



CYCLING
NEW ZEALAND

SCHOOLS

TOOLKIT

A GUIDE TO HELP WITH THE
SET UP AND RUNNING OF
SCHOOL CYCLING TEAMS

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Introduction

The Schools Cycling Toolkit has been developed as a 'Cycling 101' for parents, teachers, coaches and riders who have limited knowledge of cycling and are looking to start up a cycling team. It can also be a useful resource for those who already have a cycling programme but are looking for support, assistance and ideas. The toolkit provides details, information, examples, ideas and resources to ensure newcomers to the sport have a positive and easy experience.

The resources and templates included in this toolkit should be used as a guide only. We encourage you to develop your resources and plans based on your location, event, school and students, and their skill development levels and coaching needs.

We have included information that we believe is useful and will provide you with a framework for establishing a cycling team at your school. Cycling New Zealand and Cycling New Zealand Schools are available to provide support and advice, and welcome your queries. Good luck, have fun and be safe out there.

What is Schools Cycling?

Schools Cycling in New Zealand is governed by Cycling New Zealand Schools (New Zealand School Cycling Association Incorporated). Cycling New Zealand Schools was created in part to promote the enjoyment, participation and competition on bicycles for all school-age children (Y7 - Y13) in New Zealand and to create and govern competitive cycling opportunities for school-aged participants.

Cycling New Zealand Schools aims to connect schools cycling more closely with the wider national cycling landscape, and acknowledges the important role of schools' cycling as one of the first steps in the cycling development and competition pathway.

Cycling New Zealand Schools currently oversees:

- the delivery, administration and governance of the New Zealand schools' cycling programme

- the delivery of its endorsed events,
- the membership of the students and schools and
- acts as the official organisation reporting to School Sport New Zealand (formerly NZSSSC)

Cycling New Zealand Schools is a member organisation of Cycling New Zealand. Its elected Council represents the interests of schools' cycling. Both organisations have a shared ambition of maximising the growth in participation of competitive cycling in schools (intermediate and secondary schools), and intend to use the knowledge, skills, expertise and resources collectively across their organisations to achieve this outcome. Through this partnership, it will be possible to further connect the competition pathways, enhance best practice event delivery, and increase and build stronger relationships with schools and their riders. Current codes under the Cycling New Zealand School umbrella are Road, Track and MTB. Click [here](#) to find out more.

Cycling Codes

Schools Cycling consists of four different codes: road, track, MTB and Cyclo-cross. Other codes, such as BMX are run through local clubs. Riders are able to compete in as many of the codes as they like and do not have to choose only one code.

This Toolkit is focused specifically on road, track, MTB, and Cyclo-cross but the body of the work – coaching tips, safety information, and race day preparation has relevance to all codes.

For more information on the codes run by Cycling New Zealand Schools, read the Rules [here](#). For more information on all cycling codes, go to the UCI (the International Cycling Federation) website [here](#).

Getting a team together

Often the hardest part of setting up a school cycling team is knowing where to start. This section is designed to give you some ideas on how to promote cycling at your school, to get a gauge on / understand the level of student interest and how to build a solid support team (e.g. coach, parent helpers, etc.)... All this is designed to get the team to their first race. There is no single 'best way' to achieve this but below is an outline of the steps that have been used in the past to support schools in establishing a team.

If there is a core group of keen riders already at your school, then the process is much easier. If your interested group of students is new to cycling then there will most likely need to be a skill development component incorporated into that timeline of getting them to their first event. So this will need to be factored in and realistic time targets set e.g. will this take 6 weeks or 2 terms to have the students ready for their first event? (See **ATTACHMENT 1 – Setting up a team at Hamilton Girls High School in Hamilton**)

In order to create a cycling team you obviously need keen cyclists!

STEP 1. Communicating with the students to generate interest and get an understanding of who and how many students are interested

- Promotion at School Assembly or Open Day e.g. an interested parent / rider does a presentation
- A notice is sent out to the students

- An invitation is sent to all students advising of a day, and time a meeting will be held. The invitation may also encourage them to bring their bikes and their parents along as well

STEP 2. Hosting the introductory meeting – ‘Q + A’ session

- A brief introduction – usually ‘fronted’ by the Sports Coordinator or Teacher
- The school may have invited a ‘Cycling guest’ to attend and give a brief presentation e.g. someone from the local cycling club, a local top cyclist or coach etc.

STEP 3. Organise 30 - 45 minutes to run a skills / games sessions

- There will be a clear sense of the rider’s interest by the types of bikes the students are riding, e.g. Road, MTB, BMX.
- The cycling ability / confidence level of the riders will be easy to gauge from here.

STEP 4. Re-group after the skills session for a 15 – 20 minute session where an overview of the ‘what’s’, ‘when’s’, ‘how’s’ and ‘why’s’ of setting up a school team are discussed.

This could involve:

- A presentation on the setting up a school team(s)
- Host a Q+A session. Getting engagement from both the riders and their parents is important as you can learn valuable information such as:
 - Identifying parents who can commit to supporting the school in setting up and maintaining a school team with a sustainable structure – coaches, managers, mechanics, other volunteers for race days etc.
 - Identify parents prepared to attend relevant Cycling New Zealand coaching courses
 - Determine where the school may be able to assist some riders / families – cycling can be an expensive sport, and often teenagers enter a sport with huge interest but over time their interest moves to other realms; some parents do not and cannot afford to buy new racing bikes. There may be cycling clubs which have loan bikes available for beginning riders. Look into local trust funding or sponsorship from local businesses.
 - Determine which day would be the best day each week for training / coaching
 - Confirm the availability of external support people to come to your school and run skills and road safety session before taking the students / riders out on the road. They can also provide training for teachers and parents and work with them to develop confidence with coaching.
 - This is also a good time to explain to the students that you will be starting with skills sessions before progressing any further. Another important aspect is to explain that the team will gradually get into racing and it is all about building skill and confidence for the first term. Some students may also be nervous to join if they think they will be racing straight away.

STEP 5. Follow up after the initial meeting

- It is important to maintain the interest and momentum that was generated at the initial meeting
- Set training days and organise skills sessions
- Identify an adult (parent, teacher, local coach) who would be keen to help coach. Check when the next Cycling New Zealand Level 1 Coaching course is on and put the coach through this. Coaching courses can be found on the Cycling New Zealand website [here](#).

STEP 6. Ongoing support from and communication with Cycling New Zealand by signing up to the Schools Cycling newsletter [here](#) or by contacting schools@cyclingtonewzealand.nz with any questions.

