

EVENT MANUAL



**NATIONAL ROAD
CHAMPIONSHIPS**

**MANAWATU
21-23 SEPTEMBER 2025**

KEY CONTACTS

PATRON:	Chris Ginders		
CHAIRPERSON (NZSCA):	Waine Harding		
EVENTS MANAGER:	Steff Holcroft	027 855 7676	schools@cnz.kiwi
EVENTS COORDINATOR:	Georgia Crane	027 930 2637	
RACE MANAGER:	Nick Spark	027 485 3632	
CNZ SCHOOLS EXECUTIVE REP: Rushlee Buchanan			
CHIEF COMMISSAIRE:	Tony Hartley	027 784 6335	ajh.hartley@gmail.com
TECHNICAL DELEGATE:	Mark Donald		
COMMISSAIRES:	Dax Strydom	Graeme Bell	
	Kelly Newton	Ken Manson	
	Lesley Mouat	Mark Ireland	
	Phil Riley		
DISPUTES PANEL:	Events Manager, Race Manager, CNZ Schools Executive Representative, Chief Commissaire and Timing Manager		

Supported by:

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Team Manawatu

PARTNERS:







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GENERAL INFORMATION

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

Saturday 20th September

Location: Inside [Palmfield Motors Dealership](#), 645 Tremaine Avenue, Palmerston North

4.00pm – 5.00pm:	Race Pack Pick up
	Tent set up at Rongotea School. *Note no security will be present and tents will be set up at your own risk

Team Time Trial

Sunday 21st September

Location: [Rongotea School](#), Tyne Street, Rongotea

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

Road Race

Monday 22nd September

Location: [Halcolmbe School](#), 30 Monteith Street, Halcombe

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

Points Race

Tuesday 23rd September

Location: [Manfeild Circuit Chris Amon](#), 59 South Street, Feilding

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) at Pit Garage 1
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. #1 = U13 + U14 grades, #2 = U15 + U16 grades, #3 = U17 + U20 grades

RACE OFFICE

There will be a manned Race Office at each venue, this will be in the Rongotea Hall on Sunday, the Halcolmbe School Hall on Monday, and in Pit Garage 1 at Manfield on Tuesday (site maps below). A sign will be put up outside the 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 Rongotea Hall on Sunday, Halcolmbe School Hall and Monday, and inside Pit Lane 1 at Manfield on Tuesday (site maps 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 for each rider which should be placed left of center on the lower back.

Road Race/Points Race: All riders are issued with two individual race numbers. One number shall be attached to the center 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 Monday and Tuesday (with a different team race number for the TTT on Sunday only).

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



Be careful with seat post chips when travelling with bikes on bike racks, it is very common for these to blow off in the wind. We would recommend removing these when travelling with bikes on bike racks. Replacement seat post chips will be sold in the race office for \$20 cash only. Please ensure riders DO NOT remove their seat post timing chip for any events, they must use their one issued seat post chip for all three races: the road race, team time trial and points' race. Riders will be charged \$50 + GST for any timing chips not returned.

WITHDRAWALS

Please inform us of any withdrawals at Race Pack pick up. Any withdrawals after this time can be given at the Race office or to the start line Commissaire. Please ensure timing transponders for these riders are returned to the race office.

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 and security will not be present overnight.**

Team Time Trial: 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) at your own risk.

Road Race: 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) at your own risk.

Points Race: Set up is on Tuesday morning only from 7am as there is an event on the days prior to our event and we cannot get access into Manfield until Tuesday.

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 always have an adult riding with them.

Points Race: There is no official practice at Manfield 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 warmup on the Time Trial or Road Race course on race day, and all warmups are to be completed off the course. For the Points Race, check the schedule for practice times, warmups are to be completed off the course outside of these practice windows.

SUPPORT VEHICLES

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

START TIMES/START LISTS

Start times and start lists will be available on the event website once entries have closed:

<https://schools.cyclingnewzealand.nz/events-and-results/national-school-road-championships/>

RULES

The event is endorsed by [School Sport New Zealand](#) and is run under [Cycling New Zealand Schools Rules](#). You may be at risk of a relegation for not following the rules including the correct wheel depth.

GEARING

With effect from 1 January 2023, no maximum gearing restrictions will apply to road events for all age groups so there will be no roll out. There will be a general check of equipment and uniforms prior to each event. 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.

We recommend wearing gloves while racing, as they can help protect against painful hand injuries in the event of a crash.

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.

SPARE WHEELS

There will be no service vehicles for any of the races. There will be a SAG wagon circulating on Sunday and Monday to pick up any riders that need assistance getting back to HQ.

