

# EVENT MANUAL



**NATIONAL ROAD  
CHAMPIONSHIPS**

**TIMARU**

**29 SEPTEMBER- 1 OCTOBER 2024**

## KEY CONTACTS

|                      |   |                   |
|----------------------|---|-------------------|
| PATRON:              | Chris Ginders   |                   |
| CHAIRPERSON (NZSCA): | Waine Harding   |                   |
| EVENTS DIRECTOR      | Chris Christensen   | 027 414 2221      |
| EVENTS MANAGER:      | Steff Holcroft  | 027 855 7676      |
| RACE MANAGER:        | Graeme Howes  | 021 171 5491      |
| CHIEF COMMISSAIRE:   | Erin Criglington  | 021 134 2294      |
| COMMISSAIRES:        | Brian Roulston  | Brendan Patterson |
|                      | Fiona Bennetts  | Ken Lasenby       |
|                      | Ken Manson  | Shona McGrath     |
|                      | Steve Hurring   |                   |
| DISPUTES PANEL:      | Events Director, Events Manager, Race Manager, CNZ Schools Executive Representative, Chief Commissaire and Timing Manager |                   |

### PARTNERS:



## GENERAL INFORMATION

**EVENT SCHEDULE – please note, times below are subject to change after entries close.**

### Saturday 28<sup>th</sup> September

Location: [Fairview Hall](#), 364 Fairview Rd, Fairview, Canterbury

|                  |   |
|------------------|---|
| 4.00pm – 5.30pm: | Race Pack Pick up at Fairview Hall  |
|                  | Tent set up at Fairview Hall around the hall on the shingle, and in the paddocks next to the hall |

### Road Race

#### Sunday 29<sup>th</sup> September

Location: [Fairview Hall](#), 364 Fairview Rd, Fairview, Canterbury

|                  |  |
|------------------|--|
| 7.00am – 8.00am: | Race Pack Pick up at Fairview Hall   |
|                  | Tent set up at Fairview Hall   |
| 8.00am:          | Compulsory Team Managers Meeting (for Road Race) at Fairview Hall              |
| 9.00am:          | Racing starts  |
| 2.30pm:          | Racing ends (approximately)  |
|                  | Prize-giving will start as soon as possible after racing ends at Fairview Hall |

### Team Time Trial

#### Monday 30<sup>th</sup> September

Location: [Fairview Hall](#), 364 Fairview Rd, Fairview, Canterbury

|                  |  |
|------------------|--|
| 7.00am – 8.00am: | Race Pack pick up at Fairview Hall (only for schools who did not race Sunday)  |
| 8.00am:          | Compulsory Team Managers Meeting (for Team Time Trial) at Fairview Hall        |
| 9.00am:          | Racing starts  |
| 3.30pm:          | Racing ends (approximately)  |
|                  | Prize-giving will start as soon as possible after racing ends at Fairview Hall |

### Points Race

#### Tuesday 1<sup>st</sup> October

Location: [Levels International Motor Raceway](#), 418 Falvey Road, Levels, RD5, Timaru

|                       |  |
|-----------------------|--|
| 7.00am:               | Gates open for set up  |
| 7.30am – 8.30am:      | Race Pack pick up (only for schools who did not race Sunday/Monday)  |
| 8.00am:               | Compulsory Team Managers Meeting (for Points Race) inside Club Rooms   |
| 9.00am:               | Racing starts  |
| 4.00pm:               | Racing ends (approximately)  |
| Rolling prize giving: | There will be three prize-giving ceremonies which will start as soon as possible after each racing block ends. Check the schedule (further below) for more details.<br>#1 = U13 + U14 grades<br>#2 = U15 + U16 grades<br>#3 = U17 + U20 grades |



### **RACE OFFICE**

There will be a manned Race Office at each venue, this will be in the Fairview Hall Sunday and Monday, and in the Levels Raceway Clubrooms on Tuesday (map below). A sign will be put up outside Race Office for easy spotting. For Race Number Pick up, Lost and Found items/persons and any queries please see the team in the Race Office.

### **SCHOOL AFFILIATION AND ENTRY FEES**

All Event Entry fees must be paid before riders are permitted to collect race numbers and start the event. Please ensure you check with your school to ensure payments are paid prior to attending.

