

NATIONAL ROAD CHAMPIONSHIPS



EVENT MANUAL

Provisional – as of 5 August 2020

KEY CONTACTS

| | | |
|-------------------------|---|------------------|
| PATRON: | Chris Ginders | |
| CHAIRPERSON (NZSCA): | Brynn Gilbertson | |
| EVENT DIRECTOR: | Janette Douglas | 027 644 8921 |
| EVENT MANAGER: | Charlotte Pearson | 021 292 0563 |
| RACE MANAGER: | Nick Spark | 027 485 3632 |
| VOLUNTEER MANAGER: | Lisa Horn | |
| CHIEF COMMISSAIRE: | Olivia Spaans | |
| TECHNICAL DELEGATE: | Graeme Bell | |
| ASSISTANT COMMISSAIRES: | Brendan Patterson | Cath Cheatley |
| | Bernie Richmond | Steve Watson |
| | Glenys Taylor | Tim Whitehouse |
| | Pamela Coe | Michael Lucinsky |
| | Kerry Ludlam | Robin Wood |
| | Lyle Hastings | |
| ANNOUNCERS: | Del Woodford and Marty Hewson | |
| DISPUTES PANEL: | Event Director, 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 25th September

Location: Colyton Hall and Colyton School
 4.30pm – 6.00pm: Race Pack Pick up at Colyton Hall
 Tent set up at Colyton School (please note, Colyton School have a full day of school so please respect their instructions and **do not arrive prior to 4.30pm**)

Team Time Trial

Saturday 26th September

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

Road Race

Sunday 27th September

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

Points Race

Monday 28th 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)
 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. On Friday and Saturday this will be at Colyton Hall. On Sunday, this will be at Colyton School. On Monday, this will be in the office at Manfeild. 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, Protest Forms and any queries please see the team in the Race Office.

SCHOOL AFFILIATION AND ENTRY FEES

All School Affiliation fees and Event Entry fees must be paid before riders are permitted to start the event. Please ensure you check with your school to ensure 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 Colyton Hall on Saturday, Colyton School on Sunday, and in the Pit Garages 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. 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.

Road Race/Points Race: All riders are issued with a unique race number. Two numbers are provided. 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.



Riders are also required to attach their unique seat post number to their bike for all three event days (including the Team Time Trial), as this includes your timing transponder.

If you lose your race number, please see the Race Office to purchase a replacement. There is a charge of \$5 for a new set of race numbers.

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 Colyton School on Friday and Saturday nights from 6pm until 6am.

Team Time Trial/Road Race: Please do not arrive to set up prior to 4.30pm on Friday. Tents and equipment are able to be set up and left overnight on Friday (from 4.30pm only) and Saturday 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.

Colyton School will close at 3pm on Friday. Please be aware that the school and hall carparks, along with the roads around the school will be busy during this time. Please stay away from the school during this time to allow for parents to safely pick up their children from school. Please respect instructions from Colyton School and **do not arrive until 4.30pm.**

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

See [Cycling New Zealand Schools Rules](#) for full details.

Individual events:

U13, U14, U15 and U16 - 6.61 metres max roll out

U17 - 7.00 metres max roll out

U20 - 7.93 metres max roll out.

Team events:

Year 7 & 8 – 6.61m max roll out

U16 – 6.61m max roll out

U20 – 7.00m max roll out

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.

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) inside Colyton Hall. 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, the Senior trophies will be presented at the final awards ceremony on Monday. Refer to School Cycling Rules for more information.

RESULTS

Provisional results will be printed and posted at each venue and published on the Cycling New Zealand Schools Facebook page 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 Director, 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. We recommend bringing cash.

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, DRUG, ALCOHOL and DRONE FREE

The entire event is smoke, 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

SOCIAL MEDIA

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

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

TEAM TIME TRIAL INFORMATION

- Location:** Colyton Hall
- 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:** 11km approx. for Year 7 & 8 teams, 16km approx. for all other grades
- Pre-Race assembly:** Taonui Road
- Roll out:** Roll out must be completed before teams can enter the start chute.
- Start times:** Racing will start at 9am. Start lists will be posted on the event website after entries close.
- Official Parking:** Official race vehicles only permitted at the hall
- General Parking:** **No parking between Colyton Hall and the Colyton Rd/Taonui Rd intersection OR at Colyton School.**
 All general parking will be a Feilding High School with free shuttles running to and from the school for everyone from 7am. The drop off/pick up zone will be out the front of Colyton School.
- Weather permitting parking:** If the weather permits there will be parking available in the paddock opposite Colyton School.
- Course Map:** <https://veloviewer.com/routes/20827019>

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

ROAD RACE INFORMATION

- Location:** Colyton School
- Lap Distance:** 18km per lap approx.
- Sign on:** Sign on will be situated under the Cycling New Zealand Tent near the race assembly area. Please make sure you sign on at least 15 minutes prior to your race.
- Pre-race assembly:** Main carpark area at front of Colyton School. All grades held in pre-race assembly area until start time
- Roll Out:** First five riders to report to the commissaires for gear check. Disqualification could result for failing to do this.
- Start:** A neutralised start is used to get the race from the assembly area (Colyton School car park) to the start. 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 – more B grades may be added once entries close, therefore the below schedule is subject to change

| Age Group | Start | Laps |
|-------------|----------------|------|
| U 14 Girls | 9.00am | 1 |
| U 13 Boys | 9.05am | 1 |
| U 13 Girls | 9.10am | 1 |
| U 15 Boys | 10.15am | 1 |
| U 15 Girls | 10.20am | 1 |
| U 14 Boys | 10.25am | 1 |
| U 16 Boys A | 11.30am | 2 |
| U 16 Boys B | 11.35am | 2 |
| U 17 Girls | 11.40am | 2 |
| U 16 Girls | 11.45am | 2 |
| U 20 Boys | 1.30pm | 3 |
| U 17 Boys | 1.35pm | 2 |
| U 20 Girls | 1.40pm | 2 |