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 if you would like to register a composite team or if you are a rider looking for a team or you can express your interest on the link below:

- Click [here](#) to register your interest to be considered for a composite team time trial team

*Being accepted into a composite team is subject to other riders also being available.

AWARDS AND CEREMONIES

Awards ceremonies will be held as soon as possible at the conclusion of the event on Sunday (Team Time Trial) and Monday (Road Race). 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.

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 will 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 1st, 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 2nd or 3rd.

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 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 with a few local schools running fundraising food stalls. We recommend bringing cash. At Manfeild on Tuesday, food trucks will be available selling coffee and a limited selection hot food.

RUBBISH

There will be **no rubbish bins available** on Sunday and Monday 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

Event Medical Support is provided by the team from Pro-Med. They will operate a First Aid Base Station at each venue if you require medical attention.

If you require medical assistance while not at the event over the weekend note the following details for local Medical Centres:

City Doctors, 22 Victoria Ave, Palmerston North, 06 355 3300

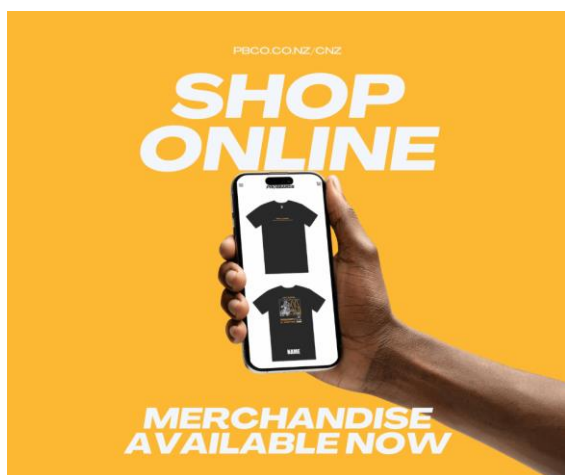
Feilding Health Care, 7 Duke St, Feilding, 06 323 9696

Palmerston North Hospital, 50 Ruahine Street, Palmerston North, 06 356 9169

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](#).



SOCIAL MEDIA

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

Facebook	https://www.facebook.com/CyclingNZLSchools/
Instagram	https://www.instagram.com/cyclingnzschoools/
Website	https://schools.cyclingnewzealand.nz/events/national-road-championships
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](#).



TEAM TIME TRIAL INFORMATION

Date: Sunday 21 September 2025

Location: [Rongotea School](#), Tyne Street, Rongotea

Grades:

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

Race Distance:

Year 7 & 8 teams	8.90kms approx
Junior and Senior Teams	16.5km approx

Pre-race assembly:

Corner Mersey and Humber Street approx 600m and a 5-minute walk from Rongotea School.

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:

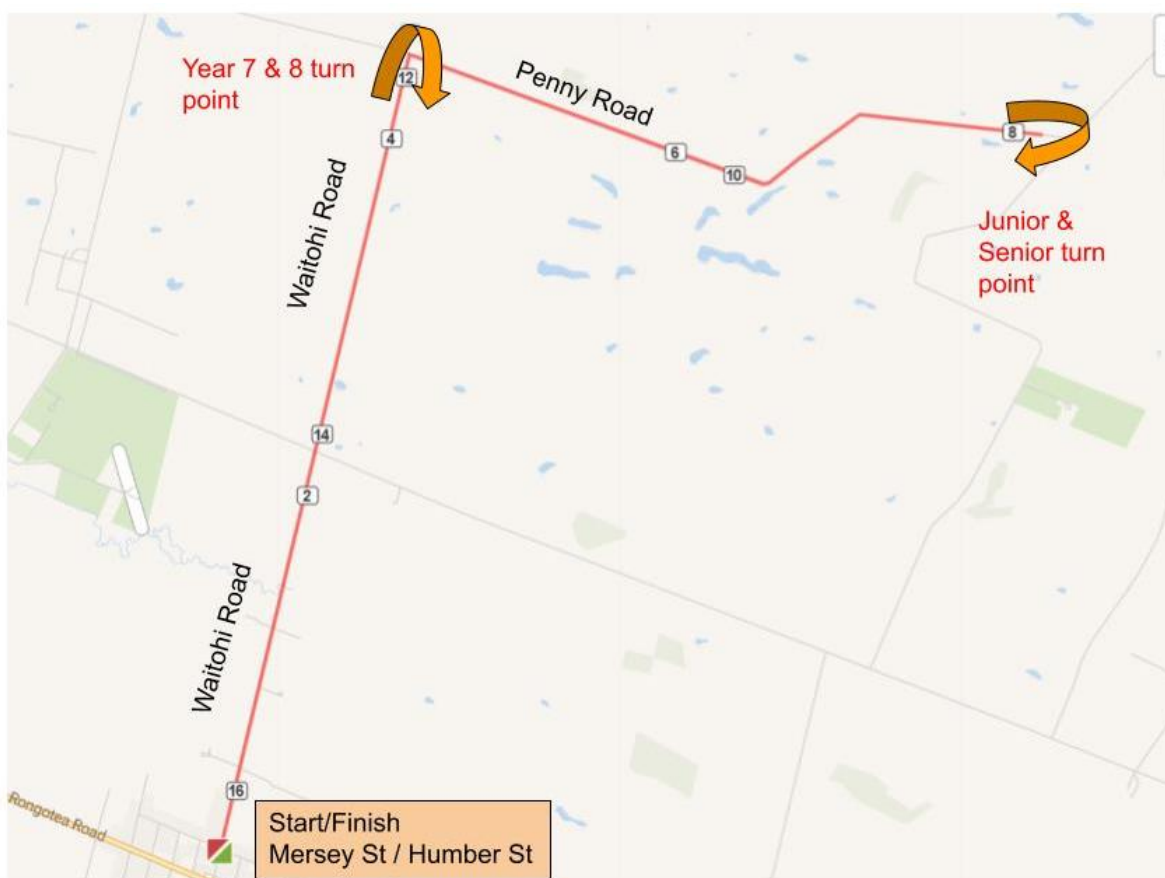
Racing will start at 9am. Start lists will be posted on the event website.