### **TEAM MANAGERS MEETING**

Team Managers meetings will be held each day at 8.00am. These will be held inside at the Fairview Hall Sunday and Monday, and inside the Race Office Clubrooms at Levels Raceway on the Tuesday (map below). These are compulsory for all Team Managers (or alternative representative) to attend. A sign in sheet will be in place. Any key safety messages, changes to the event or contingency plans will be communicated at these meetings.

### **RACE PACKS**

Race packs (timing transponders, race numbers and safety pins) will be issued in bulk to one school representative only. They will be required to sign their school packs out and it is their responsibility to distribute the race numbers and other items to their riders. Please do not request individual rider pickups. See event schedule for times and venues.

### **RACE NUMBERS**

**Team Time Trial:** All team members are issued with the same race number (different to their individual numbers). One number is provided to each rider which should be placed left of centre on the lower back.

**Road Race/Points Race:** All riders are issued with two individual race numbers. One number shall be attached to the centre of the lower back on the rider's jersey and the second number shall be attached on left hand side of the jersey on a 90% angle - See picture below. Same race numbers to be worn on Sunday and Tuesday (with a different team race number for the TTT on Monday only). Please ensure riders DO NOT throw away their individual race number after the Road Race if they are also racing in the Point's Race.

**All riders will also each receive an individual seat post sticker with their timing chip, this is to be worn for all three races; the road race, team time trial and points' race.**



**Be really careful with seat post stickers when travelling with bikes on bike racks, it is very common for these to rip off in the wind.** We would recommend using rubber bands to wrap these around the seat post carefully and secure them down. Replacement seat post stickers will be sold in the race office for \$10 cash only. Please ensure riders DO NOT remove their seat post sticker for any events, they must use their one issued seat post sticker for all three races; the road race, team time trial and points' race.

#### **TENT SET UP**

There are specified sites at each venue where schools are permitted to set up tents. Please make sure you secure your tent (pegs, ropes, weights etc), the event takes no responsibility for school tents however security will be onsite at Fairview Hall on Friday and Saturday night from 6pm until 6am.

**Road Race: Please do not arrive to set up prior to 4.00pm on Saturday** - Tents and equipment are able to be set up and left overnight on Saturday (from 4.00pm only) in the specified areas around the hall (weather permitting).

**Team Time Trial: Please do not arrive to set up prior to 4.00pm on Sunday** - Tents and equipment are able to be set up and left overnight on Sunday (from 4.00pm only) in the specified areas around the hall (weather permitting).

**Points Race:** Set up is on Tuesday morning only from 7am as there is an event on the days prior to our event.

#### **PRACTICE**

**Team Time Trial/Road Race:** There is no official practice on the Team Time Trial or Road Race course. If you are riding these courses prior to the event days, please ensure you abide by road rules, are aware of traffic, wear hi-vis/bright clothing and ensure groups have an adult riding with them at all times.

**Points Race:** There is no official practice at Levels Raceway prior to Tuesday as there is another big event on the days prior to our event. Official practice for the Points Race will be on the Tuesday from 7.30am – 8.30am on the course, there will also be a chance to ride the course later in the day – check the schedule below for more information.

#### **WARM UP**

There is to be no warm up on the Time Trial or Road Race course on race day, and all warm ups are to be completed off the course. For the Points Race, check the schedule for practice times, warm ups are to be completed off the course outside of these practice windows.

#### **SUPPORT VEHICLES**

NO SUPPORT cars or bicycles are permitted on the race courses at any time. Any unauthorized vehicles found to be following the races may result in the rider facing disqualification or penalties.

## **RULES**

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

## **GEARING**

With effect from 1 January 2023, no maximum gearing restrictions will apply to road events at all age groups. See [Cycling New Zealand Schools Rules](#) for full details.

## **UNIFORMS**

School uniform must be worn. See [Cycling New Zealand Schools Rules](#) for more on Uniform Rules. Ensure you are compliant before you arrive at the event to avoid any unnecessary stress.

## **VOLUNTEERS**

Schools are asked to provide one volunteer for every five riders, Schools must please register your volunteers in Enter Now before entries close.

All volunteers should be over the age of 18, be confident in their role and wear fully enclosed footwear. All equipment required for the role will be given out on the day, such as high-vis vests. Click [here](#) to read the Commitment of Volunteering agreement. Please contact [schools@cnz.kiwi](mailto:schools@cnz.kiwi) if you have any questions.