STEP 7. Use the information contained in this guide to create your own School Cycling document. Include relevant dates, times, event, contacts, costs, uniform, selection criteria, rules, code of conduct etc.

Team and Individual Racing

Most schools events include team and individual options. Even if you are the only cyclist at your school you can still compete in schools cycling events. Composite teams made up of riders from different schools are permitted to participate in team events however are not eligible for medals. Refer to the Schools Cycling Rules (Appendix 3) for more information on Composite teams.

Team events on offer are the road cycling team time trial event, a team's pursuit or team sprint event on the track and the MTB team relay. These all work different. Refer to each Event Manual for specific event rules. For example, in the team sprint (on the track), at the end of the first lap, the leading rider in each team rides up the banking leaving the second rider to lead for the second lap; at the end of the second lap, the second rider does the same, leaving the third rider to complete the last lap on their own. One of the best benefits of Schools Cycling is racing with and against your class mates and making new friends from other schools.

What if I'm the only rider at my school?

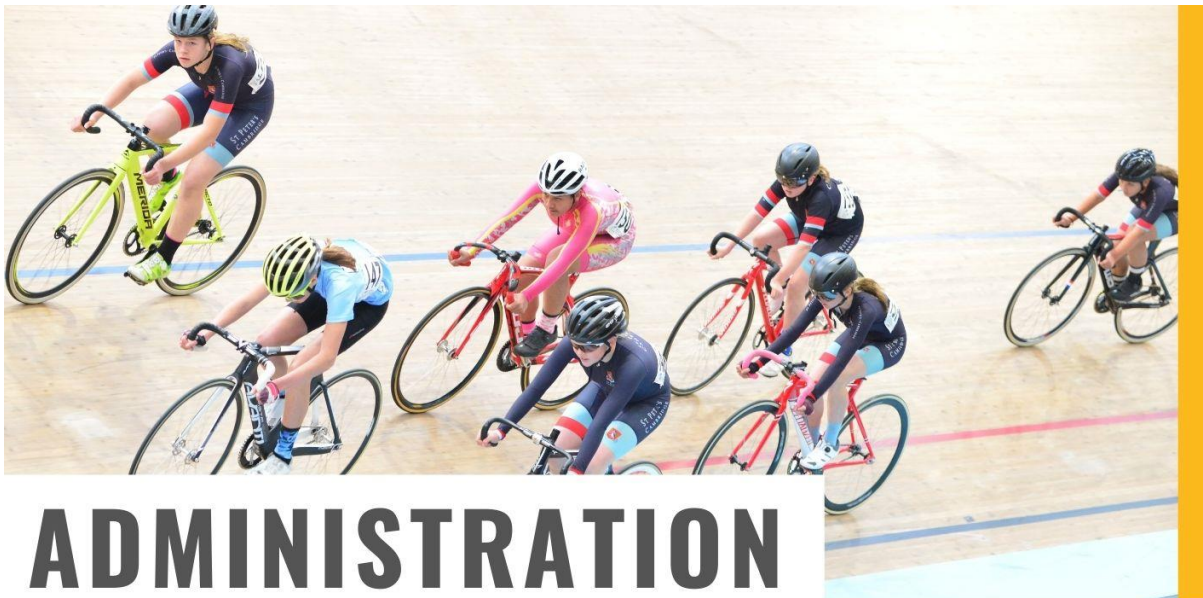
If you are currently the only rider at your school, it is best to speak to your school's Sports Coordinator. This way the Sports Coordinator can help to facilitate getting a team together or just help you with event entries and uniforms etc. You can still compete if you are the only rider at your school, but you will need to communicate with the Sports Coordinator as all entries to School Cycling events must come through your school. Many of the larger school teams welcome single school riders when travelling to events or for training sessions.

Support Roles

- Teacher in Charge/Sports Coordinator - it is helpful to have a representative from your school who is interested in helping with the cycling team. A lot of the information regarding entries and event details will be sent to the school and entries also need to be done by the school contact.
- Parents can also be great to get on board to help with the team. A parent may put their 'hand up' to manage the team or to come on training rides for support.

Who can be a coach?

- It is best in the first instance to establish if there is anyone in the school community or local community that may like to coach the cycling team.
- Complete one of the Cycling New Zealand coaching courses which are perfect for beginner coaches. Information on these courses can be found [here](#).
- Anyone wanting to be a coach should complete a Police Vetting Check and be aware of the required code of conduct expected of someone working in that role
- Contact Cycling New Zealand for a list of accredited coaches in your area.



ADMINISTRATION

Membership/Affiliation

Schools wishing to participate in any Cycling New Zealand Schools event must be affiliated to Cycling New Zealand Schools in order for their students to compete. This is a one off annual affiliation that covers all codes and events under the Cycling New Zealand Schools umbrella. There is also a rider levy per event that is included as part of each event entry fee. As part of the affiliation process, schools will be required to supply the details of all students who are taking part in their cycling programme and who will likely participate in an event during the affiliated year. Schools will be able to add students throughout the year if necessary.

Schools Affiliation must be completed through [Enter Now](#). Schools that do not have an Enter Now account, or have trouble accessing this account please contact help@enternow.co.nz. A current list of Affiliated Schools can be accessed on the Cycling New Zealand Schools website [here](#).

Cycling New Zealand Schools membership entitles the rider to ride Cycling New Zealand Schools' events only. Riders wishing to race at a club level event can upgrade to a Schools License, free of charge by opting in through this link [here](#). Please note there may be fees associated with your club, contact the club directly for this. If the rider wants to compete in any events above club level (i.e., Centre, National or Sanctioned events) they will need to purchase a Cycling New Zealand Youth License [here](#).

Click [here](#) for more information on Schools Affiliation.

Schools Licences

Cycling New Zealand offer a 'Schools Licence'. This licence enables school riders to ride in club events outside of the Schools Cycling calendar. Riding for your school in a Schools Cycling event doesn't automatically issue you with a 'Schools License'

For more information on schools licensing click [here](#).

How to enter

Entries to all Cycling New Zealand Schools events must be through the [Enter Now](#) system by the School Sports Coordinator or Teacher in Charge. Schools can set up an Enter Now account by emailing help@enternow.co.nz

Race rules

There are differing rules in cycling depending on what cycling discipline you are competing in. These rules will detail the 'Dos and Don'ts' for each discipline around such things as gearings, equipment, and rules specific to the particular race you are competing in. It is important that all riders familiarise themselves with complete rules prior to racing. Click [here](#) for the current Cycling New Zealand Schools Rules and links to wider Cycling New Zealand, MTBNZ and UCI rules. Rules can be daunting so remember, if you have any questions you can always ask! Email schools@cyclingnewzealand.nz for your first port of call.