Course Maps:

***Note these courses are different from 2023**

[Click here for MapOMeter - Year 7 & 8 teams](#)

[Click here for MapOMeter - Junior \(U16\) & Senior \(U20\) teams](#)



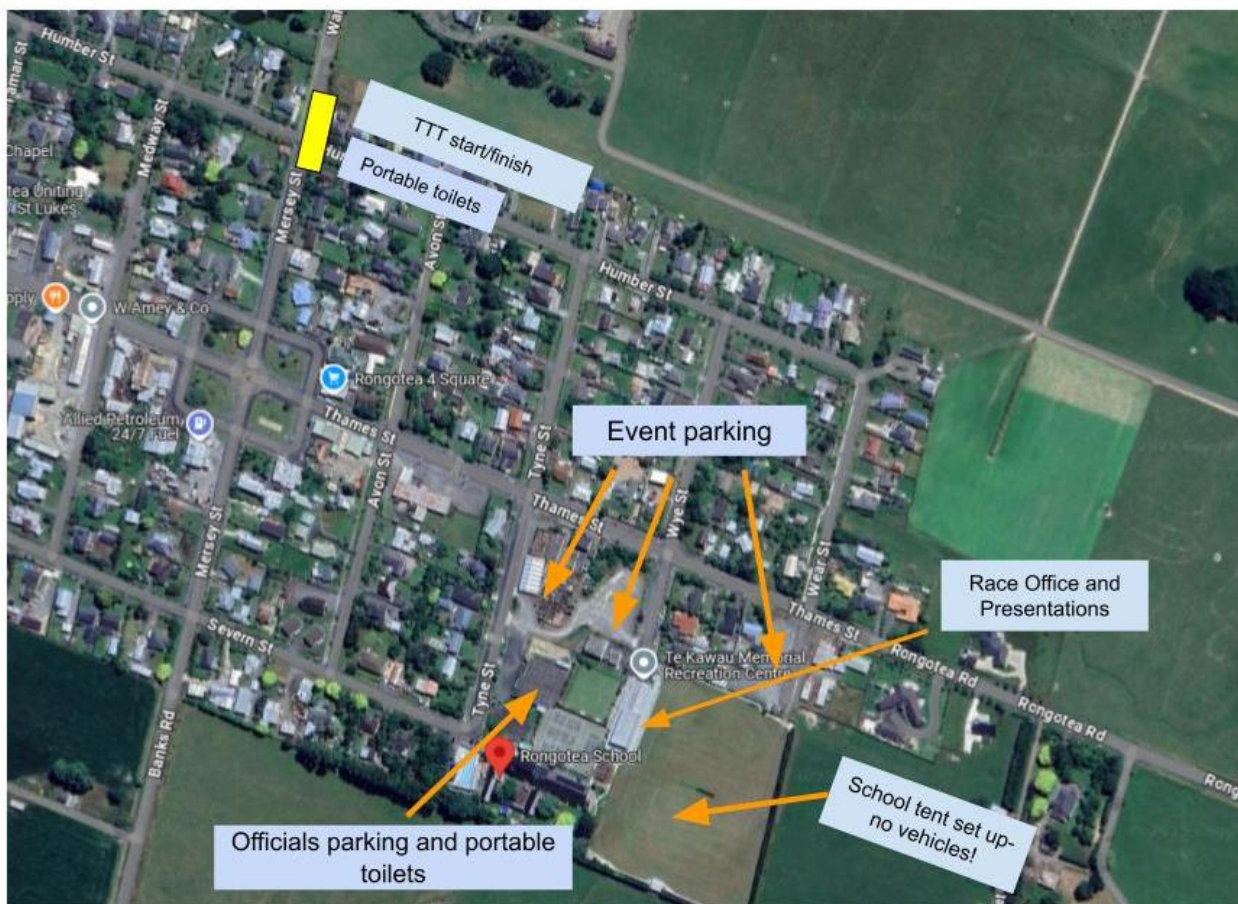
ROADS ARE OPEN TO ALL TRAFFIC (ALL TRAFFIC LAWS MUST BE OBEYED)