## **COMPOSITE TEAMS**

Composite teams are eligible to compete in the Team Time Trial and will be recognised on the podium if they place in the top 3, however as per the Schools Cycling Rules, they are ineligible to receive a medal so will receive a certificate instead. Please email [schools@cnz.kiwi](mailto:schools@cnz.kiwi) if you would like to register a composite team or if you are a rider looking for a team.

## **AWARDS AND CEREMONIES**

Awards ceremonies will be held as soon as possible at the conclusion of the event on Sunday (Road Race) and Monday (Team Time Trial). Awards ceremonies on Tuesday (Points Race) will be held throughout the day – see event schedule. Medals will be awarded for each grade in each event.

A 'Top School' title will be awarded to the respective school team that has the highest aggregate points score across all championship/nominated events. There are Top School trophies for Year 7/8 Girls, Year 7/8 Boys, Senior Girls and Senior Boys. The Year 7/8 trophies will be presented at the first awards ceremony on Tuesday, the senior trophies will be presented at the final awards ceremony on Tuesday. Refer to [School Cycling Rules](#) for more information.

## **RESULTS**

Provisional results will be printed and posted at each venue and live results will be running, links will be on the website. Please note these results are provisional until they are ratified by the commissaires and any **queries are to be made by the Team Manager only** directly to the Chief Commissaire. Final results

will be posted to [the event website](#) as soon as possible after the event.

### **PROTESTS**

Any Protests are to be submitted in writing (see form at back of manual) with a \$50 fee and will be reviewed by the Disputes Panel. The Disputes Panel is made up of the Events Director, Events Manager, Race Manager, Chief Commissaire, CNZ Schools Executive Representative and the Timing Manager.

### **FOOD/COFFEE**

Hot and cold food and beverages will be available for purchase at all venues. Payment via cash and eftpos will be available.

### **RUBBISH**

There will be **no rubbish bins available** at Fairview Hall or at the Levels Raceway due to the huge cost to dispose of large amounts of waste, you must take all rubbish away with you. Please be prepared and bring your own rubbish bins / bags.

### **SAFETY COMMITMENT**

CNZ Schools are committed to providing and maintaining upmost 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 report any hazards or accidents/incidents to the Events Director at the Race Office.

### **SMOKE, VAPE, DRUG, ALCOHOL AND DRONE FREE**

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

### **CONTINGENCY PLANNING**

The event recognises that there is the potential for circumstances outside of their control occurring that could result in the published event format and/or distance 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 Contingency Committee.

### **FIRST AID**

Medical Support will be present with a first aid hub operating for all event days. The first aid hub will be identified and located within the Fairview Hall on Sunday and Monday, and in the Club Rooms at Levels Raceway on Tuesday. There is full access to onsite amenities, wheelchair ramp access and easily accessible for prime or emergency responders.

The medical personnel onsite for the duration of the event will be available by identified two way radio

at either onsite at the Hall First Aid Hub or on the course available for immediate response if necessary. First Aid activation would occur which will include a complete and full triage assessment to determine pathway for the rider/s and or supporter/s. The first aid personnel will have full access to emergency responders – in particular St Johns, Police and Fire Service.

Full medical first aid kits both situated onsite in the First Aid Hub and mobile packs for responding to on course incidents will be available. Usual supplies for immediate assessment and treatment are available for use. The access to two defibrillators one onsite within the hall and the second portable will also be available.

Any significant incidences which may interrupt the ongoing ability to sustain the event will be communicated to the Chief Commissaire as appropriate.

The nearest medical centre is: Timaru Medical Centre, 45 Heaton Street, Timaru, 03 684 8533

The nearest hospital including a 24 hour emergency clinic is: Timaru Hospital, Queen Street, Timaru, 03 687 2100

**In an Emergency call 111**

#### **MERCH**

We are selling the official National School Road Championships clothing through [ProBrands](#) – there's a hoodie and tee available for purchase. Please check the ordering and delivery schedule on the website and choose the campaign most convenient for you. All the information can be found [here](#).



