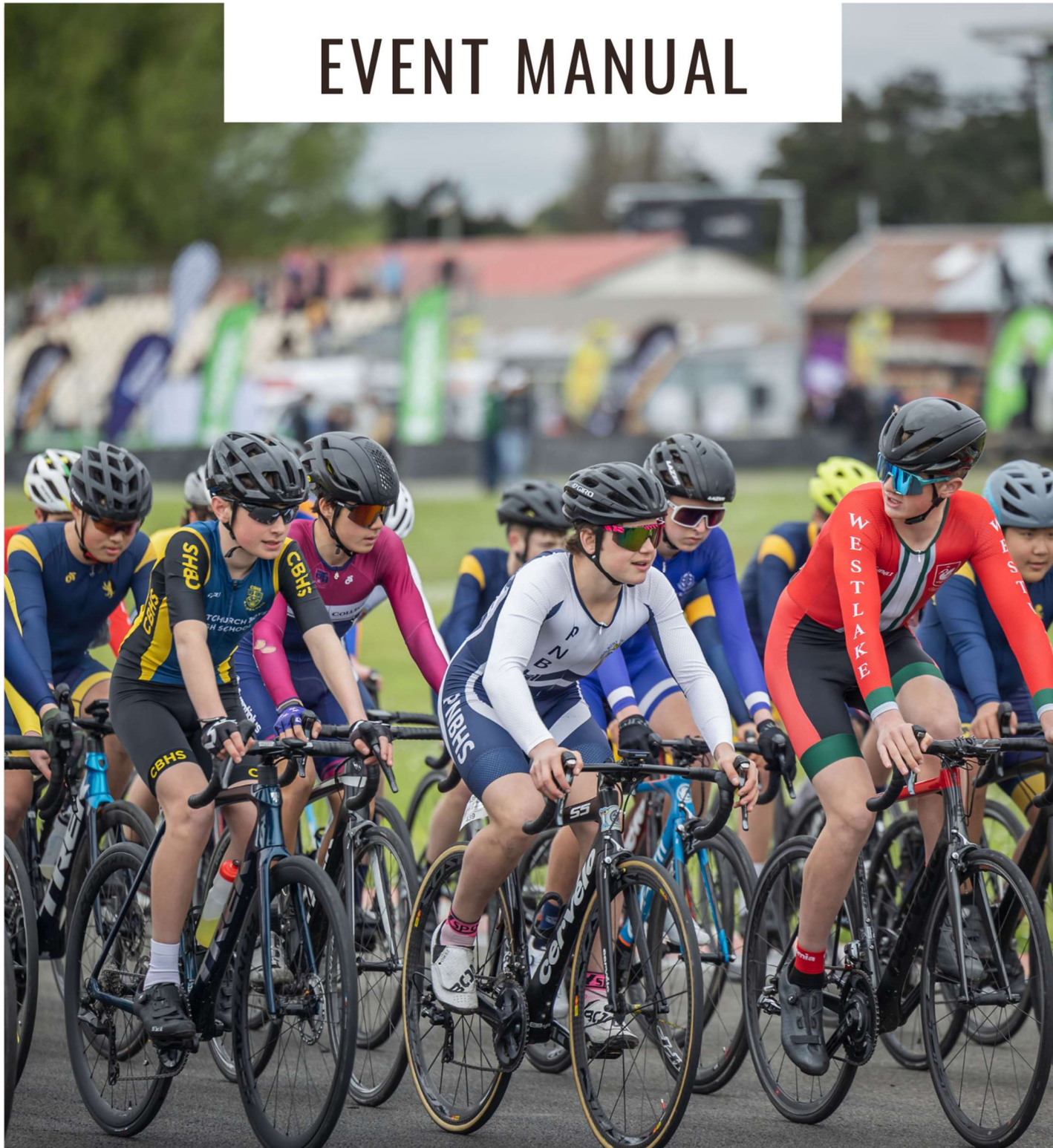


EVENT MANUAL



SKODA

NATIONAL
ROAD
CHAMPIONSHIPS

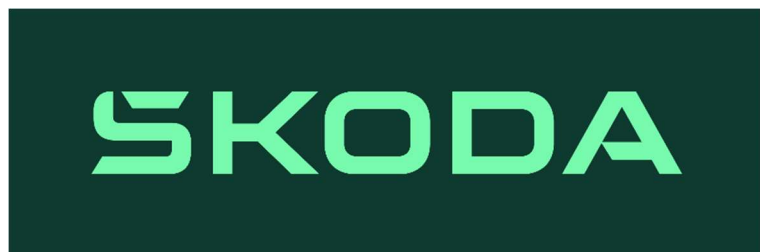
MANAWATU REGION
23 - 25 SEPTEMBER 2023

KEY CONTACTS

PATRON:	Chris Ginders	
CHAIRPERSON (NZSCA):	Waine Harding	
EVENT MANAGER:	Steff Holcroft	027 855 7676
RACE MANAGER:	Nick Spark	027 485 3632
CHIEF COMMISSAIRE:	Erin Criglington	021 134 2294
COMMISSAIRES:	Pamela Coe	Lesley Mouat
	Tony Hartley	Graeme Bell
	Mark Donald	Bernie Richmond
	Tim Whitehouse	Glenys Taylor
	Brendan Patterson	

DISPUTES PANEL: Event Manager, Race Manager, Cycling New Zealand Schools Representative, Chief Commissaire and Timing Manager.

PARTNERS:



GENERAL INFORMATION

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

Friday 22nd September

Location: Rongotea / Palmerston North
 4.30pm – 6.00pm: Race Pack Pick up at Robertson's Prestige, Corner of Rangitikei Street and JFK Drive, Palmerston North
 4.30pm – 6.00pm: Tent set up at Rongotea School (please note, Rongotea School have a full day of school so please respect their instructions and **do not arrive prior to 4.30pm**)

Team Time Trial

Saturday 23rd September

Location: Rongotea
 7.00am – 8.00am: Race Pack Pick up at Rongotea School
 Tent set up at Rongotea School
 8.00am: Compulsory Team Managers Meeting (for Team Time Trial) at Rongotea School
 9.00am: Racing starts
 2.30pm: Racing ends (approximately)
 Prize-giving will start as soon as possible after racing ends at Rongotea School
 4.30pm: Tent set up at Halcombe School

Road Race

Sunday 24th September

Location: Halcombe
 7.00am – 8.00am: Race Pack pick up at Halcombe School
 Tent set up at Halcombe School
 8.00am: Compulsory Team Managers Meeting (for Road Race) at Halcombe School Hall
 9.00am: Racing starts
 3.30pm: Racing ends (approximately)
 Prize-giving will start as soon as possible after racing ends at Halcombe School

Points Race

Monday 25th September

Location: Manfeild
 7.00am: Gates open for set up
 7.30am – 8.30am: Race Pack pick up (only for schools who did not race Saturday/Sunday)
 8.00am: Compulsory Team Managers Meeting (for Points Race) outside Race Office Pit Garage
 9.00am: Racing starts
 4.00pm: Racing ends (approximately)
 There will be three Prize-giving ceremonies which will start as soon as possible after each racing block ends. (U13 + U14 grades, U15 + U16 grades and U17 + U20 grades)

