
**SOUTH ISLAND CYCLO CROSS
CHAMPIONSHIPS**

2024 EVENT MANUAL

Version 1.0 – published 9th May 2024



PRESENTED BY:



EVENT PARTNERS

We would like to thank the following sponsors and supporters for their contribution to this event. Without them this event would simply not be able to take place.

Please support these generous organisations when you can.

PRESENTING SPONSOR



EVENT HOST

Catalina Sounds Vineyard

TABLE OF CONTENTS

SECTION ONE: WELCOME	1
WELCOME	1
KEY CONTACTS	1
DOCUMENT VERSION UPDATE LOG.....	1
SOCIAL MEDIA.....	2
SECTION TWO: VENUE INFORMATION	3
EVENT VENUE.....	3
PRE-RIDING AT THE PRIVATE VENUE	3
RULES OF PRE-RIDING	4
PARKING	4
SCHOOL TENTS.....	4
FOOD AND DRINK.....	5
SPECTATING	5
SECTION THREE: SAFETY	6
SAFETY COMMITMENT	6
MEDICAL.....	6
NON-COMPLETION OF THE EVENT (Riders).....	6
SMOKE DRUG AND ALCOHOL FREE	6
CONTINGENCY PLAN	7
WEATHER FORECASTING	7
CANCELLATION OF THE EVENT	7
SECTION FOUR: ENTRY & REGISTRATION	8
ENTRY INFORMATION	8
KEY DATES	8
REGISTRATION & RACE PACK COLLECTION.....	9
HOME SCHOOL ENTRIES	9
ENTRY LISTS.....	9
PRIZEGIVING.....	9

SECTION FIVE: RULES & REGULATIONS	10
RULES	10
RIDER UNIFORM.....	10
TIMING	10
RESULTS.....	10
SECTION SIX: EVENT SCHEDULE	11
EVENT SCHEDULE	11
SATURDAY 20 TH JULY.....	11
SUNDAY 21 ST JULY	11
DETAILED EVENT INFORMATION	13
CX INFORMATION	13
SECTION SEVEN: PROTEST FORM.....	17

SECTION ONE: WELCOME

WELCOME

On behalf of Cycling New Zealand Schools and the Marlborough Mountain Bike Club it's our pleasure to welcome riders, parents, team managers, officials and supporters to the 2024 Cycling New Zealand Schools South Island Cyclo-cross Championships at Catalina Sounds Vineyard in the beautiful Waihopai Valley in Marlborough.

We know that you will enjoy this stunning location and the CX course that we have planned for you. Our CX course uses natural obstacles in a picturesque vineyard setting so get ready for lots of river crossings, steep banks and tree logs! We look forward to a great event and hope you have an enjoyable time during the Championships.

We are incorporating the Cycling New Zealand Schools South Island CX Championships into a round of the CX Marlborough Series. So there are races for younger siblings (a kids race and a junior race) and for parents and Schools managers. Bring your bike and your lycra and join in the fun! We know the school riders would love to cheer on their parents and school teachers, so bring your bikes!

This manual provides useful information for all riders, team members and officials.

KEY CONTACTS

ROLE AT EVENT		NAME
CYCLING NEW ZEALAND SCHOOLS CONTACT:	Georgia Crane	027 930 2637
EVENT MANAGER:	Neil Sinclair	027 475 2556
EVENT MANAGER:	Fraser Brown	021 749 456
CHIEF COMMISSAIRE (PCP):	Ryan Cooney	027 310 7436
MEDICAL (Peak Safety):	Flic Roil	

DOCUMENT VERSION UPDATE LOG

VERSION	PUBLISHED DATE	COMMENTS
1.0	9 th May 2024	Original publication
2.0		
3.0		
4.0		

SOCIAL MEDIA

We encourage you to get involved in the event through social media.