**NATIONAL SCHOOL ROAD HOODIE**

From \$66.95



**NATIONAL SCHOOL ROAD TEE**

From \$40.00



**SOCIAL MEDIA**

We encourage you to get involved in the event through social media. The key links are provided below:

|               |   |
|---------------|---|
| Facebook      | <a href="https://www.facebook.com/CyclingNZLSchools/">https://www.facebook.com/CyclingNZLSchools/</a>   |
| Instagram     | <a href="https://www.instagram.com/cyclingnzschools/">https://www.instagram.com/cyclingnzschools/</a>   |
| Website       | <a href="https://schools.cyclingnewzealand.nz/events/national-road-championships">https://schools.cyclingnewzealand.nz/events/national-road-championships</a> |
| Event Hashtag | #SchoolRoads  |

**PASSION AWARDS**

Thanks to Harraways Oats, riders have the chance to win a Passion Award at this event! This will go to two riders who display good sportsmanship and have an awesome attitude. Read more about these awards [here](#).



**HOME SCHOOL ELIGIBILITY AT PRIZE GIVING**

Home- schooled students may participate in individual and Team cycling events, but will not be eligible for medals as per SSNZ regulations

Home school riders that place in the top 3 need to be recognised on the podium alongside their peers and presented with a certificate in place of a medal. The medal placing goes to the next fastest eligible rider ie: If a home school rider places 1<sup>st</sup>, then the first non-home school rider would stand on the podium with them and receive the gold medal alongside them, the same applies if they place 2<sup>nd</sup> or 3<sup>rd</sup>.

## ROAD RACE INFORMATION

**Date:** Sunday 29 September 2024

**Location:** [Fairview Hall](#), 364 Fairview Rd, Fairview, Canterbury

**Lap Distance:** 20.8km per lap approx

**Sign on:** Sign on will be situated on the table outside the Fairview Hall. Please make sure you sign on at least 15 minutes prior to your race.

**Pre-race assembly:** Grades will group in front of the Fairview Hall in the carpark area. All grades will be held in pre-race assembly area until start time.

**Start:** A neutralised start will be used from the Hall where the riders follow the lead car that holds out a red flag, and travels at a slow speed. Once the race approaches the start they pull in the red flag and accelerate to begin the race.

*Please note – there will likely be no B grades in 2024, this will be confirmed once entries have closed.*

| Age Group | Provisional Start | Laps | Distance |
|-----------|-------------------|------|----------|
| U14 Girls | <b>9.00am</b>     | 1    | 20.8kms  |
| U13 Boys  | <b>9.05am</b>     | 1    | 20.8kms  |
| U13 Girls | <b>9.10am</b>     | 1    | 20.8kms  |
| U15 Boys  | <b>10.15am</b>    | 1    | 20.8kms  |
| U15 Girls | <b>10.20am</b>    | 1    | 20.8kms  |
| U14 Boys  | <b>10.25am</b>    | 1    | 20.8kms  |
| U16 Boys  | <b>11.35am</b>    | 2    | 41.6kms  |
| U17 Girls | <b>11.40am</b>    | 2    | 41.6kms  |
| U16 Girls | <b>11.45am</b>    | 2    | 41.6kms  |
| U20 Boys  | <b>1.30pm</b>     | 3    | 62.4kms  |
| U17 Boys  | <b>1.35pm</b>     | 2    | 41.6kms  |
| U20 Girls | <b>1.40pm</b>     | 2    | 41.6kms  |

*\*It is recognised that the U20 Boys and Girls road race distances differ and while there are proficient riders in the girl's grade it is a philosophy of CNZS to ensure the races are accessible to as many girls as possible. The*