Parking:

There is good parking indicated on the site maps, however we are predicting wet winter conditions which is likely to result in waterlogged ground that prevents vehicles accessing the school field. All equipment will have to be carried into the “tent village”. Access for this is limited so please unload your vehicles and move the vehicle as quickly as you can. Please respect this request to make the process as painless as possible for those following you.

Site Map:

Below.



Classroom Bookings:

Rongotea School have generously offered to hire out 8 full sized classrooms for \$250 each, as well as 2 smaller areas being the staffroom and library for \$200 each. If you are interested in putting in an expression of interest to hire a classroom, please fill in the form here by 25 July 2025 – FORM CLOSED.

Team Time Trial Bake Sale and BBQ Fundraiser:

Please support the local School fundraiser at Rongotea School and get in touch with them if you'd like to pre-order lunches for your team!

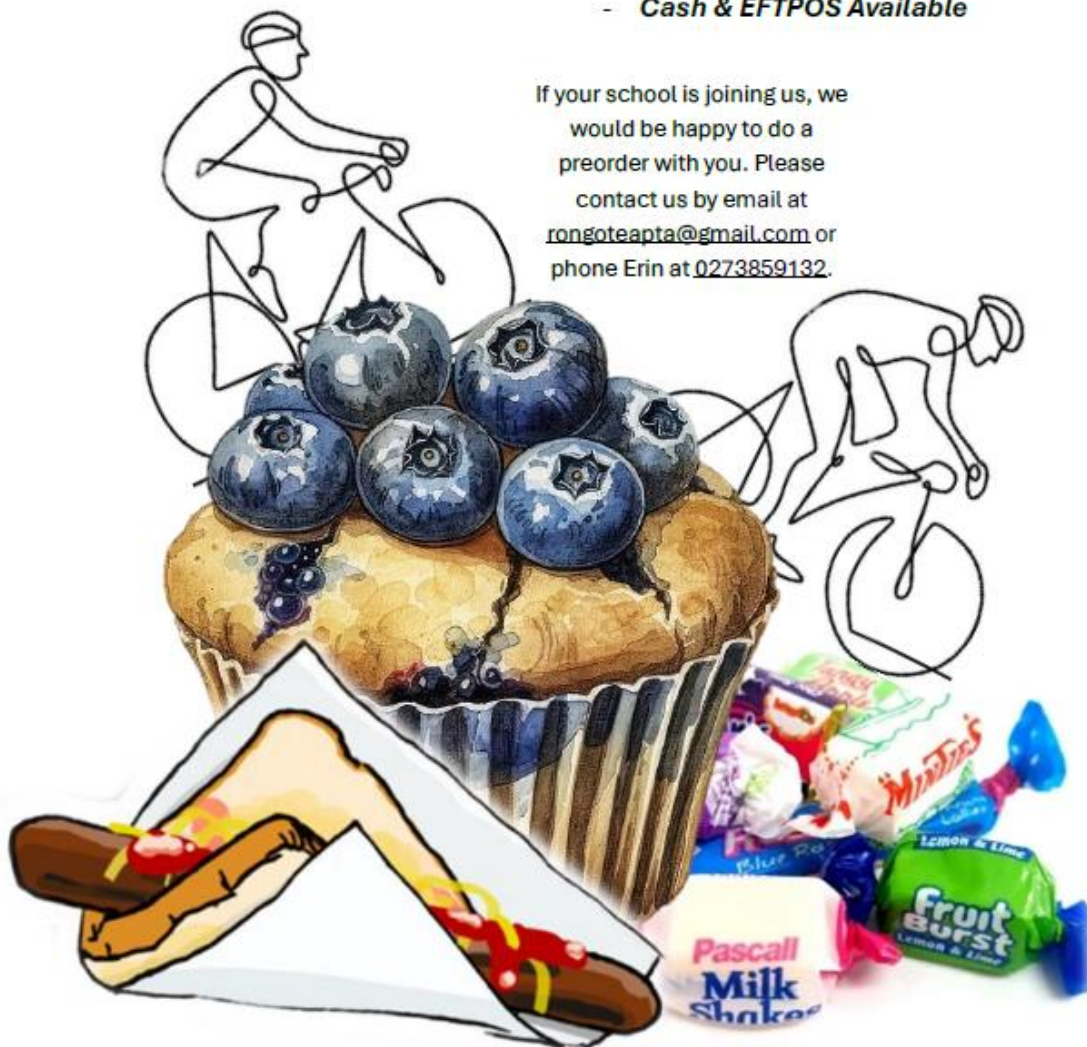


PTA BAKE SALE AND BARBECUE

21st OF SEPTEMBER 2025

- Baked Goods
- Drinks/Water
- Lollies
- Sausage Sizzle
- Packed Lunches
- Sweet Treats
- **Cash & EFTPOS Available**

If your school is joining us, we would be happy to do a preorder with you. Please contact us by email at rongoteapta@gmail.com or phone Erin at [0273859132](tel:0273859132).



ROAD RACE INFORMATION

- Date:** Monday 22 September 2025
- Location:** [Halcolmbe School](#), 30 Monteith Street, Halcombe