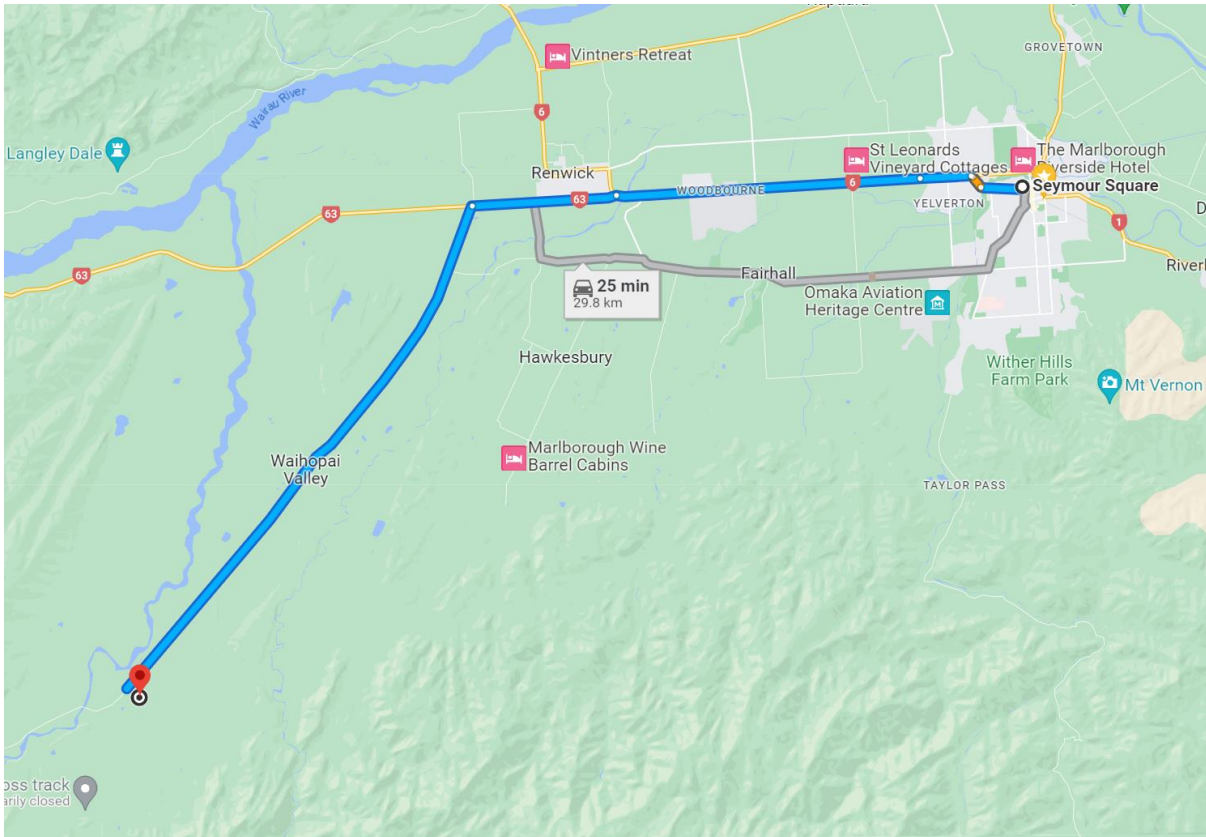
The key links are provided below:

SOCIAL SITE	DIRECT LINK
Facebook	https://www.facebook.com/CyclingNZLSchools/ https://www.facebook.com/MarlboroughMountainbike/
Instagram	https://www.instagram.com/cyclingnzschoools/
Website	https://schools.cyclingnewzealand.nz/events-and-results/south-island-cyclo-cross-championships/
Event Hash-tag	#CNZSSICXChamps

SECTION TWO: VENUE INFORMATION

EVENT VENUE

The Event racecourse and event base is at Catalina Sounds Vineyard, 1397 Waihopai Valley Road.



The venue is approximately a 23 minute drive from central Blenheim.