School Racing Uniforms

A school racing uniform must be in the respective school's colours and the logo or name of the school must be prominently displayed. In the event that a school does not have a school racing uniform riders shall race in plain cycling top and shorts which should, as much as possible, reflect the colours of that school. More information around uniforms can be found under Section 2 and Appendix 2 in the Cycling New Zealand Schools Rules [here](#).

Events

The Cycling New Zealand Schools Events Calendar can be found on the website [here](#) - dates and locations change each year. The Cycling New Zealand Schools calendar includes North Island, South Island and National Championships for Road, Track and MTB, and North and South Island Championships for Cyclo-cross. These events are sanctioned by Cycling New Zealand Schools, Cycling New Zealand and School Sport New Zealand.

Other Cycling New Zealand sanctioned events can be found on the Cycling New Zealand events calendar [here](#).

Joining a Club

Joining a club will help a rider to get the most out of their cycling.

Clubs are important for both serious riders and those just getting started. Clubs will help riders to connect with like-minded riders to train with, coaches, regional club events and other cycling support.

Riders will need to be a member of an affiliated club to race at any club, regional or national races that are not Schools specific events. For a list of Cycling New Zealand affiliated clubs, click [here](#).



Bike

There is a common misconception that you need a 'top of the range' bike to start cycling. This is far from the truth. We like to encourage riders to start on any bike as long as it is safe and in good working order. There are many entry level bikes on the market and your local bike shops will be happy to help you out with information around the best place to start.

Some schools or clubs may have bikes available for beginner riders to borrow to get them started. What to look for? Riders can comfortably mount and dismount the bike and be able to reach the brakes. Check the condition of gears and brakes, look for cracks or damage to the frame or wheels. If it is a road or track bike, let your local bike shop know you'll compete at schools cycling events so they can adjust gearing accordingly.

Helmet

This is the most important part of equipment to get started in the sport of cycling. It is not only a legal requirement to wear a helmet when riding a bike but it also protects your most important asset - your brain! Helmets are required to be safety approved (see below).

Ensure that the helmet is approved by Australian / New Zealand standards; this is indicated by a sticker in the inside of the helmet (example below).



It is also important to ensure that the helmet fits well. An easy helmet fitting process to remember is:

- Two fingers above your eyebrows to the bottom of your helmet
- Make a "V" shape around the bottom of your ears
- 1 finger under the strap beneath your chin

(See **GAME CARD 2: Checking Helmet Safety and Fit**)

For MTB events, there are specific helmet rules. These are stated in the [MTB Protection Policy, Section 6](#) in the [MTBNZ Technical Regulations](#)

Clothing

The most important thing when deciding what clothes to buy for cycling training is that they are bright and easily seen and comfortable for the rider. Some common pieces of cycling clothing that will be helpful when starting the sport are:

- Bib shorts
- Cycling jersey
- Leg and arm warmers
- Gloves
- Hi-Vis vest (some schools / teams may make this a mandatory requirement)
- MTB events require other protection such as elbow pads, knee pads and neck brace. Click [here](#) to read the MTB Protection Policy (Section 6 in the MTBNZ Technical Regulations).



SAFETY CONSIDERATIONS

There are several safety considerations to remember, for all activities undertaken on the road, track or MTB trails. We cover a few of these safety points in the following section such as 'RAMS' forms (Risk Analysis Management System), emergency contact numbers and codes of conduct. The first port of call is to liaise with your School Contact on the Health and Safety protocols and processes they have in place already.

RAMS

Risk Analysis and Management Systems (RAMS) forms identify all the potential risks, the causes of these risks and they help to establish strategies to minimise these risks. A RAMS form should be created for any activity undertaken and reviewed regularly. You will need to personalise your RAMS form so it identifies all the risk factors relevant to your location, school, riders and chosen activity. A RAMS form template can be found on the [Coaching Resources](#) page on the Cycling New Zealand website.

Emergency Contacts

It is important for the coach of the team to carry a list of rider emergency contact information when undertaking any team activity. The coach should ensure that these numbers are kept up-to-date and new riders' contact details are added as they join.

Coaches will also need to carry any important medical information for riders (e.g. - if anyone has allergies / asthma). The school should have gathered all this information when they sought consent from the parents for the riders to participate in the training, coaching sessions and events.

Emergency Action Plan

The coach needs to be aware of the school's protocol on reporting an accident. An example is listed below:

- Ensure scene is safe to enter (ensure you are keeping yourself safe)

- Move injured rider, (only if necessary), to safety
- Call Emergency Services to assistance
- Assign a 'lead person' to control the scene
- Secure and preserve the scene
- Prevent further harm to persons or property
- Treat injured person with available resources until emergency services arrive
- Notify School (as soon as possible)
- Follow their 'contacting next of kin' policy (note that in the event of a fatality the Police will contact the family)
- Ensure the safe evacuation of other riders from the scene if necessary
- Complete any incident reports required by the school
- Provide trauma support if required
- Debrief and review process and update RAMS if necessary

Equipment Checks

Helmets

We have covered this under the 'Equipment Section' but we would like to reiterate the importance of buying and wearing a good quality and standard-approved helmet. It is also a legal requirement in New Zealand to wear a helmet when riding a bike. It is important to check your helmet regularly to make sure it is still in good quality. Helmets need to be replaced after any crash. Quality manufacturers will provide a crash replacement warranty so chat to your local bike shop.

Bikes

Bikes should always be checked before being ridden. The easiest way to do this is to remember mnemonic 'M' check or 'ABCD Quick'. Both cover the same safety checks.

(a) 'M' Check (See **CARD 1** – Road Cycling Resource)

(b) 'ABCD Quick':

- A** is for air – in the tyres. Also check that the wheel is in good condition, that the wheel spins freely without wobbling and there are no broken spokes
- B** is for brakes. Check that both front and back breaks work and that the brake pads are not worn down.
- C** is for controls – chain, cranks, and handlebars. Check that the chain moves freely. Check that the cranks have no 'play' from side to side and check that the handlebars are tight and do not swivel. They should just turn the front wheel
- D** is for drop. Drop the bike gently from a height of about 10cms and listen for any unusual rattles or creaks. Remove or tighten where required.
- QUICK** is for quick releases. Check these are all done up correctly and tight

There is also a legal requirement that a bike has "a red or yellow rear reflector that is visible from a distance of 200 metres when light shines on it". So, most riders now have their rear (red) light attached to their bike and have it on a 'flashing' mode when they are riding. Some schools may insist that all riders have a rear light, even during the summer period.