- Sign on:** Sign on will be situated outside the Halcombe School Hall beside the race assembly area in the car park. Please make sure you sign on at least 15 minutes prior to your race.
- Pre-race assembly:** Grades will group in the car park of Halcombe School beside the School Hall. All grades will be held in pre-race assembly area until the start time.
- Start:** A neutralised start will be used from the assembly area and will remain neutral through the roundabout (approx. 600m). The riders follow the lead car that holds out a red flag, and travels at a speed of around 10 - 15 km/hr. Once the race approaches the start they pull in the red flag and accelerate to begin the race.

Start Times and Distance:

Please note – there will be no B grades in 2025.

Age Group	Provisional Start	Laps	Distance
U14 Girls	9.00am	1	20.4kms
U13 Girls	9.10am	1	20.4kms
U15 Boys	10.15am	1	20.4kms
U15 Girls	10.20am	1	20.4kms
U13 Boys & U14 Boys	10.25am	1	20.4kms
U16 Boys	11.35am	2	40.8kms
U17 Girls	11.40am	2	40.8kms
U16 Girls	11.45am	2	40.8kms
U20 Boys	1.30pm	3	61.2kms
U17 Boys	1.35pm	2	40.8kms
U20 Girls	1.40pm	2	40.8kms

**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 however we encourage any feedback on the matter, please email schools@cnz.kiwi*

Classroom Bookings:

Halcolmbe School have generously offered to hire out 8 full sized classrooms for \$300 each (including \$50 per room for us to place plastic wrap on the carpet). If you are interested in putting in an expression of interest to hire a classroom, please fill in the form here by 25 July 2025 – FORM CLOSED.