PRE-RIDING AT THE PRIVATE VENUE

Catalina Sounds is a private working vineyard and there is no access to pre-ride the track before the event, except as outlined below. Access to Catalina Sounds Vineyard prior to the official practice is strictly prohibited.

OFFICIAL PRACTICE

There are two opportunities for track practice prior to the racing.

The track and venue will be open for practice at the following times:

- Saturday 20th July 1pm – 4pm;
- Sunday 21st July 8am – 9.00am

RULES OF PRE-RIDING

If you practice on Saturday 20th July, you are deemed to have agreed to the following conditions

1. Strictly no smoking or vaping anywhere on any property
2. Strictly no fires anywhere on the property
3. Strictly no pets anywhere on the property
4. All rubbish must be removed from the property
5. Riding time is limited to the official practice window outlined in the Event Manual

The organisers reserve the right to disqualify any riders found in breach of these rules. By accessing the property you are deemed to accept all risks and costs and that you indemnify the land owners completely.

PARKING

There is ample parking adjacent to the Event Village as shown on the map below. You will be directed by a Marshall at entry. Please follow the Marshalls directions to park in the appropriate place so that your vehicle does not impede event operations.



SCHOOL TENTS

There will be sites available for schools to set up tents on a 'first in first served' basis in a dedicated area in the Event Villages. Please ensure that you bring appropriate weights or pegs to keep your tent down. Schools are also responsible for removing any waste at the end of each day. Please help us in supporting our host venues and respect their property.

Schools will be able to set up sites on SATURDAY afternoon. If you wish to have School Tent site, please email the organisers on marlboroughmbc@gmail.com at least a week in advance so that we can make the appropriate provisions.

Please note the organisers take no responsibility for equipment left overnight.

FOOD AND DRINK

Please ensure competitors bring sufficient fluid and nutrition for the duration of practise and race days. There will be a coffee cart on race day and EFTPOS may be available, but we strongly suggest bringing cash in case technology does not co-operate!

SPECTATING

The Event Village is adjacent to the start/finish line, with easy walking access to the course. Please obey the marshalls at all times when crossing the track to ensure safety and to ensure that riders are not affected. There are a couple of great viewing spots where you can see the majority of the track. Bring your camera, but we will also have the pros taking photos for you too.

SECTION THREE: SAFETY

SAFETY COMMITMENT

Marlborough Mountain Club is committed to providing and maintaining the highest level of health and safety standards, by ensuring that all risks and hazards associated with the event are adequately identified and managed to prevent harm from occurring to the event staff, participants and all other personnel involved in accordance with the Health and Safety at Work Act 2015.

Please play your part by following instructions where required, and report any hazards or accidents/incidents to the Race Office or a Race Official immediately.

MEDICAL

Primary/immediate first aid will be provided by [Peak Safety](#) on race day.

If you require further medical attention, see below for local Medical Centres. Please note that both of these facilities are approximately 25 minute drive from Catalina Sounds Vineyard (the Urgent Care Centre is in the grounds of Wairau Hospital).

FACILITY	HOURS	ADDRESS	PHONE
Urgent Care Centre	8am-5pm, 7 days	Cnr Hospital Rd & Taylor Pass Rd, Witherlea, Blenheim	(03) 520 6377
Wairau Hospital Emergency Dept.	24 hours	Cnr Hospital Rd & Taylor Pass Rd, Witherlea, Blenheim	(03) 520 9999

IN AN EMERGENCY, CALL 111

NON-COMPLETION OF THE EVENT (RIDERS)

Please reiterate to your students that if for some reason they cannot finish the event they must tell a Race Official and return their race timing tag.

SMOKE DRUG AND ALCOHOL FREE

The entire event is smoke, drug and alcohol free. Please ensure all your supporters are aware of this.

CONTINGENCY PLAN

The event organisers recognise that there is the potential for circumstances outside of their control occurring that could result in the published event format and/or distances being adjusted in the interest of participant and officials' safety. If inclement conditions exist, all decisions regarding the implementation of the Contingency Plan will be made by the Race Organisers.