If riding in terms 2 and 3 when it gets dark earlier or is dark, riders should also have a good working front white light. It is recommended this be put on full beam rather than 'pulsing' or 'flashing'

Appropriate First Aid training

It is important that the coach and other adults involved with the team are first aid trained. Unfortunately due to the nature of the sport, there is always the risk of riders having an accident while the group is out training. It is important that the coach is confident in what to do if this scenario occurs.

Ensure that the coach understands the School's protocol around an Emergency Action Plan. An Incident Report Form template is available on the [Coaching Resources](#) page of the Cycling New Zealand website. Most schools will have their own version which they are required to use.

Codes of Conduct

A Code of Conduct is important to establish the expectations for riders / parents / coaches of the school cycling team. See ATTACHMENTS 2 and 3 as an example. Your school or other sports teams at your school may already have a general sport team Code of Conduct that you could modify for the cycling team.



COACHING AND TRAINING RESOURCES

What type of coach do you want for your team?

There is plenty of literature out there on coaching, coaching styles and 'what makes a good coach'. A person's coaching 'style' will be closely aligned to that person's personality, knowledge, strengths and weaknesses.

M.O.R.E versus L.E.S.S.

Coaches who have a 'MORE of everything' attitude will find their athletes will be engaged and responding and will also find it 'MORE' rewarding for themselves.

Motivate..... Organise and praise at every opportunity and be enthusiastic.

Organise.... Prepare sessions, be punctual and have the right equipment.

Rationalise.. Set realistic standards and goals for skill development and when competing Focus on learning rather than winning.

Enjoy..... Have fun doing this. If you do so, then your athletes will also enjoy each session.

Coaches who have a 'LESS' attitude will lose athletes from the sport and will contribute 'LESS' to an athlete's development

Late.... Arrive five minutes late and be very disorganised

Exercise... Be focussed on hard exercise rather than on providing fun drills and games to develop skills

Sloppy..... Allow anything to happen – sets no standards or rules

Sarcastic.... Criticises athletes

Be that coach who is constructive, positive and specific; but most importantly have a sense of humour, show the students you are interested and enjoy working with them. Enthusiasm is infectious!

Skills and Coaching Sessions

Most school cycling teams will have a variety of abilities and confidence levels amongst their riders so we suggest that you start with some skills sessions before heading out onto the road, track or trails. Here are some tips for how you may like to run these sessions. The key thing to remember is to keep these sessions fun as this may be the student's first introductions to the sport of cycling!

Below is a list of games and skill activities that can all be taken on a school netball court / sports field. We suggest at least 4 weeks of skills sessions. Included below are some examples of activities that can be used. (These cards can be accessed on the Cycling New Zealand website [here](#))

- **Bike check** [Road Cycling Resource Card 1]
- **Helmet fit** [Game Card 2]
- **'Straight Line Challenge'** - arrange two lines of cones side by side with a small space in between. The challenge is for the riders to ride through the middle of the cones without hitting any of them. Increase the challenge by having the riders do the course standing up when riding.
- **'Box Game'** - Arrange four cones in a box shape; have all riders start by riding around in the middle of the box – all going in the same direction. If a rider touches the ground or rides out of the box they are out of the game. The game can be made more challenging by giving the riders tasks to complete while riding eg., 'tap your helmet five times with your left hand'; 'make a right hand turn signal for 3 seconds'; 'turn around and go in the opposite direction' etc [Game Card 4]
- **'Turtle Race'** - Just as the name states, the slowest person is the winner! If you put your foot down you have to stay where you are; the aim is to go slow enough to try and win but fast enough to not put your foot down. [Game Card 8]
- **'Slalom'**- Line 10-12 cones in a row and have riders slalom in and out, thinking about their pedal position when turning. Challenge the riders by seeing who can go through without pedalling or do team relays [Game Card 7]
- **'Pass The Bottle'**- Line 10-12 cones in a straight line; have half of the riders' line up at one end and half at the other end. Riders ride on opposite sides of the cones and take one hand off the bars to pass / receive the bottle (or cone or tennis ball). Depending on the ability level, start with high fives if passing the drink bottle is too difficult [Game Card 6]
- **'Riding Close Together'** - Riders partner up and try and ride as close as they can side-by-side. Advance the activity by having riders put one hand on each other's shoulders, then get them to repeat this using the other hand. Even more of a challenge is to have riders lean on each other and ride between a set of cones.

Don't be afraid to take things slowly. It takes a while for the new riders to get used to the bikes and riding on the road so let them figure it out in their own time.

Make it FUN! The riders will keep coming back if they enjoy the sessions and feel like a valuable member of the cycling team. Refer to **ATTACHMENT 1** for a review on setting up a schools cycling team for Hamilton Girls High School. This document outlines the process to prepare riders for their first racing event.

In addition to developing fundamental bike handling skills, there are also skills that need to be developed so that all riders are competent, confident and safe when they ride. All riders should be able to identify road signs and road rules – they should have an understanding of who has the right of way and who gets to go first at intersections. Other skills they will need to master are:

1. Signalling
2. 'Taking the lane'

3. Riding in a group / bunch
4. Riding in a 'pace line'
5. How to transition between riding two abreast and in single file and when to make this transition
6. Being aware of motorists' 'blind spots' – especially for large vehicles like trucks and buses
7. Taking a corner fast
8. Negotiating roundabouts
9. Negotiating intersections – uncontrolled and controlled e.g., 'Give Way' and 'Stop'

And on a mountain bike

1. Body Position
2. Braking
3. Changing gears
4. Cornering
5. Pumping
6. Bunny Hopping
7. Doing a Wheelie
8. Climbing
9. Descending

Once the 'base skill set' has been covered and the riders have acquired a level of competence, the coach is then faced with the task of ongoing coaching and developing each rider's 'race craft'. This is often very daunting for the coach as they may have little experience in coaching, and may also be new to the sport of cycling. Added to that, they may be asked to help in a discipline of the sport that they have little knowledge.

We have compiled a set of examples of coaching session plans that cover the cycling disciplines. These have been compiled from a range of sources and will hopefully give the coach examples of session planning formats, of skill progressions, of activities, of the duration of a session and how the component parts work e.g., introduction, warm up, skill teaching, feedback, warm down.