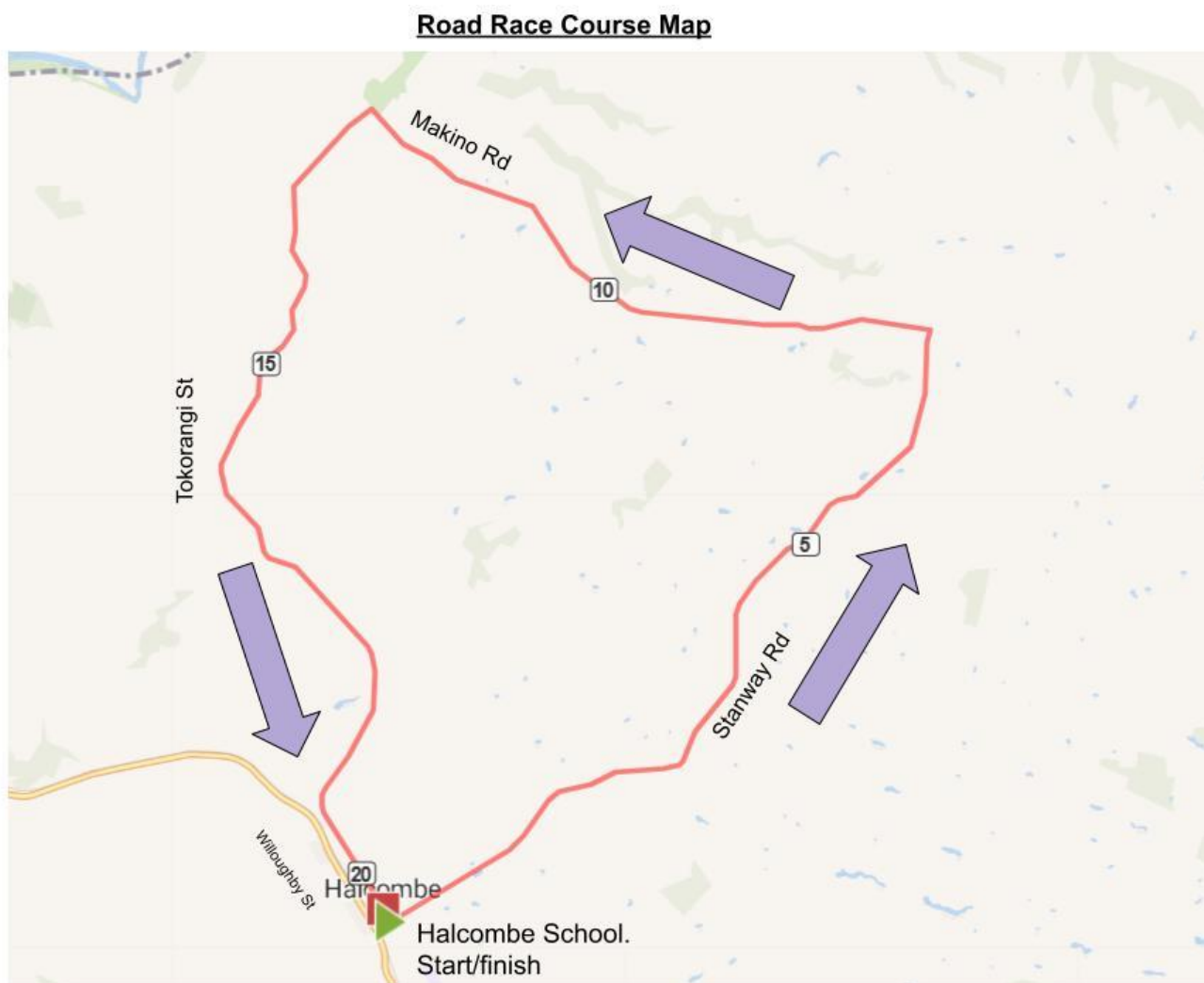
****This is the first time Halcolmbe school are allowing us to hire classrooms. To ensure they welcome this in the future we must be extremely respectful and the school have asked for plastic sheeting to go down on the flooring to protect the carpet which we will manage as part of your booking fee.**

General Parking:

There is good parking indicated on the site maps, however we are predicting wet winter conditions which is likely to result in waterlogged ground that prevents vehicles accessing the school field. All equipment will have to be carried into the "tent village". Access for this is limited so please unload your vehicles and move the vehicle as quickly as you can. Please respect this request to make the process as painless as possible for those following you. We understand that this is not ideal and seek your tolerance in this matter. Please do not go on the race course.

Course Map:

[Click here for MapOMeter - Road Race](#)



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

Halcolmbe Road Race Finish Line Site Map:



Halcolmbe School Site Map:



POINTS RACE INFORMATION

- Date:** Tuesday 23 September 2025
- Location:** [Manfeild Circuit Chris Amon](#), 59 South Street, Feilding
- Short Lap Distance:** 1.5km per lap approx travelling anticlockwise from the start/finish line.
- Pre-Race Assembly:** Pit lane area
- Sign on:** Sign on will be situated outside the Race Office inside Pit Garage 1, near the pre-race assembly area. Please make sure you sign on at least 15 minutes prior to your race.
- Start Times:** 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 to the MC who will be calling and reminding riders to get ready.
- Parking:** Access to Manfeild is via South Street and parking is available in the stadium car park.
- Rules:** Please read and understand the rules on page 22 [here](#) around servicing and further explanation on how the points work.
- Practice laps:** No riding with cellphones around the practice laps! And this is open to riders only, no coaches to ride around the track.

Start Times and Schedule:

Please note – there will be no B grades in 2025.