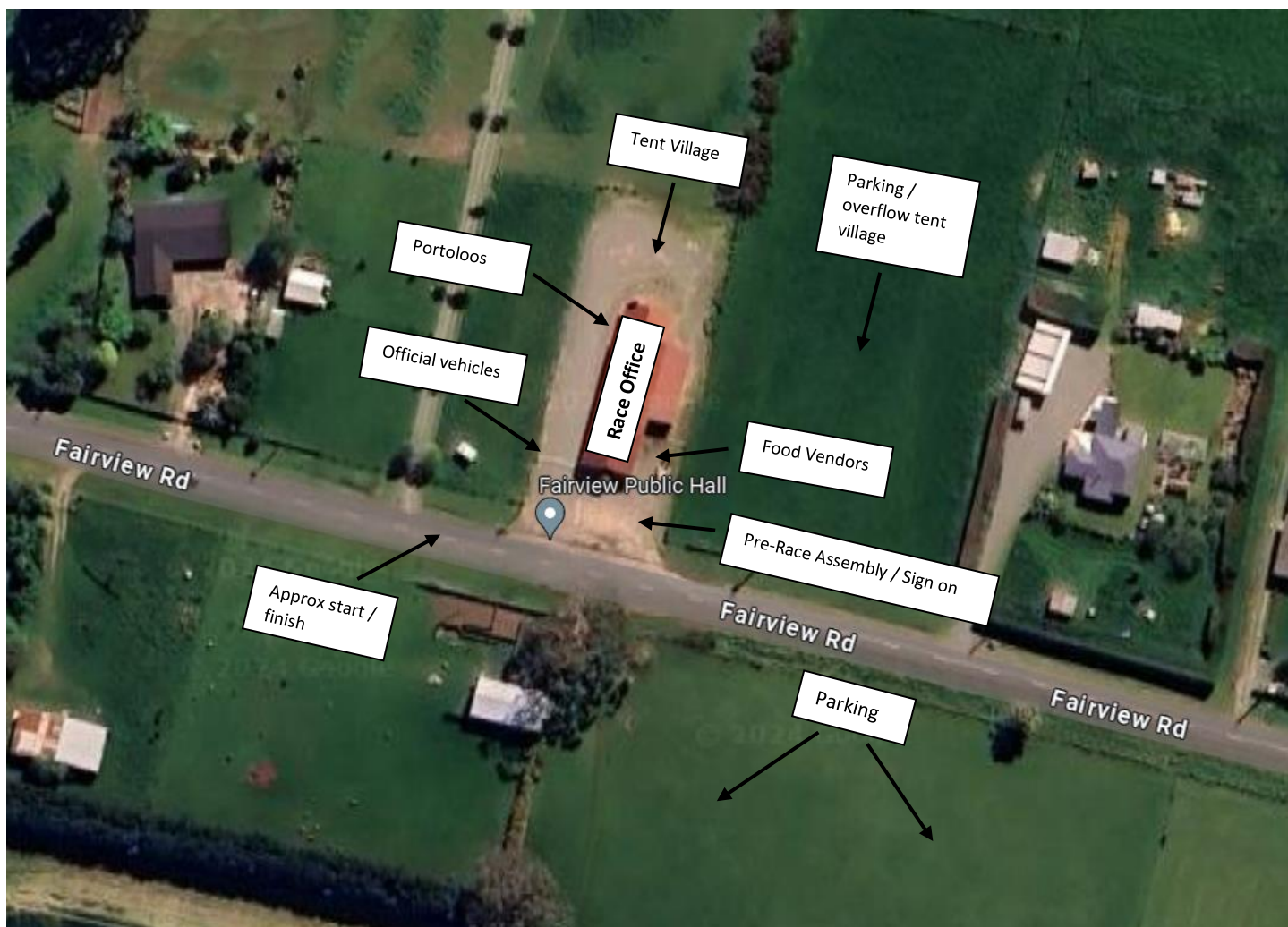
comparative distances have been tried in the past and it very quickly became evident that this was not a positive approach.

**General Parking:** General parking is in the fields opposite the Fairview Hall (shown below). Please do not go on the race course as the roads are OPEN.

**Course Map:** [Found here under "Event Details"](#)

**ROADS ARE OPEN TO ALL TRAFFIC (ALL TRAFFIC LAWS MUST BE OBEYED)**

**Fairview Hall Site Map:**



## TEAM TIME TRIAL INFORMATION

**Date:** Monday 30 September 2024

**Location:** [Fairview Hall](#), 364 Fairview Rd, Fairview, Canterbury

**Grades:**

|                             |                             |
|-----------------------------|-----------------------------|
| Year 7 & 8 girls and boys   | Teams of 4 with 3 to finish |
| Junior girls and boys (U16) | Teams of 4 with 3 to finish |
| Senior girls and boys (U20) | Teams of 5 with 4 to finish |

**Distances:**

|                       |        |
|-----------------------|--------|
| Year 7 & 8 teams      | 12.4km |
| Junior & Senior teams | 19.4km |

**Pre-Race assembly:** Teams will line up along the left hand side of the road ready for their start.

**Sign on:** No sign on will be used, teams need to present to the Pre-Race assembly area 15 minutes before their start time.