These are examples only and again we encourage coaches to tailor their sessions to gather to the needs, skill level and requirements of the riders and the events they are targeting. For example, a team time trial on the road or a hilly road race will require different skills being covered:

ATTACHMENT 4 – Example of an MTB Session Plan

ATTACHMENTS 5, 6, 7 - Examples of BMX Session Plans

ATTACHMENTS 8, 9, 10, 11 – Examples of Track Session Plans

ATTACHMENT 12, 13 – Example of Skills to include in Road Cycling Session Plans

A Session Plan template is available on the [Coaching Resources](#) page of the Cycling New Zealand website.

Training Teenage Riders

Cycling is very physically demanding. When young people are growing, energy is needed for growth and development. If a rider trains excessively for cycling their growth and development can be limited, therefore as a coach you need to restrict the amount of training they do, to ensure they follow normal growth patterns. The following outlines physical and technical training guidelines for teenagers. The maximum distances and times within the guidelines should not be considered the norm and should only be performed under the guidance of good coaching.

Age Group	Technical training	Physical training
9-10 years of age	<ul style="list-style-type: none"> • Emphasis on core technique development • Emphasis on traffic awareness and road safety • All rides should be accompanied by an adult 	<ul style="list-style-type: none"> • 1-3 hours per week as a maximum • Single sessions no more than 30 minutes in duration of riding • No strength training on or off the bike
11-12 years of age	<ul style="list-style-type: none"> • Emphasis on core technique development • Emphasis on traffic awareness and road safety • All rides should be accompanied by an adult 	<ul style="list-style-type: none"> • 2-5 hours per week as a maximum • No single sessions longer than 30 kilometres, or 1.25hrs • No strength training on or off the bike
13-14 years of age	<ul style="list-style-type: none"> • Emphasis on core technique development • Emphasis on traffic awareness and road safety • Start to introduce race strategies and tactics 	<ul style="list-style-type: none"> • 3-8 hours per week as a maximum • No single session longer than 60 kilometres or 2 hours • No strength training on or off the bike
15-16 years of age	<ul style="list-style-type: none"> • Emphasis on core technique development • Emphasis on traffic awareness and road safety • Emphasis on race strategies and tactics 	<ul style="list-style-type: none"> • 6-14 hours per week or 150-350 kilometres • No single session longer than 90 kilometres or 3 hours • A small amount of on the bike strength training can be introduced but primarily focusing on technique when completing the intervals • Body weight resistance exercises (weight training) can be introduced but primarily focusing on technique • Strength training on the bike can be introduced but with the primary emphasis on technique while performing the intervals
17-18 years of age	<ul style="list-style-type: none"> • Emphasis on developing techniques applicable to goal events and to rider weaknesses 	<ul style="list-style-type: none"> • 8-18 hours per week or 240-550 kilometres • No single session longer than 160 kilometres or 5 hours • Normal weight training can be completed but no more than twice per week • Normal on the bike strength training can be completed

It is important to train teenage riders differently from adults. Plot on a calendar trainings and events in advance and make sure you schedule in school and life events (exams, other sports, school ball etc.!) Be aware of how much volume and intensity you set teenagers, especially during periods of rapid growth. If a rider is in a growth phase, reduce training further.

Teenagers will often participate in a number of sports until late into their teenage years. This is an advantage as it helps to develop them as an all-around athlete and balances their time and expectations. If a rider solely targets cycling very early on there can be implicit expectations on them from themselves or from their parents. Allow your riders to participate in as many sports as they wish and encourage them to come to their own decision when they want to completely focus on cycling.

Another factor to remember is that students are often engaged in multiple after school activities, including sports, cultural activities, music, dance, plus they may have family commitments. Add in the stresses and workload associated with school, assignments, school trips and exam preparations, and you are potentially dealing with some very busy young people. So while everything may be fine in the first couple of weeks, and they are coping with their training, as a coach you should constantly monitor the cumulative effects of fatigue over the term. This may mean reducing training, modifying it or removing parts of it.

Further resources

Cycling New Zealand runs a series of workshops around the development of young riders. A great workshop for new / existing parents / coaches of cyclists is the 'How to Raise a Performance Rider' workshop. This workshop is run in several different regions. Check out the Cycling New Zealand website [here](#) for more details.

Good - Clean - Sport

Drug Free Sport New Zealand has produced information brochures for athletes ["Youth"] and parents ["Parent's Guide to Support Clean Sport"]. These can be viewed in detail [here](#). These brochures highlight three important areas:

1. **Promoting good values** – "sport can enhance work ethic, respect, friendship, joy, resilience and healthy lifestyles"
2. **The risk of taking supplements** – "A planned and balanced diet can meet all of a competitive athlete's nutritional needs. There is little evidence indicating that supplements are needed for a healthy diet, and they can pose a risk to both the health and career of athletes"
The supplement industry is highly unregulated
There is NO GUARANTEE that supplements are free of prohibited substances
3. **Doping risk factors and preventing the use of performance enhancing substances**

There is some interesting reading in these brochures on this point, but there **are two other points made in the "Youth" brochure that are worthy of sharing:**

- a) "All illegal recreational drugs are banned in sport and if you use them you are taking a risk. If you're drug tested and something like cannabis is found in your system, you will face a ban from all sport"
- b) "Cheating is defined as acting dishonestly or unfairly in order to gain an advantage. In sport, it generally relates to breaking the rules to gain unfair advantage in a competitive situation,

If each of us makes good decisions, we can create a level playing field. Do you break the rules in your sport? Do you break the rules because the referee, judge or umpire isn't watching?

Next time you think about breaking the rules, **STOP** and **THINK** – what will be the outcome of your cheating? Will this decision be a reflection of your values?"

REMEMBER THE OLYMPIC VALUES

Friendship

Respect

Excellence



TRAINING AS A GROUP

Training as a group on the road, on the track or on the trails can be daunting when you have a large group of new riders (or even experienced riders!) but with a good safety plan and well thought out route planning, training as a group is a lot of fun.

Coach: Rider Ratios

Cycling New Zealand recommends a 1:6 ratio for group training (especially for inexperienced / new riders). It is also handy to have a parent / coach / experienced riders at the front of the training group and one at the back.

Route Considerations

Cycling routes will differ greatly around the country in regards to traffic, ease of access and the difficulty level of the terrain.

We suggest that the coaches plan out several possible rides that can be chosen before each training ride. That way, all of the possible hazards and pinch points can be considered and planned for in advance.