There is no contingency day in place for this event. Accordingly, any contingency planning will involve re-working the schedule as opposed to the use of an extra contingency day.

WEATHER FORECASTING

Adverse weather conditions could potentially affect the event, and accordingly weather forecasts will be monitored two weeks out from the event to assist with planning and decision-making. Forecasts are to include MetService, YR and Metvuw to garner a balanced view.

Weather-related risks leading in to the event have been identified and documented in the Risk Register. These include high rainfall leading in to the event (course conditions, flooded creek and fords), and high winds

CANCELLATION OF THE EVENT

The organisers reserve the right to cancel one or more of the events in the case of adverse weather conditions or other reasons. Any contingency plans will be announced via Facebook and the website. ***Please note that there may not be any refunds if the event is cancelled due to factors outside the control of Cycling New Zealand and the Marlborough Mountain Bike Club due to costs committed to hosting the event.***

SECTION FOUR: ENTRY & REGISTRATION

ENTRY INFORMATION

Entries are open now. All entries must be through your school (no individual entries accepted) through [Enter Now](#). Schools must be [affiliated](#) with Cycling New Zealand Schools for the 2024 year, list their riders under their affiliation and pay their 2024 affiliation invoice before they can get access to the entry system for this event.

Once you have completed your entries through Enter Now, you must download an invoice from the bottom of the entry form. Your Invoice number must be used as the reference when paying your account.

All School Affiliation fees and Event Entry Fees must be paid before riders are permitted to start the event. Race Packs will not be issued to schools who have outstanding fees. Please ensure you check with your school to ensure affiliation and payment has been made.

Age Grades

Riders are to enter the age group based on their age as 31st December (inclusive) in the year of competition. So for example, Under 15 (“U15”) riders must have had their 14th birthday between 1st January 2023 and 31st December 2023 (inclusive).

Refund Policy

Refunds requested after entry will only be processed on the presentation of a medical certificate. All refunds will incur a \$25 administration fee.

KEY DATES

DATE	PROCESS
1 st March 2024	Registration opens
28 th June 2024	Registration closes
3 rd July 2024	Entry List is finalised and invoices sent out to schools
5 th July 2024	All invoices must be paid by this date

Please note the short timeframe for paying for entries. This is to allow maximum registration time while allowing the school to pay the invoice before the end of term 2. If invoices are not paid, you will not be issued a race plate and will not be able to race.

REGISTRATION & RACE PACK COLLECTION

School team racepacks should be collected by your team manager **for all riders** on either Saturday 20th July between 1:00pm - 4:00pm or Sunday between 8:00am – 9:00am. Registration HQ will be located at the Event Village in the Marlborough Mountain Bike Club tent.

If your team manager is unable to register and collect your racepack on Tuesday 3rd October, you can do so at the HQ tent at the Event Village on race days.

Your school must have paid their invoice in full and completed the Team Manager Google Form or your team's registration pack will not be released to your team manager (effectively preventing your school team from participating).

HOME SCHOOL ENTRIES

Riders may registered to ride for their home school and compete alongside their peers. CNZ Schools agree to follow School Sport NZ rules which state that home schooled riders are ineligible to receive medals.

If a Home School rider achieves a podium place, they will be presented with a certificate instead of a medal. If a home school rider places 1st, then the first non-home school rider would stand on the podium in the First place position with them and receive the gold medal alongside them, the same applies if they place 2nd or 3rd.

ENTRY LISTS

A live entry list is here <https://enternow.co.nz/publicview/agencies/nzsc>

Start lists will be published in the week prior to the event.

PRIZEGIVING

Prizegiving for individual and relay races will be held at the conclusion of the racing at 2:45pm.

Placegetters must wear either their school kit or school uniform on podium. Remember that every rider who doesn't get a medal would love to wear your one. So respect the medal and do not take it off until you have resumed your seat.