**Start times:** Racing will start at 9am. Start lists will be posted on the event website after entries close.

**Course Map:** [Found here under "Event Details"](#)

**Site Map:** Above

**General Parking:** General parking is in the fields opposite the Fairview Hall (shown above). Please do not go on the race course as the roads are OPEN.

**ROADS ARE OPEN TO ALL TRAFFIC (ALL TRAFFIC LAWS MUST BE OBEYED)**

## POINTS RACE INFORMATION

|                            |  |
|----------------------------|--|
| <b>Date:</b>               | Tuesday 1 October 2024   |
| <b>Location:</b>           | <a href="#">Levels International Motor Raceway</a> , 418 Falvey Road, RD5, Timaru  |
| <b>Short Lap Distance:</b> | 1.6km per lap approx travelling anti-clockwise from the start/finish line  |
| <b>Pre-Race Assembly:</b>  | Pit lane area  |
| <b>Sign on:</b>            | Sign on will be situated under the tent near the race assembly area. Please make sure you sign on at least 15 minutes prior to your race.  |
| <b>Start Times:</b>        | 9.00am first race, then the following racing will flow on from this with no set start times for the remaining races. It is the rider's responsibility to watch the races beforehand and be ready to head to the pre-race assembly area on time. Listen out for the MC who will be calling and reminding riders to get ready. |
| <b>Course Map:</b>         | <a href="#">Found here under "Event Details"</a>   |
| <b>Race Schedule:</b>      | <b>The below race schedule is subject to change.</b>   |
| <b>Parking:</b>            | Access to Levels Raceway is via Falvey Road and parking is available in the car park outlined on the map below, follow the signs.  |

*Please note – there will likely be no B grades in 2024, this will be confirmed once entries have closed.*

| Grade  | Laps          | Sprints               | Distance |
|--|---------------|-----------------------|----------|
| U13 Girls  | 6 Short Laps  | Laps 3 & final        | 9.6km    |
| U13 Boys   | 6 Short Laps  | Laps 3 & final        | 9.6km    |
| U14 Girls  | 10 Short Laps | Laps 3, 6 & final     | 16.0km   |
| U14 Boys   | 10 Short Laps | Laps 3, 6 & final     | 16.0km   |
| <b>Course open for practice for U15 &amp; U16 riders for approx 10 minutes</b>     |               |                       |          |
| U15 Girls  | 12 Short Laps | Laps 4, 8 & final     | 19.2km   |
| <b>Medal Presentations – U13 &amp; U14 Girls and Boys, Top Year 7&amp;8 School</b> |               |                       |          |
| U15 Boys   | 12 Short Laps | Laps 4, 8 & final     | 19.2km   |
| U16 Girls  | 14 Short Laps | Laps 3, 6, 10 & final | 22.4km   |
| U16 Boys   | 14 Short Laps | Laps 3, 6, 10 & final | 22.4km   |