It is also a good idea to let a school contact (e.g. Sports Coordinator / Teacher in charge) know when and where the team are planning to ride each week. Ideally, this should also include approximate return times. Even if these times change due to weather, road works, punctures etc., it is important that someone who is not on the ride knows of the plans just in case an incident was to occur.

Weather

Considerations around weather conditions should be included in your route planning and RAMS forms. If the weather conditions are considered too dangerous to take out a group of school riders then a wind trainer session may be more appropriate and can be easily taken in a school gym.

There will be occasions when the team will have to race in the rain or in wet conditions. Riding in the rain requires a specific skill set, especially descending climbs, cornering and braking. Training in the rain is a great opportunity to experience, teach and learn; but again, a judgement call needs to be made on what is a safe, learning experience and when wet conditions would be deemed too dangerous

Clothing / Equipment

It is important for riders to ensure that they have appropriate clothing for any change in weather. This will mean packing a jacket / layers in the morning just in case the weather changes before or during the training ride. Schools may also decide to encourage or enforce riders to wear a Hi-Vis vest or jacket in the winter terms due to poor light at the end of training rides (Term 2 & 3).

Each rider should also carry the following on each ride:

- Drink bottle
- Saddle bag with spare tube / tyre levers (Changing a puncture is also a valuable session plan and should be taught prior to going out on the road)
- Emergency contact details, written down and put inside saddle bag.
- Snack (e.g muesli bar, banana)
- Bike pump
- A cycling rain coat or vest – these can normally be rolled up tightly and fitted comfortably into a pocket of the rider's cycling jersey
- Front and rear light - this is important so the group can be easily seen by other road users, especially in the darker winter months. The front light should be white, and the beam should be on 'solid light'; the rear light should be red and the beam should be set to one of a 'flashing' mode
- Charged phone with credit available

What to carry as a Coach / Support Staff

- Phone including all contact numbers of riders parents / caregivers
- Medical information of riders e.g. allergies.
- Spare drink bottle / food
- First aid kit
- Spare tube, tyre levers and pump
- Front and rear lights
- If following in a car, have a hi-vis vest on hand, hazard lights on (turning off to indicate) or lights on dim.

Pre-Ride Safety Briefing

Before heading out for each training session, it is recommended that the coach has a brief talk to the riders around health and safety. Some points that may be mentioned:

- What route they will be riding
- Remind riders to look out for each other
- Stop means stop. So they MUST stop and put their feet down at stop signs
- Keep left at all times and no crossing the centre line.
- Stick with the group
- Listen to coach / support staff instructions
- If you puncture – yell out loudly so everyone can hear and all riders carefully stop and move off the road. Do not block driveways when waiting for a puncture to be fixed

- If you are the last rider in the group, call out if a car is approaching from the rear by saying something like “Car Back!”
- Keep control of your bike and the situation
- Ride to be seen and be predictable
- Share the road and OBEY the road rules
- Remind riders that failing to adhere to these rules or inappropriate behaviour on the road may put not only themselves but the group at risk of an accident and also may result in the rider not being invited back on training rides.



Where to start?

Some regions offer schools cycling series in the lead up to Cycling New Zealand Schools Island and National Championships. To find out what is available in your region, email schools@cyclingtonewzealand.nz. The Cycling New Zealand Schools events are tailored for schools riders. There are smaller yearly age groups so that riders are only racing against others their own age. Distances and course are also tailored especially for school riders. Another option is to join in on club activity. Many clubs have summer / winter series races, fun rides or week day evening club races (normally during Terms 1 and 4). Club details can be found on the Cycling New Zealand website [here](#).

Events sanctioned by Cycling New Zealand can be found [here](#).

Team Selections

Most schools' events, while competitive, encourage participation so there is usually no restriction on the number of riders a school can enter in the individual races. Sometimes the riders need to be graded or advised to compete in events at their current ability level to make the racing safer, more realistic and fun for everyone.

Team events (such as team pursuit/sprint, team time trial or MTB relay) require selecting riders to make up the teams. When making team selection, it is not only rider expectations that need to be considered but also parental expectations.

How can this be managed to reflect an inclusive team culture? There is no 'right' or 'wrong' selection policy, but remember you are working with teenagers not adults. Below are a number of questions that might be useful in determining how teams are selected,

- What is the school's team selection philosophy?
Does the school want riders to participate 'for fun' or be competitive? E.g. selection will include riders with a range of abilities in each team or selection will include an 'A' team then a 'B' team etc.

No matter how the teams are differentiated – ‘Red’ and ‘Blue’; 1 and 2; ‘A’ and ‘B’; or ‘Giraffe’ and ‘Penguin’ – the riders will still be aware of what team is the top team and are usually comfortable with that. It does or can take some parents a little longer to accept that.

- Is the coach, sports coordinator and teacher in charge on the same page on how teams will be selected?
- Whose role is it to answer parent questions over team selection?
- Are the Criteria that have been set for team selection reasonable, fair and transparent?
 - Will the same riders who were in the top team from the previous year be selected or will everyone have a chance to trial for the top team?
 - Will riders’ trial as individuals over a set distance, on a set date and the riders with the fastest times be selected for the ‘A’ team, ‘B’ team, etc?
 - Are all riders expected to attend each training session?
 - What is each rider’s skill level and is this a key prerequisite to selection - can they:
 - Ride fast in pace line?
 - Do they know how to ‘lap’?
 - Turn around a ‘cone’ in the road?
 - Ride a straight line?
- Are all the riders aware of the criteria?
- What are the timeframes on selecting teams (e.g. 6 weeks prior to the event)? Has this been communicated to parents and riders?
- Have all the riders and parents signed their respective Code of Conduct?

Key Points

Team selections can be easy but they can also be fraught with difficulties.

Set your selection criteria

Establish your reporting lines

Regular meetings with parents and riders

Be fair and reasonable

Have a transparent process – people appreciate honesty!

Ensure all students and parents have signed their respective ‘Codes of Conduct’

Race Rules

It is important that riders, coaches and Team Managers are familiar with the rules for each race.

The first port of call is the Event Manual which can be found on the event website.

The second port of call is the Cycling New Zealand Schools Rules which can be found on the Schools Cycling website [here](#). Other important documents to refer to are the Cycling New Zealand Road & Track Rules, MTBNZ Technical Regulations and the UCI Rules and Regulations, links are [here](#).

These include important rules such as restrictions around gearing, compulsory protection, uniforms and specific event rules.