SECTION FIVE: RULES & REGULATIONS

RULES

The event is endorsed by School Sport New Zealand and is run under [Cycling New Zealand Schools Rules](#)

RIDER UNIFORM

All riders must wear school kit. If you do not have school kit, plain kit is acceptable. Please refer to Point 5 and Appendix 2 of the Schools Cycling Rules ([click here](#)) for more information on Uniform Guidelines. Ensure you are compliant before you arrive at the event to avoid any unnecessary stress. For any queries on this, contact schools@cyclingtonewzealand.nz

TIMING

Timing will be provided utilising the SportIdent timing system owned by the Marlborough Mountain Bike Club. Riders will be issued a numbered raceplate, as well as a transponder in their race pack at registration. The transponders are to be worn on the RIGHT wrist. Please note that smart watches and Garmin watches can interfere with the transponders and must be removed or worn on the left wrist. Marlborough Mountain Bike Club is not responsible for timing errors due to failure to comply with these instructions.

For the Relay, each team will be given one transponder (which is different to the individual race transponder). This is worn by the rider on-course, and then transferred to the next rider in the team at the end of each lap.

Schools will be charged \$100.00 per transponder for any transponders that are not returned to event officials at the conclusion of the event.

RESULTS

Official results will be posted to www.schoolscycling.nz as soon as possible after the event:

Provisional results will be available on www.facebook.com/CyclingNZLSchools/

Please note these are provisional and any **queries are to be made by the Team Manager only** directly to the Chief Commissaire. Any Protests are to be submitted in writing (see form at back of this Event Manual) and will be reviewed by the Disputes Panel.

SECTION SIX: EVENT SCHEDULE

EVENT SCHEDULE

SATURDAY 20TH JULY

REGISTRATION + PRACTICE	
9.00am – 12.00pm	VENUE CLOSED : Track set up.
12.00pm – 4:00pm	Track open to all competitors for Practice
4:00pm – 5:00pm	Track CLOSED : Commissaires Track Check

SUNDAY 21ST JULY

On the table below, yellow highlight indicates CNZS races and orange highlight indicates CX Marlborough races.

RACE DAY				
TIME	ORGANISATION	DURATION	RACE #	EVENT
8:30 am	CNZS / CXM	45 mins		Open practice
8:30 am	CNZS / CXM	3 hr 30 mins		Registration Open
9:15 am	CNZS / CXM			Shut course for practice
9:20 am	CXM	10 mins	Race 1 - Call up	CXM Youth riders to start & rider briefing
9:30 am	CXM	30mins	Race 1 start	CXM Youth Race Start
10:10 am	CXM		Race 1 Finish	CXM Youth Race finish
10:10 am	CNZS	10 mins	Race 2 - Call up	CNZS U13,U14,U15 (M+F) to start & rider briefing
10:20 am	CNZS	30mins	Race 2 start	CNZS U13,U14,U15 (M+F) race
11:00 am	CNZS		Race 2 Finish	Race 2 Finish
11:00 am	CNZS	10 mins	Race 3 - Call up	CNZS U16,U17,U20 (M+F) to start & rider briefing
11:10 am	CNZS	40mins	Race 3 Start	CNZS U16,U17,U20 (M+F) race
12:00 pm	CNZS		Race 3 Finish	Race 3 Finish
12:00 pm	CNZS / CXM			Registration Closes
12:00 pm	CNZS / CXM	30mins	Lunch break	Lunch break + open practice (not in kids race area)