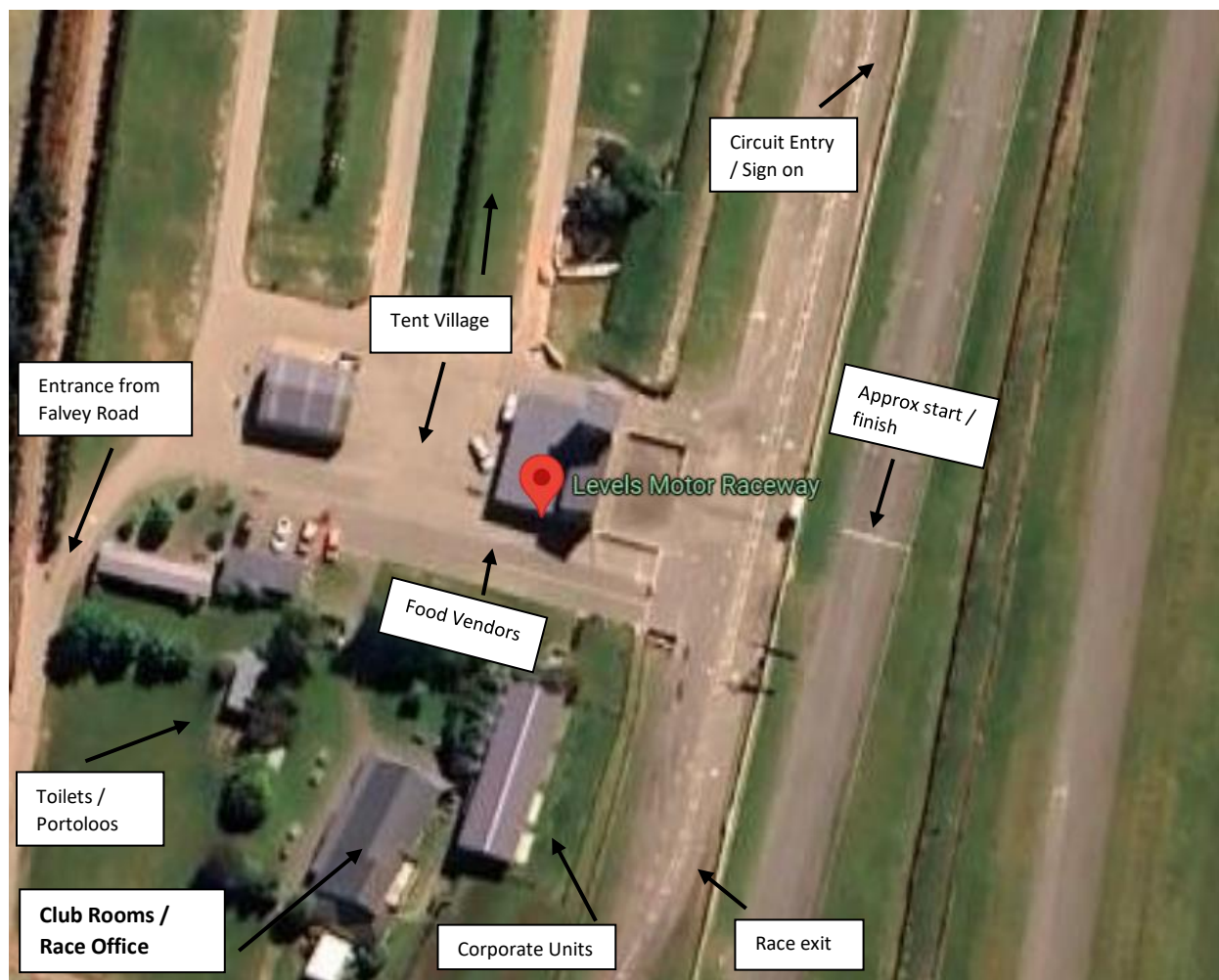


|  |               |                           |        |
|--|---------------|---------------------------|--------|
| <b>Course open for practice for U17 &amp; U20 riders for approx 10 minutes</b> |               |                           |        |
| U17 Girls  | 16 Short Laps | Laps 4, 8, 12 & final     | 25.6km |
| <b>Medal Presentations – U15 &amp; U16 Girls and Boys</b>                      |               |                           |        |
| U17 Boys   | 16 Short Laps | Laps 4, 8, 12 & final     | 25.6km |
| U20 Girls  | 20 Short Laps | Laps 4, 8, 12, 16 & final | 32.0km |
| U20 Boys   | 20 Short Laps | Laps 4, 8, 12, 16 & final | 32.0km |
| <b>Medal Presentations – U17 &amp; U20 Girls and Boys, Top Senior School</b>   |               |                           |        |

**Points Race points system:**

|                       |          |
|-----------------------|----------|
| 1 <sup>st</sup> Place | 5 points |
| 2 <sup>nd</sup> Place | 3 points |
| 3 <sup>rd</sup> Place | 2 points |
| 4 <sup>th</sup> Place | 1 point  |