What to consider for Race Day as a Rider

There are several points to consider that will ensure schools cycling events are a memorable and fun experience for all. Riders may be nervous and excited for their first race. It is important that those supporters around the team provide positive encouragement to ensure the day is enjoyable for all of the cyclists involved no matter what the result.

Race day may vary slightly between the different disciplines but the below elements should be considered for most events:

- Check with the School Contact (Sports Coordinator or Teacher in Charge) that your entry is in before entries close. Most events do not accept any late entries.
- Check the event website, review the Event Manual and Cycling New Zealand Schools Rules prior to the event.
- Check what time the race briefing is. All riders should aim to arrive at least 1.5 hours before their designated race start times and report to the Team Manager.
- Collect Race Number and Timing transponder from Team Manager.
- Pin race number to jersey and attach timing transponder to bike (check Event Manual for instructions on how to do this as each event may be different)
- Check the team notice board and check warm up time so all riders can warm up as a team
- Prepare bike for racing – tyres pumped up, check their bikes are mechanically sound (everything is tight and attachments like go pros are removed) and ensure gearings fit within age-group rollout limits if applicable. Check the Cycling New Zealand Schools Rules for more information on gearings.
- Know the course and if there are any sprints, hills etc. If you haven't pre ridden or driven round it, at least check maps.
- All riders at a Road or Track event must go to the roll out and have their gearing checked.
- Present to the Start Line in plenty of time. Complete 'Sign on' if advised in Event Manual to do so.
- Listen to race briefing and instructions of Commissaires (race officials).
- Have a safe, fun and fair race.
- If you have a query about a race incident, it should be reported to your Team Manager as soon as possible. It is their role to speak to the Commissaires.
- Warm down after the race (ensure warm down is off the course if other races are still happening – on your wind trainer or rollers is a good idea)
- Return timing transponder to the Manager
- Support other team mates who are still racing.
- As a school group, everyone should help the Team Manager to pack up – take the tent down, load school van [wind trainers, rollers, etc], and clean up the site especially disposing of all rubbish
- Riders are responsible for their own belongings, and need to check their kit bags (that they have all their clothing and cycling gear) and take home all their equipment.
- Acknowledge and thank Team Manager, coaches all parent helpers, officials and organisers.

What to consider for Race Day as a Team Manager

There are many tasks that need to be done on race day prior to the students arriving and there will also need to be some protocols established to ensure the day runs smoothly. For larger teams it will be important to have extra assistance from parents so jobs can be delegated from the Team Manager.

- Check that all entries are in before entries close. Most events do not accept any late entries.
- Check the event website, review the Event Manual and Cycling New Zealand Schools Rules prior to the event.
- Drive or ride the course prior to event and relay back to the team any hazard or technical/tactical aspects.

- Attend the Team Manager's Meeting and take note of any key safety messages or updates from the original event information. Communicate these key messages to riders, parents, and coaches.
- Team Managers are required to pick up race packs (including race numbers and timing transponders). When/where they can do this is specified in the Event Manual. It is normally from the race office which is the place to go for any queries on race day or to view the official course maps and race results.
- Set up your school tent or team pit [on the booked / designated site]
- Place all rollers / wind trainers in the covered area in such a way that they can all be used but the tent / undercover area can also be used for other purposes – seating etc
- Set up any food and/or water stations in the back of the tent/pit
- Set up a notice board with the race schedule on it. Be aware of any delays or changes to the schedule during the day. Update the notice board as required.
e.g. *Age group race – start time of race – time you want riders to start warm up – time to move to start line – parent taking group to start line.*
List names of all students riding in each respective age group race

Example:

U15 Girls	START: 10.05am
WARM UP: 9.20am	
MOVE TO START LINE: 9.50am	PARENT: John Deere
RIDERS:	CHECKLIST:
Emily James	<i>Emergency details</i>
Joyce Pritchard	<i>Numbers on correctly</i>
Emma–Jay Jones	<i>Completed roll out</i>
Janet Hay	<i>Transponder on</i>

- 'Check in' all riders as they arrive. Distribute race numbers, pins, timing transponders and any additional information or updates from the Manager's Meeting.
- Do a final check on riders for; race numbers pinned on correctly; timing transponder attached correctly, correct school uniform and that riders have had their gearings checked at roll out (if applicable).
- Take riders to the start line at least 15 minutes prior to start time (ensure all riders competing are actually there, and take jackets and excess clothing from them before the race start)
- Collect Timing Transponders from riders after the race. Return these to the Race Office/Event Headquarters.
- Check results and ensure those riders who have placed in the top 3 attend Medal Presentations, and are dressed appropriately.
- Pack up – take the tent down and fold it, load school van [wind trainers, rollers, etc], and clean up the site especially disposing of all rubbish

Gear Bag

Ensuring riders have everything they need for race day is the responsibility of the rider, however it will be helpful to provide them with a basic check list to ensure nothing is forgotten.

1. Bike - ensure any mechanical work needed on the bike is done well in advance of the event. There may be limited mechanical support at the event however coaches may be able to assist with any last minute/emergency mechanical issues.
2. Floor Pump – check the side wall of the tyres for correct pressure. Weather conditions can also affect the pressure you put in a tyre.

3. Helmet (check the Cycling New Zealand Schools Rules to ensure your helmet is the correct standard)
4. Cycling shoes
5. Sunglasses / racing glasses, if you wear them
6. Drink bottles
7. Race food for the day (Muesli bars, etc.) for before, during and after your race. Race day is not the right environment to trial new race food!
8. Shorts (School uniform or plain)
9. Racing jersey (School uniform or plain)
10. Under shirt (if it is cold)
11. Arm Warmers
12. Leg Warmers
13. Socks (remember a clean pair for after!)
14. Raincoat/jacket/vest
15. Gloves
16. Other compulsory or recommended protection (elbow pads, knee pads, neck brace etc – see the MTB Protection Policy [here.](#))
17. Plastic bags – in the rain/cold weather line the inside of your helmet with a plastic bag to stop your head getting cold and wet or put a plastic bag down your front between your under-shirt and jersey to work as a wind-breaker. You can also use these to put your wet/muddy clothes in after the race.
18. A towel
19. A set of warm clothes to change into after the race, including a cap or beanie for winter
20. Sunscreen for summer
21. If you are asthmatic or are on any medications (that have been approved), then pack and take these with you
22. A pair of casual shoes to wear before and / or after the race. No open toed shoes are permitted on the podium, cycling shoes, tidy sneakers or school shoes only.
23. School uniform (tracksuit or formal uniform) to wear during Medal Presentations.