RACE OFFICE

There will be a manned Race Office at each venue, at Rongotea School on Saturday, Halcombe School on Sunday and in the Manfeild Pit Garage on Monday. A Cycling New Zealand flag 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 School Affiliation fees for 2023 and Event Entry fees must be paid before riders are permitted to start the event. Please ensure you check with your school to ensure 2023 affiliation and payment has been made.

TEAM MANAGERS MEETING

Team Managers meetings will be held each day at 8.00am. These will be held at the Rongotea School Hall on Saturday, Halcombe School Hall on Sunday, and just outside the Race Office Pit Garage at Manfeild on the Monday. 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 team number (different to their individual race numbers). One number is provided to each rider. This should be placed left of centre on the lower back so officials can read the number from the side of the road. All riders will also each receive a seat post sticker unique for the TTT with their timing chips attached.

Road Race/Points Race: All riders are issued with two 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. Same race numbers to be worn on Sunday and Monday. See picture below. All riders will also each receive an individual seat post sticker with their timing chip (different to the team time trial seat post sticker).



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.

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 Rongotea School on Friday night and at Halcombe School on Saturday night from 6pm until 6am.

Team Time Trial: Please do not arrive to set up prior to 4.30pm on Friday to respect the children who are still in school. Tents and equipment are able to be set up and left overnight on Friday (from 4.30pm only) on the courts and fields (weather permitting). There is no vehicle access to the school fields.

Road Race: Please do not arrive to set up prior to 4.30pm on Saturday to respect the children who are still in school. Tents and equipment are able to be set up and left overnight on Saturday (from 4.30pm only) on the courts and fields (weather permitting). There is no vehicle access to the school fields.

Points Race: Set up is on Monday morning only from 7am. There is no vehicle access to the pit lane/pit garage area. All gear must be carried in from the car-park.

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.

Please be aware that the school carpark, along with the roads around the school will be busy on Friday. Please stay away from both schools during this time to allow for parents to safely pick up their children from school. Please respect instructions from Rongotea School and **do not arrive until 4.30pm on Friday.**

Points Race: There is no practice at Manfeild prior to the event.

WARM UP

There is to be no warm up on the Time Trial or Road Race course on race day. All warm ups are to be completed off the course. Warm up for the Points Race will be from 7.30am – 8.30am on the course.

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.

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. Please email schools@cnz.kiwi if you would like to register a composite team or a rider for the pool.

AWARDS AND CEREMONIES

Awards ceremonies will be held as soon as possible at the conclusion of the event on Saturday (Team Time Trial) and Sunday (Road Race). Awards ceremonies on Monday (Points Race) will be held as soon as possible after the U14 Boys, U16 Boys and U20 Boys – 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 Monday, the senior trophies will be presented at the final awards ceremony on Monday. Refer to School Cycling Rules for more information.

Points will be allocated as:

PLACE	POINTS
1 st	5 points
2 nd	4 points
3 rd	3 points
4 th	2 points
5 th	1 point

RESULTS

Provisional results will be printed and posted at each venue and published on [the event website](#) as soon as possible after each event. Please note these are provisional 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 Event Manager, Race Manager, Chief Commissaire, Cycling New Zealand Schools 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. Ebony Coffee will be on site Saturday, and the Rusty Radiator café will be on site on Sunday and is also just down the road from the venue. At Manfeild food trucks will be available selling coffee and hot food.

RUBBISH

There will be **no rubbish bins available** on Saturday or Sunday at the two schools, you must take all rubbish away with you. Please be prepared and bring your own rubbish bins / bags.

SAFETY COMMITMENT

Cycling New Zealand 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 Event 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. On Friday a medic will be around for any schools doing a TTT course practice, however please be aware there is no official course practice and roads on Friday ARE NOT managed in anyway and full road rules apply.

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 Skoda National School Road Championships clothing through [Probrands](#) – there's a hoodie, long sleeve 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](#).



merchandise
available now

shop online



SOCIAL MEDIA

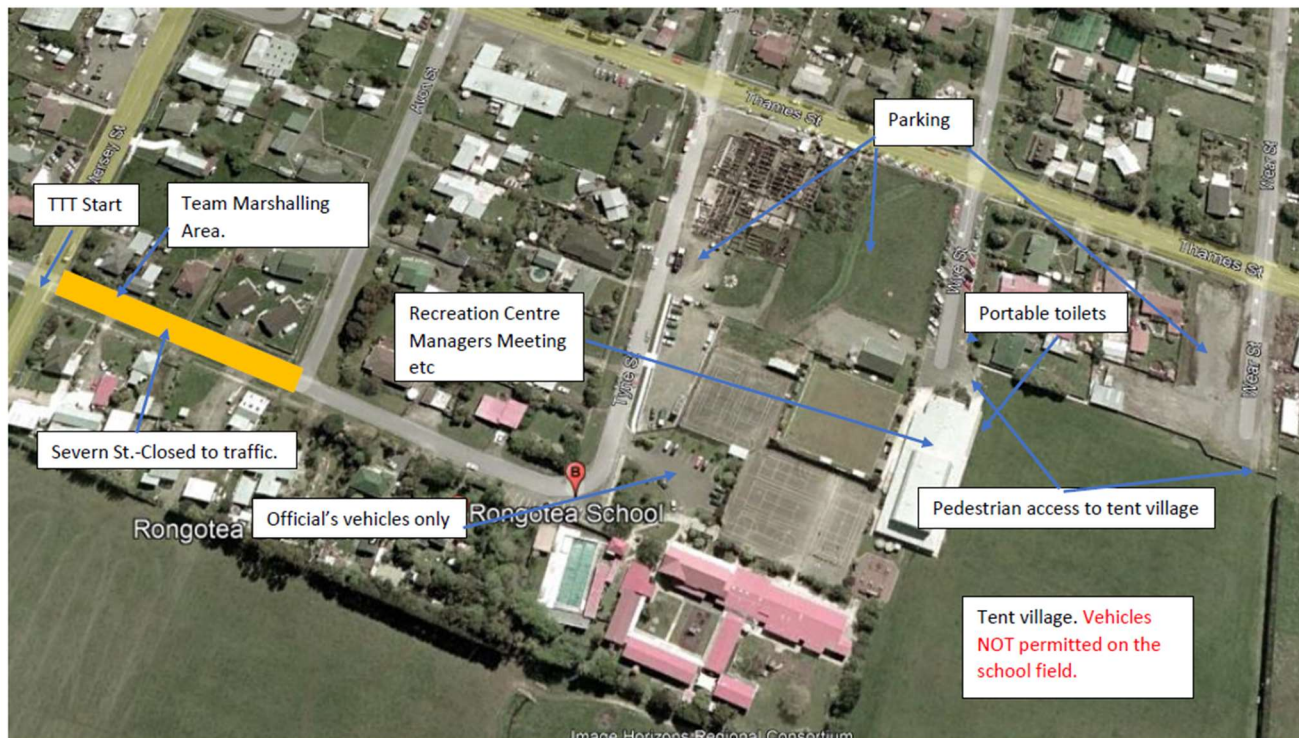
We encourage you to get involved in the event through social media. The key links are provided below:

Facebook	https://www.facebook.com/CyclingNZLSchools/
Instagram	https://www.instagram.com/cyclingnzschoools/
Website	https://schools.cyclingnewzealand.nz/events/national-road-championships
Event Hashtag	#SchoolRoads

TEAM TIME TRIAL INFORMATION

Location:	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
Distance:	10km approx. for Year 7 & 8 teams, 17km approx. for all other grades	
Pre-Race assembly:	Rongotea School. Corner Severn and Tyne St.	
Start times:	Racing will start at 9am. Start lists will be posted on the event website after entries close.	
General Parking:	No Parking in Severn St or Banks Road, you can park in the Sales Yards complex on Tyne St just don't enter the yards themselves. There will be street parking in Rongotea - all vehicles must be legally parked. Please respect the front lawns of the village residents.	
Course Map:	Team Time Trial - Short Course - Year 7 & 8 teams Team Time Trial - Long Course - Junior & Senior teams	
Site Map:	Below.	
Parking:	There is good parking indicated on the site maps, however the very wet winter has resulted in waterlogged ground that prevents vehicles accessing the school field. <u>All equipment will have to be carried into the "tent village".</u> 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.	

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





Rongotea School Bake sale and BBQ.

23rd September 2023

Baking Goods

Sausage sizzle

Drinks / Water

Packed lunches

Lollies

Sweet treats

If your school is joining us we would be happy to do a pre order with you.

Please contact us: rongoteapta@gmail.com or phone Erin 027 385 9132

ROAD RACE INFORMATION

Location:	Halcombe
Lap Distance:	20km per lap approx
Sign on:	Sign on will be situated under the Cycling New Zealand Schools Tent near the race assembly area at the Halcombe School Hall. Please make sure you sign on at least 15 minutes prior to your race.
Pre-race assembly:	Grades will group in the bus park of Halcombe School. All grades held in pre-race assembly area until start time
Start:	A neutralised start will be used from the assembly area at the school bus park and 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.