RACE DAY				
TIME	ORGANISATION	DURATION	RACE #	EVENT
12:05 pm	CXM	5 mins	Race 4 - Call up	CXM - Kids for Race 4 to start
12:10 pm	CXM	10 mins	Race 4 - Start	CXM - Kids Race start
12:20 pm	CXM		Race 4 Finish	Race 4 Finish
12:20 pm				Practice/Lunch finishes
12:20 pm	CXM	10 mins	Race 5 - Call up	CXM Adult MTB and CX to start & rider briefing
12:30 pm	CXM	40mins + 1 lap (50mins)	Race 5 - Start	CXM - Adult MTB and CX
1:20 pm	CXM		Race 5 - Finish	Race 5 Finish
1:20PM		10 mins		Break
1:30 pm	CNZS	10 mins	Race 6 - Call up	CNZS Relay riders to start & rider briefing
1:40 pm	CNZS	40mins	Race 6 - Start	CNZS Relay race
2:20 pm	CNZS		Race 6 - Finish	
2:20pm		25 mins	Break	Collate results
2:45pm	CNZS / CXM	30 mins	PRIZE GIVING	Prize giving and spot prizes
3:15pm				EVENT CLOSE

DETAILED EVENT INFORMATION

CX INFORMATION

Event:	CycloCross (CX)
Date:	Sunday 21 st July 2024
Location:	Catalina Sounds Vineyard, Waihopai Valley
Registration times:	Saturday 20th Jul (12pm-4pm) and Sunday 21 st Jul 8:30-11:00am.
Practice times:	See 'Pre-riding' on page 3 of this manual. Course will be marked/taped by 12pm on Saturday 20 th July.
Briefing/Racing times:	10 minutes prior to each race starting.
Prize giving:	2:45pm Sunday 21 st Jul or earlier
Race numbers:	All riders are to wear the issued race plate (1 per rider) placed on front of handlebars (please do not cut or reconfigure), plus transponder on left wrist.
Pit lane – Feeding:	Riders are not permitted to receive food, drink and clean eyewear from assistants within the designated feed zone at an event. A rider may keep and use food or drinks which they carry on their bikes or in their outfits. A new bottle or food can be attached to a bike before a bike change. Only one assistant per rider is permitted in the feed zone. The feed/tech zone is adjacent to the start/finish line.
Pit lane – Tech assistance:	<p>External technical assistance can only be given in the pit lane. Spare equipment and tools for repairs must be kept in the pit lane. Repairs and equipment changes can be carried out by the rider themselves or with the help of a teammate, team mechanic or neutral technical assistance. In addition to technical assistance in the pit lane, technical assistance is permitted outside these zones only between riders <u>who are members of the same school</u>.</p> <p>A rider who has passed the end of the pit area must continue to the following pit area for any bicycle or wheel change. A rider who is still in the racing lane may enter the pit lane as long as he retraces his route in the racing lane and enters the other lane at its start without obstructing other competitors.</p> <p>Should a rider take the pit lane for any other reason, the commissaires shall decide and the decision shall be final.</p>
Time Guidelines:	<p>Final race times and possible wave groups will be determined by the Chief Commissaire.</p> <p>The provisional race times are U13, U14 and U15 race : 30 minutes U16, U17 and U20 race : 40 minutes</p>