**Levels Raceway Site Map:**

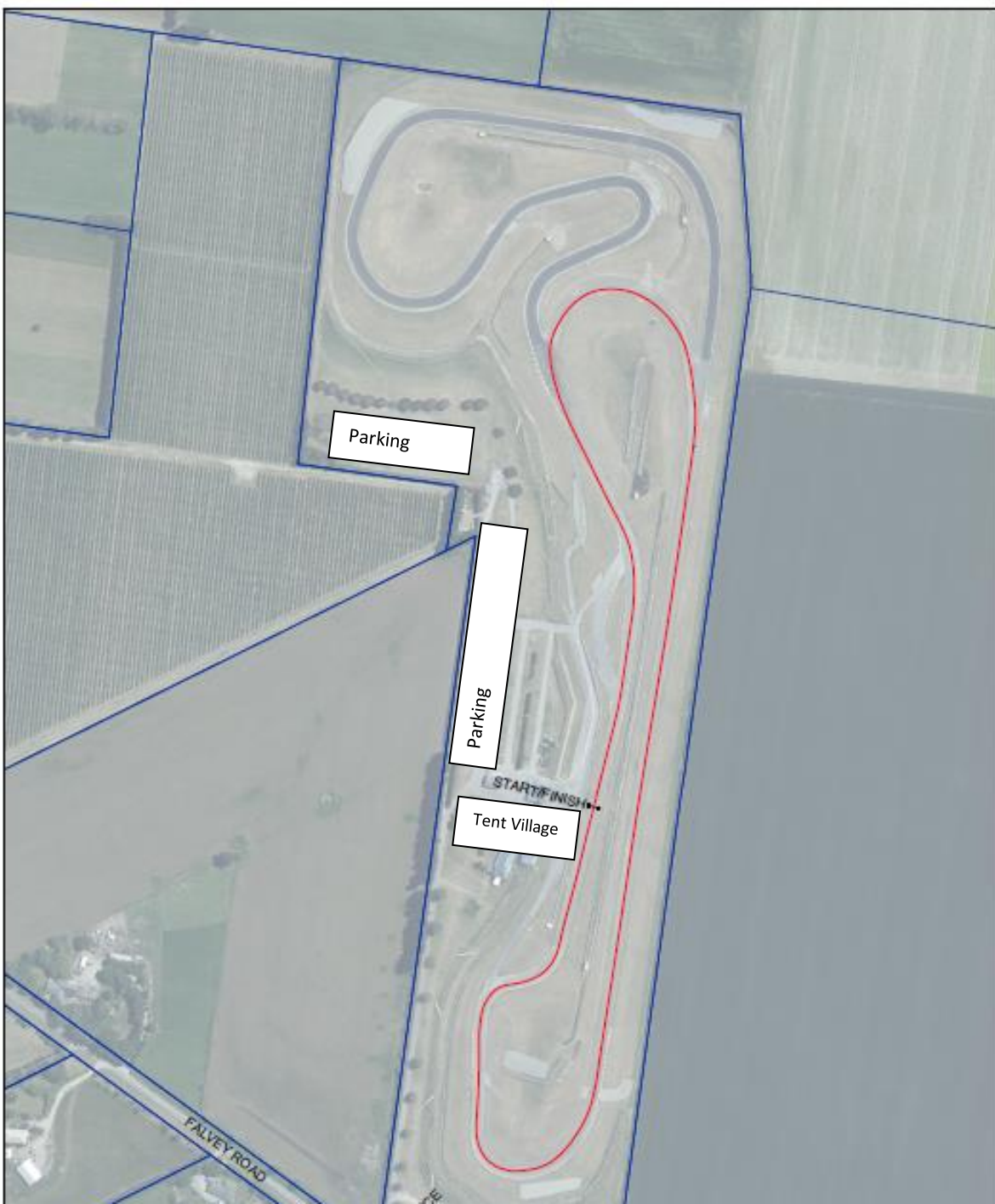


### Corporate Units for Hire:

Levels Raceway have 4 x corporate units available to hire (shown above), each unit fitting up to 50 people. Please click here (<https://forms.office.com/r/W1RFfY88vE>) to submit your expression of interest and to complete an application form. Applications will close on 25 July and CNZ Schools will communicate with successful applications as soon as possible after 25 July. Please do not contact the venue directly as CNZ Schools will manage the corporate unit hire process. Note that hireage fees will apply.

### Parking at Levels Raceway

Please drop equipment off to the tent village, then park in designated parking areas outlined below:



Parking

**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 (\$50) Received/Held by: \_\_\_\_\_

Official Receiving Protest: \_\_\_\_\_

Passed to Chief Commissaire (Date/Time): \_\_\_\_\_