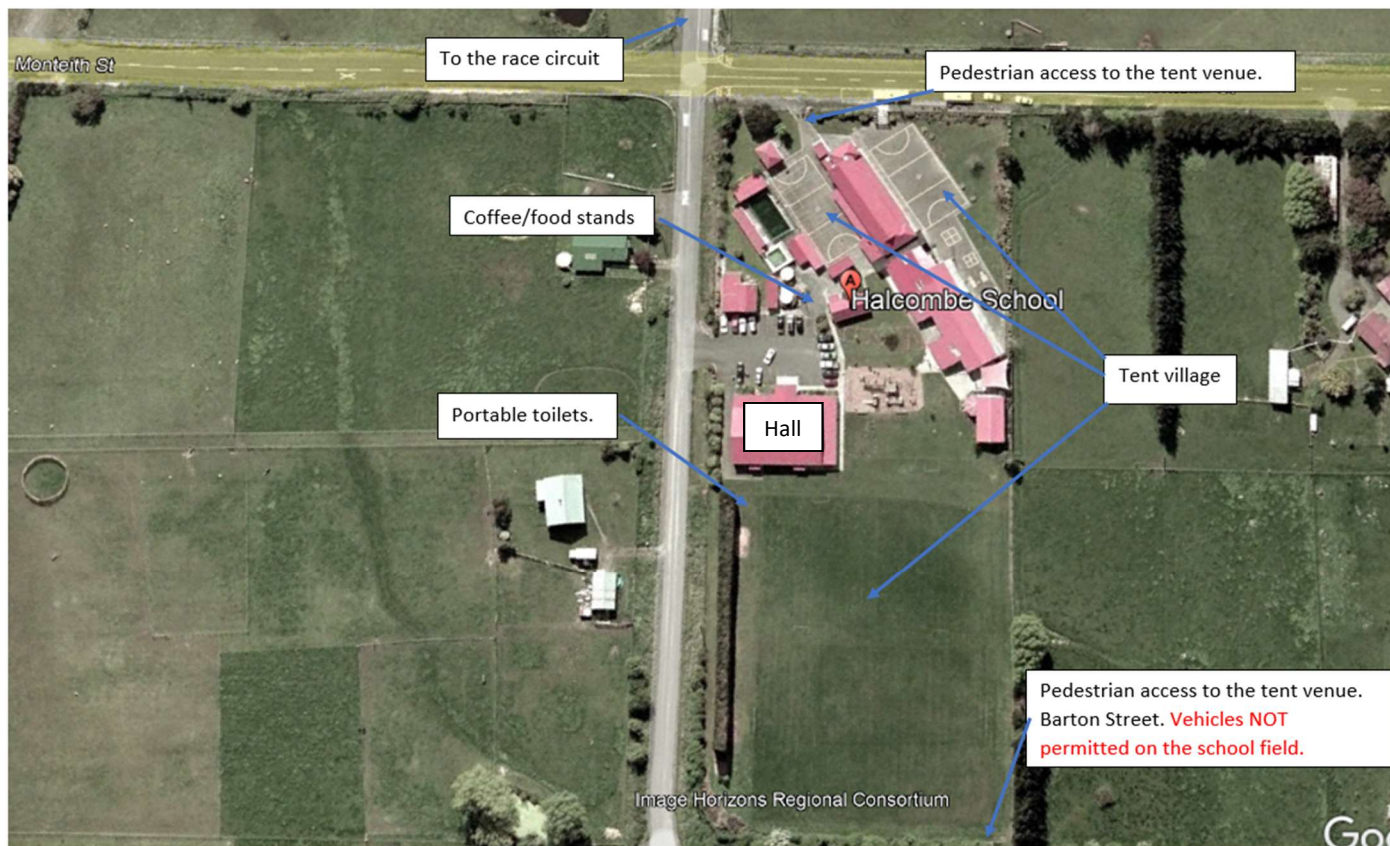
Please note – there will be no B grades in 2023

Age Group	Start	Laps
U14 Girls	9.00am	1
U13 Boys	9.05am	1
U13 Girls	9.10am	1
U15 Boys	10.15am	1
U15 Girls	10.20am	1
U14 Boys	10.25am	1
U16 Boys	11.35am	2
U17 Girls	11.40am	2
U16 Girls	11.45am	2
U20 Boys	1.30pm	3
U17 Boys	1.35pm	2
U20 Girls	1.40pm	2

General Parking:	The very wet winter has resulted in waterlogged ground that prevents vehicles accessing the school field. <u>All equipment will have to be carried into the “tent village”.</u> 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. Vehicles can then be legally parked in and around the village of Halcombe. We understand that this is not ideal and seek your tolerance in this matter. Please do not go on the race course.
Course Map:	Road Race

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

Halcolmbe School Site Map:



Halcolmbe Road Race Finish Line Site Map:



POINTS RACE INFORMATION

Location:	Manfeild
Short Lap Distance:	1.5km per lap approx.
Sign on:	Sign on will be situated under the Cycling New Zealand Schools Tent near the race assembly area. Please make sure you sign on at least 15 minutes prior to your race.
Parking:	Access to Manfeild is via South Street and parking is available in the stadium car park.
Start Time:	9.00am
Race Schedule:	The below race schedule is subject to change.

Please note – there will be no B grades in 2023

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

Points system:	1 st Place	5 points
	2 nd Place	3 points
	3 rd Place	2 points
	4 th Place	1 point

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) _____

SKODA

Chase new horizons with the fully-electric Enyaq



Lay down roots with Wood Robson Homes
Building futures since 1952



WOOD ROBSON HOMES
QUALITY + DESIGN