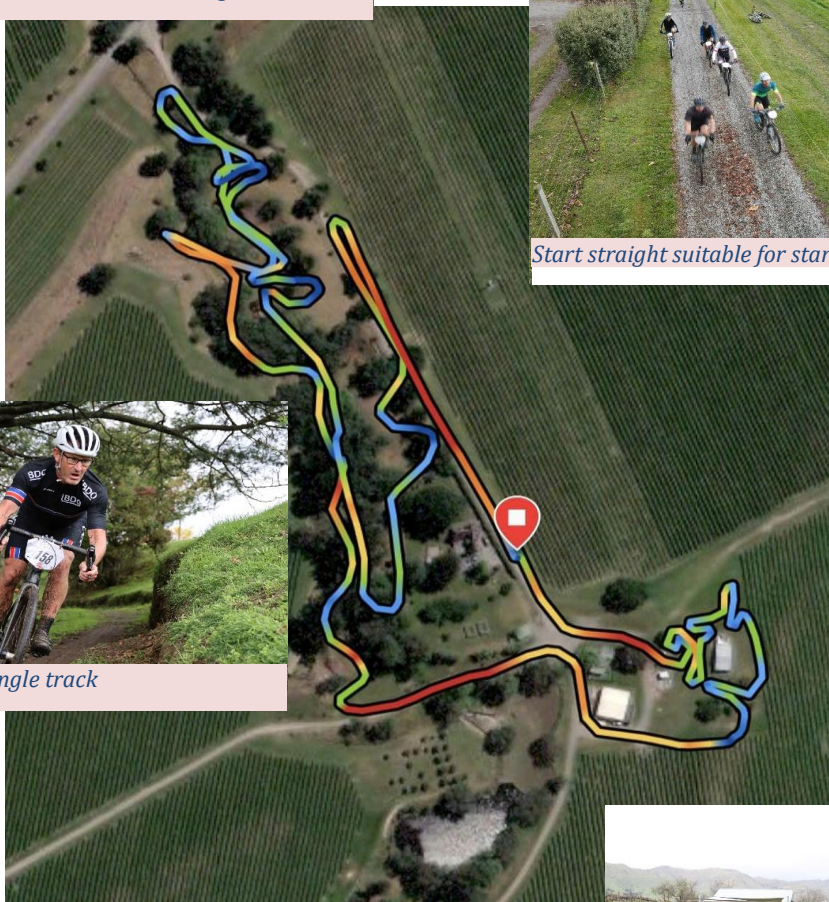
TRACK INFORMATION.



One of five natural water crossings



Start straight suitable for start pens



Small section of single track



Event base with shed and presentation area

Our track takes advantage of the natural features of the landscape. Expect lots of mud, lots of river crossing and natural obstacles like logs and steep slopes. Our track can be ridden on both a CX bike or a XC Mountain Bike.



CROSS COUNTRY RELAY INFORMATION

Event:	Cyclocross Relay (CXR)
Date:	Sunday 21st July 2024 (afternoon)
Registration times:	See above
Practice times:	Essentially the course will be a shortened version of the CX course.
Briefing time:	1:30pm (compulsory)
Prize giving:	2:45pm or earlier
Race plate + timing:	All riders are to wear the issued race plate (1 per rider) placed on front of handlebars (please do not cut or reconfigure). Each team will be issued a transponder at the race briefing 10-mins prior to the CXR race start. This transponder is passed between team riders at the completion of each lap.
Age Groups:	U16, U20.
Categories:	Girls, Boys, Mixed: U16 + U20.
Description:	Teams Relay will consist of teams of three riders who will rotate riders every lap in order for 40 minutes.
Medals	Cycling New Zealand Schools Titles and Medals are not being offered for the CXR this year. You will be competing for Marlborough Mountain Bike Club Medals.
Composite Teams:	Composite Teams with riders from multiple schools may be entered and are eligible for Marlborough Mountain Bike Club titles and medals. If you would like to race in the relay but do not have a team, please email marlboroughmbc@gmail.com or see us at registration and enter the CXR pool. We will attempt to allocate you into a team.
Key Information:	Riders must dismount before entering the Transition area, then run (with their bike) and physically tag the next rider. Other team riders may assist with the transponder changeover in the Transition area. Riders must ride single laps in their designated order (Rider 1 tags Rider 2 who tags Rider 3, who tags Rider 1, etc) and may not miss a rider from their turn. Failure to do so will result in disqualification.

SECTION SEVEN: PROTEST FORM

Event: _____

Race: _____

Date: _____

Protesting School: _____

School Team Manager: _____

Contact Mobile: _____

Contact Email: _____

Name of Rider or Team: _____

Other Party (Rider, Team or Official): _____

Date/Time of Incident: _____

Location of Incident: _____

Nature of Incident (Brief Description):

Outcome Sought:

Organisers Use Only

Date/Time Protest Received: _____

Protest Fee Received (\$50): Held By (Official Receiving Protest): _____

Passed to Chief Commissaire (Date/Time): _____

Outcome Determined: