingent on the applicant submitting a written request for reimbursement no less than 30 days prior to an event and then submitting applicable receipts following the event. Applicants may include more than one event for the upcoming calendar year in their request. Reimbursements are issued after review and approval of submitted receipts and after the completion of the event.

### 2. Eligibility Requirements

#### Membership

Applicants must be a current, dues-paid member in good standing of the Big Bear Cycling Association.

### 3. Approved Expense Categories

Reimbursements are only issued for expenses that fall within the following approved categories. All expenses must be pre-approved by the Sponsorship Committee.

#### Event & Competition Fees

- Race and event entry/registration fees
- Permit and licensing fees required for sanctioned events
- Timing chip or transponder fees (if separate from registration)

#### Travel & Lodging

- Transportation costs to and from approved events
  - Mileage reimbursement at the current IRS standard rate
  - Airfare (economy class only) – includes extra baggage fee for one bike
  - Rental vehicle (economy class only)
- Lodging for events requiring overnight stay (maximum 2 nights per event)

#### Non-Reimbursable Expenses

The following are explicitly NOT eligible for reimbursement:

- Coaching, training plans, training camps, and coaching platform subscriptions

- Equipment, bicycle components, and cycling gear
- Cycling apparel and clothing of any kind
- Gym memberships or non-cycling athletic expenses
- Food, beverages, or nutrition supplements
- Medical, insurance, or health-related expenses
- Expenses incurred prior to sponsorship approval
- Expenses without a valid receipt or proof of payment

#### **4. Application Process**

- Confirm current BBCA membership is active
- Submit a written request to [info@bigbearcycling.com](mailto:info@bigbearcycling.com) at least 30 days prior to event. The request should outline anticipated and hard costs in detail. If requesting reimbursement for an anticipated cost, include a not to exceed clause.
- Allow 14 days for Sponsorship Committee to review and respond.

#### **5. Sponsorship Committee**

The BBCA Sponsorship Committee is responsible for reviewing all applications, pre-approval requests, and reimbursement requests. The Committee consists of at least three BBCA board members or appointed officers.

#### **6. Reimbursement Process**

##### Pre-Approval Required

Applicants must obtain pre-approval for authorized expenses by submitting a written request for reimbursement to the Sponsorship Committee.

- Upon approval, incur the expense and retain all receipts.
- Submit a Reimbursement Request via email or printed letter with copies of all receipts attached.
- Reimbursement will be issued within 30 days of request.

##### Reimbursement Requirements

All Reimbursement Requests must include the following information to be accepted:

- Event attending
- Date(s) of event
- Pre-approved expense category
- Date of purchase or service
- Itemized description of reimbursement being requested
- Total amount paid
- Proof of payment in the form of paid receipts

Receipts must be submitted within 60 days of the expense date. Expenses submitted after this window will not be reimbursed.