Warm Up

Warm up can be completed on wind trainers, rollers or riding your bike on the road, track or trails. Warming up on the course/track prior to racing has its benefits as it provides the opportunity to experience the weather conditions of the day, check out the condition of the terrain and work out race tactics. Check the Event Manual for any restrictions or specified warm up times on the course. The course will not be available to ride if other races are taking place, please obey instructions of the event organiser and officials.

Warm up equipment

Wind trainer - The bike stands on the wind trainer by the rear wheel which allows the wheel to move when the bike is stationary. Wind trainers are used to warm up and down before races and can also be very useful for training sessions when the weather is not suitable for an outside training ride.



Rollers – These are similar to the wind-trainer but the bike sits on top of two 'rollers' and is not stuck in place. Rollers are great for practicing balance at the same time as warming up / down. You should be proficient at riding the rollers if you are to warm up on them rather than



have a go at riding them on race day. The wind-trainer is the safer option of the two if you are new to the sport

Protests

Sometimes race days go exceptionally well, some race days are average and some race days do not go well at all. Cycling New Zealand Schools events aim to be safe, fun and fair, and it is expected that riders' behaviour reflects this while at events.

It is important for riders to remember that they are representing their school and that they have agreed to the Code of Conduct. If they do not agree with decisions made by officials, organisers or other riders they need to follow the appropriate processes to deal with this. This is reporting the issue to the Team Manager. The Team Manager then needs to approach the Chief Commissaire (if a racing decision) or the Event Manager (if any other issue). A protest form is included at the back of each event manual. Decisions made by the Commissaires cannot be protested. All protest forms must be submitted to the Event Manager in the Race Office with a \$50 bond.

Remind riders that at the end of the day it is only bike racing, and they are there to have fun and race with their mates.

Medal Presentations

Riders who placed in the top 3 are required to wear their respective school's formal uniform, sports uniform or racing uniform during medal presentations. The required dress code needs to be decided and communicated to riders by the individual schools. Sunglasses or hats are not permitted, and closed in shoes must be worn.

Schools should encourage all riders to stay for Medal Presentations and celebrate the success of the place getters.



PLANNING IDEAS

School Organisation

Schools need to develop a series of policy and procedure /regulations for organisers to follow.

Included in this document would be:-

- ✓ Parent / student ratios
- ✓ Monetary portion from the school versus funding that needs to be obtained externally.
- ✓ Monetary contribution from the families of students participating.
- ✓ Tool kits/wheels/tubes/tyres/wheel alignment and person to manage this.
- ✓ Procedures to be followed for entries and payment.
- ✓ Consideration of selection criteria.
 - Have they medalled at the SI or NI events,
 - Have they the potential to podium in the future,
 - Have they the capability to cope with the intensity of competition
 - Can they cope with being away from home.

Flights / Accommodation / Transport

Traveling away from home to attend an event can be an exciting part of Schools Cycling. It can also require additional planning, considerations and additional costs. Below are some key things to consider:

- ✓ Consider booking your accommodation for the next year before departing from the previous year's competition.
- ✓ Consider looking further than standard accommodation providers and ask local schools if any boarding hostels are available, look at entire houses through 'Book a bach' etc.
- ✓ When booking accommodation consider the additional requirements you will have – do you want the ability to cook meals, are bikes allowed in the rooms, is there bike storage, is there secure parking etc.
- ✓ Consider booking flights as early as possible to secure the best prices

- ✓ Consider working directly with the airline to secure the seats and provide the names at a later time. .
- ✓ Contact your local airport in advance to notify them that you have a number of over-sized items that will be on each flight. This doesn't guarantee your bikes arriving but providing the airport with advance notice does help.
- ✓ Consider what destination to fly to – the closest airport may not always be the best solution. As an example it may be cheaper to fly into Wellington and hire vans and trailers to transport bikes and riders/parents to Palmerston North.
- ✓ Consider contacting a local freight company such as Mainfreight to freight bikes and excess equipment to the race venue on your behalf to minimise the excess baggage that will need to be flown.
- ✓ Consider sending a van and trailer from your school in advance by road with the excess baggage.
- ✓ Consider working with other local schools in area to combine resources.

Example Budget

Below is an example of costs that were incurred by Canterbury Schools cycling in 2020 when planned to travel to Palmerston North.

- ✓ For the 2020 event the cost per student for one Canterbury School was \$700.
- ✓ Any funding sourced from external providers would reduce this cost.
- ✓ In compiling a budget the following categories need to be considered :-
 - Coaches – salary and expenses.
 - Parent help.
 - Mechanic.
 - Flights.
 - Accommodation.
 - Food.

Example of the Canterbury Schools Transport Budget:

10 riders and 2 Adults

➤ 7 day hire of 12 seater van	- \$900
➤ Cycle trailer - \$30 per day	- \$210
➤ Ferry - Van, trailer, personnel	- \$1200
➤ Fuel	- \$400

Funding

Schools should look for funding or undertake their own fundraising activity to minimise the costs to riders and their families. Some examples of organisations to apply to are:

- ✓ City Council.
- ✓ Service clubs such as Rotary. Schools' can apply to clubs in their school zone requesting financial support.
- ✓ Local Trust funders that support local activity.



KEY INFORMATION

Key Contacts

Here are the key contacts to help you with any queries around Schools' Cycling:

Email: schools@cyclingschools.nz

Phone: 07 823 0716

How to keep up to date

One of the best ways to keep up to date is to sign up to the Schools' Cycling Newsletter. You will automatically start receiving this email once you complete the affiliation process or you can sign up [here](#).

Website: <https://schools.cyclingschools.nz/>

Facebook: www.facebook.com/CyclingNZLSchools

Instagram: www.instagram.com/cyclingschools

Resource Documents

- **Cycling New Zealand Schools:**
<https://schools.cyclingschools.nz/>
- **Cycling New Zealand Schools Rules:**
<https://schools.cyclingschools.nz/about-us/rules-and-regulations>
- **Cycling New Zealand Organisational Documents including Code of Contact and Child & Vulnerable Adult Protection Policy:**
<https://www.cyclingschools.nz/organisational-documents>
- **Cycling New Zealand Coaching Resources**
<https://www.cyclingschools.nz/cnzresources/coach-development/>
- **The Official New Zealand Code for Cyclists:**
<https://nzta.govt.nz/resources/roadcode/cyclist-code/>