Grade	Laps	Sprints	Distance
U13 Girls	6 Short Laps	Laps 3 to go & final	9km
U14 Girls	10 Short Laps	Laps 6 to go, 3 & final	15km
U14 Boys & U13 Boys	10 Short Laps	Laps 6 to go, 3 & final	15km
Medal Presentations – U13 & U14 Girls and Boys, Top Year 7&8 School			
U15 Girls	12 Short Laps	Laps 8 to go, 4 & final	18km
U15 Boys	12 Short Laps	Laps 8 to go, 4 & final	18km
Course open for practice for approx 10 minutes			
U16 Girls	14 Short Laps	Laps 10 to go, 6, 3 & final	21km
U16 Boys	14 Short Laps	Laps 10 to go, 6, 3 & final	21km
Medal Presentations – U15 & U16 Girls and Boys			
U17 Girls	16 Short Laps	Laps 12 to go, 8, 4 & final	24km
U17 Boys	16 Short Laps	Laps 12 to go, 8, 4 & final	24km
U20 Girls	20 Short Laps	Laps 16 to go, 12, 8, 4 & final	30km
U20 Boys	20 Short Laps	Laps 16 to go, 12, 8, 4 & final	30km
Medal Presentations – U17 & U20 Girls and Boys, Top Senior School			

*Please be mindful when booking flights, we DO NOT have start or finish times and we DO NOT know the times of presentations, the above is an estimate and sometimes presentations will be delayed due to the nature of calculating a Points Race.

Points Race points system:

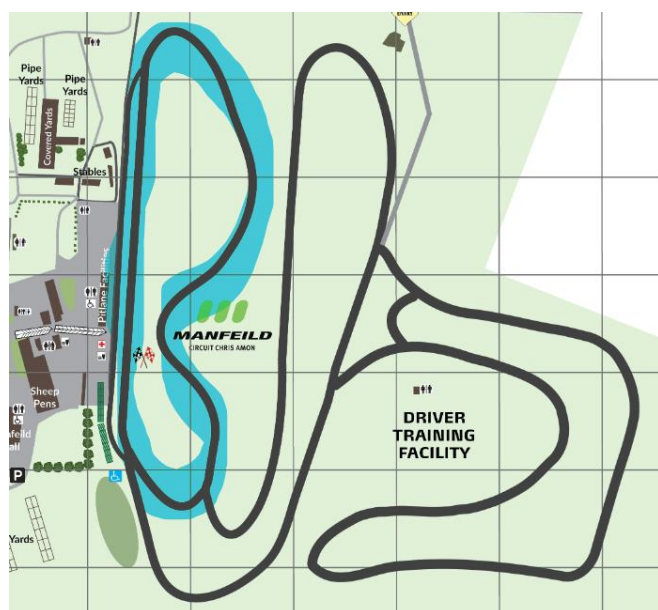
1 st Place	5 points
2 nd Place	3 points
3 rd Place	2 points
4 th Place	1 point
Lapped riders	-20 points
Gaining a lap on the bunch	20 points

Pulled Riders:

At the discretion of the commissaires and for safety reasons, some riders may be pulled from the race.

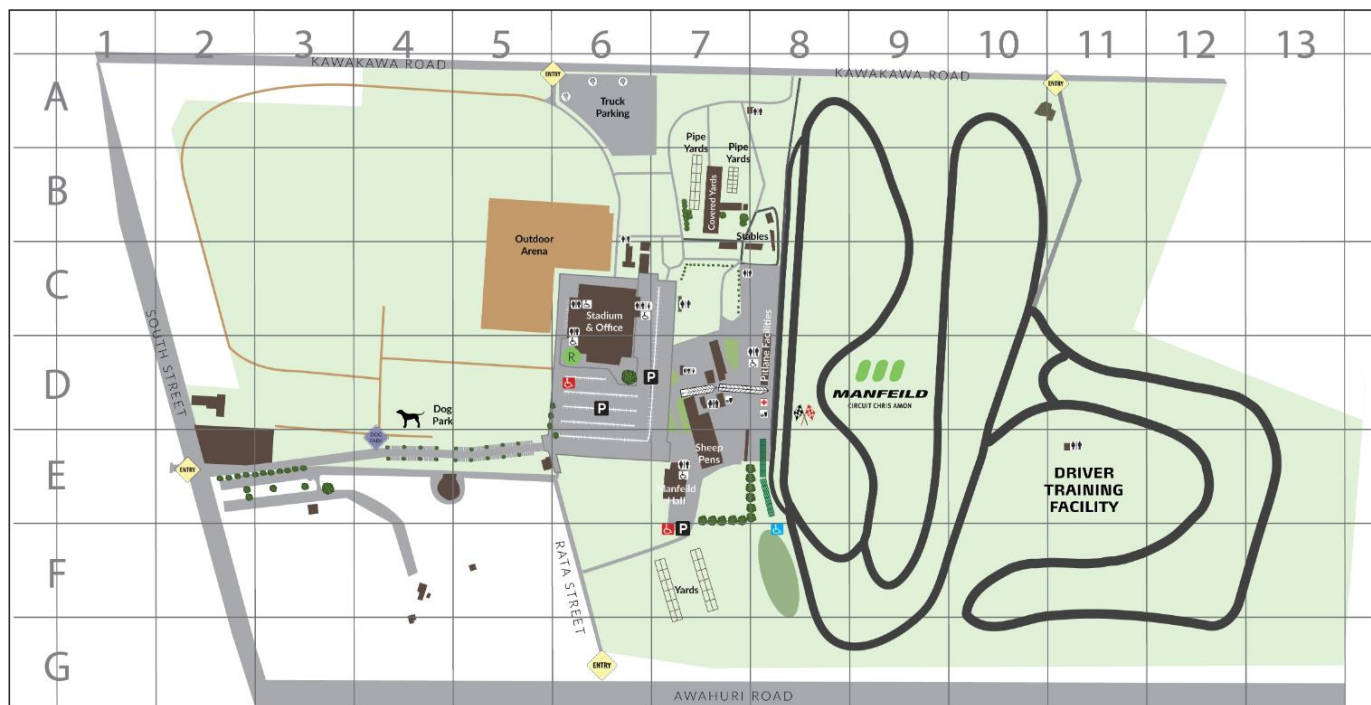
Manfield Race Map:

Finish is indicated with the finish flag; the circuit will be raced anticlockwise.



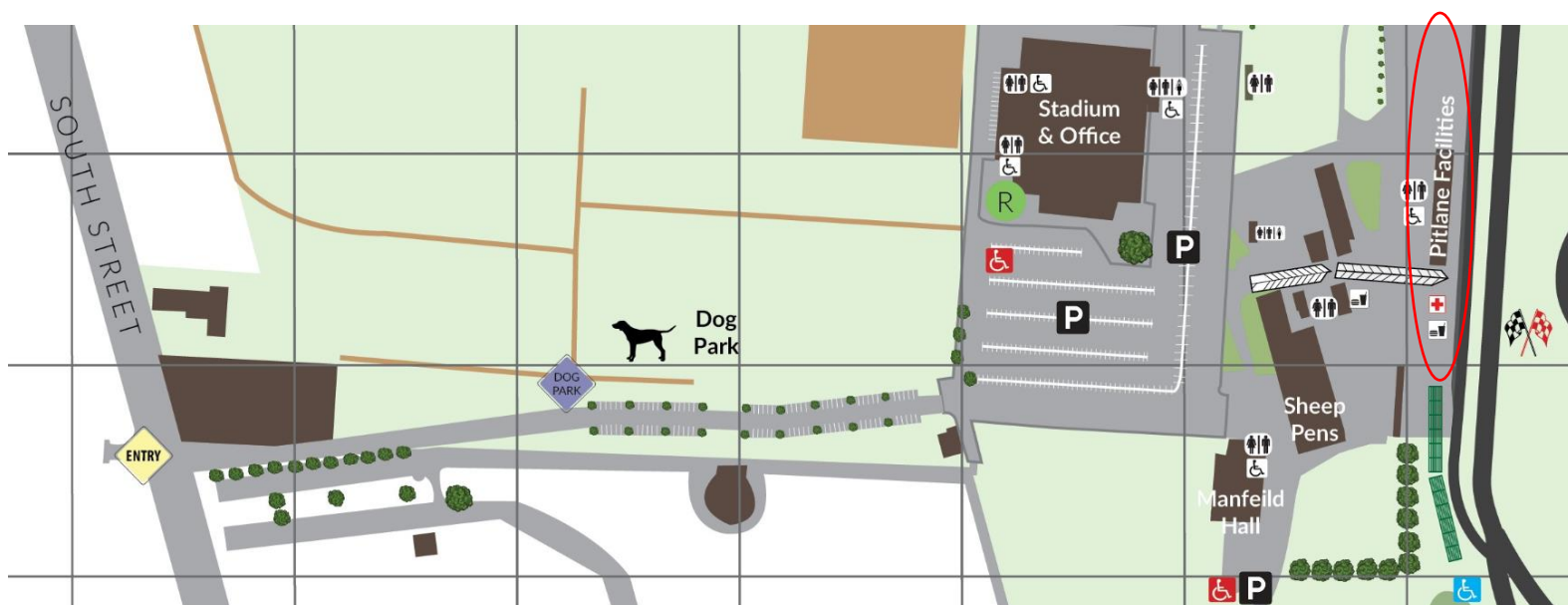
Manfeild Site Map:

This can also be found [here](#).



Parking at Manfeild:

- Enter the facilities from South Street – don't follow the google maps direction it often sends you to the wrong gate!
- Drive straight to the areas marked "P"
- The pitlane facilities circled in red show where the CNZ Schools Race Office will be in Pit Garage 1, as well as where the other booked garages are and space outside these for school tent set up.



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): _____