- Officials Parking:** Official vehicles only permitted at the hall
- General Parking:** **No parking between Colyton Hall and the Colyton Rd/Taonui Rd intersection OR at Colyton School.**
All general parking will be a Feilding Ag High School with free shuttles running to and from the school for everyone from 7am. The drop off/pick up zone will be out the front of Colyton Hall.
- Weather permitting parking:** If the weather permits there will be parking available in the paddock opposite Colyton School.

Course Map:

<https://veloviewer.com/routes/20826738>

Site Maps

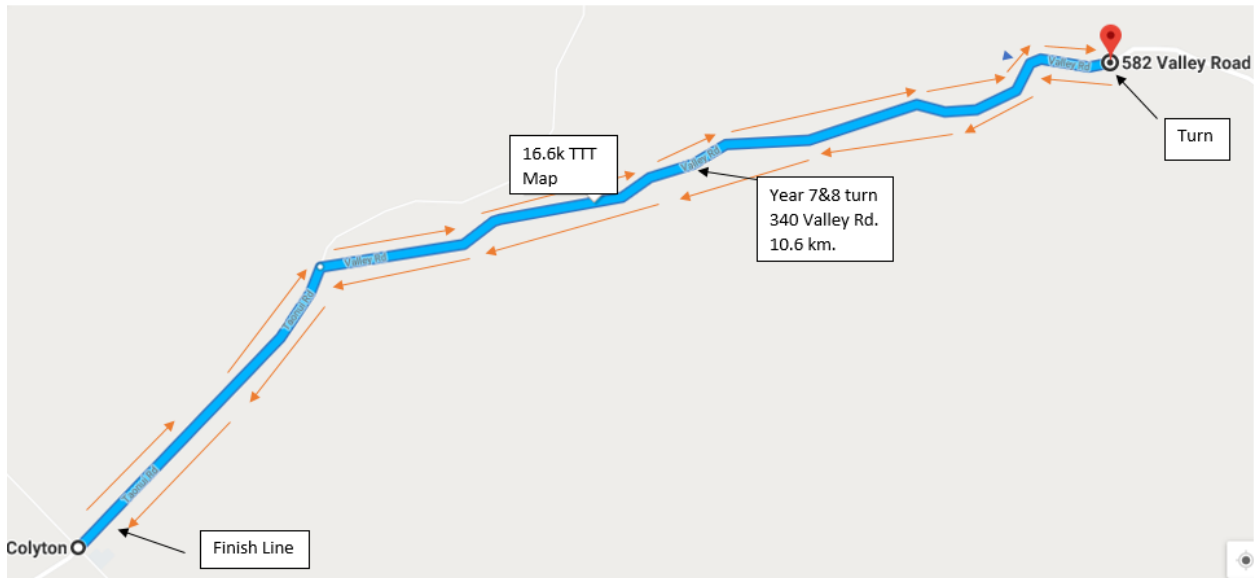


Course Maps

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

Team Time Trial

Year 7 & 8 riders will race 10.6km (turning around at 340 Valley Rd). All other grades will race 16.6km (turning around at 582 Valley Rd)



Road Race



POINTS RACE INFORMATION

- Location:** Manfeild
- Lap Distance:** 3km per lap approx.
- Sign on:** Sign on will be situated under the Cycling New Zealand Tent near the race assembly area. Please make sure you sign on at least 15 minutes prior to your race.
- Roll Out:** **First five riders** to report to the commissaires for gear check. Disqualification could result for failing to do this.
- Parking:** Access to Manfeild is via South Street and parking is available in the stadium car park.
- Start Time:** 9am
- Race Schedule:** **Please note the below race schedule is subject to change.**

| Grade | Laps | Sprints |
|--|---------|----------------------|
| U13 Girls | 3 Laps | Laps 1 & 3 |
| U13 Boys | 3 Laps | Laps 1 & 3 |
| U14 Girls | 5 Laps | Laps 1, 3 & 5 |
| U14 Boys | 5 Laps | Laps 1, 3 & 5 |
| Medal Presentations – U13 & U14, Top Year 7&8 School | | |
| U15 Girls | 6 Laps | Laps 2, 4 & 6 |
| U15 Boys | 6 Laps | Laps 2, 4 & 6 |
| U16 Girls | 7 Laps | Laps 2, 4, 6 & 7 |
| U16 Boys | 7 Laps | Laps 2, 4, 6 & 7 |
| Medal Presentations – U15 & U16 | | |
| U17 Girls | 8 Laps | Laps 2, 4, 6 & 8 |
| U17 Boys | 8 Laps | Laps 2, 4, 6 & 8 |
| U20 Girls | 10 Laps | Laps 2, 4, 6, 8 & 10 |
| U20 Boys | 10 Laps | Laps 2, 4, 6, 8 & 10 |
| 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) _____