



**ŠKODA**

# NATIONAL ROAD CHAMPIONSHIPS

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**CYCLING**  
NEW ZEALAND

**SCHOOLS**

# EVENT MANUAL

## WELCOME

On behalf of Cycling New Zealand Schools, Cycling New Zealand and Cycling South Canterbury it's our pleasure to welcome riders, team managers, coaches, officials and supporters to the 2021 Skoda National School Road Championships in Timaru. We look forward to a great event and hope you have an enjoyable time during the Championships.

This manual provides useful information for all riders, team members and officials.

## 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:	Shanelle Barrett	027 457 6736
CHIEF COMMISSAIRE:	Mark Reynolds	
TECHNICAL DELEGATE:	Graeme Bell	
ASSISTANT COMMISSAIRES:	Brendan Patterson	Cath Cheatley
	Glenys Taylor	Brian Roulston
	Erin Criglington	Ken Lasenby
	Mark Darvill	Nick Spark
	Waine Harding	Ken Manson

CYCLING NEW ZEALAND  
SCHOOLS REPRESENTATIVE: Cath Cheatley  
DISPUTES PANEL: Event Director, Race Manager, Cycling New Zealand Schools Representative, Chief Commissaire and Timing Manager.

**PARTNERS:**

Thank you to Skoda New Zealand who have come on board as naming partner for all Cycling New Zealand Schools events, our funding partners, Pub Charity and Trust Aoraki and our local sponsors, Stonewood Homes, Temuka Rotary and Heartland Chips.



## GENERAL INFORMATION

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

### **Friday 1<sup>st</sup> October**

Location: St Joseph's School, 29 Afghan St, Pleasant Point  
 4.30pm – 6.00pm: Race Pack pick up  
 Tent set up (please note, St Joseph's School, have a full day of school so please respect their instructions and **do not arrive prior to 4.30pm**)

### **Team Time Trial**

#### **Saturday 2<sup>nd</sup> October**

Location: St Joseph's School, 29 Afghan St, Pleasant Point  
 7.00am – 8.00am: Race Pack pick up  
 Tent set up  
 8.00am: Compulsory Team Managers Meeting (for Team Time Trial)  
 9.00am: Racing starts  
 2.30pm: Racing ends (approximately)  
 Prize-giving will start as soon as possible after racing ends

### **Road Race**

#### **Sunday 3<sup>rd</sup> October**

Location: St Joseph's School, 29 Afghan St, Pleasant Point  
 7.00am – 8.00am: Race Pack pick up  
 8.00am: Compulsory Team Managers Meeting (for Road Race)  
 9.00am: Racing starts  
 3.30pm: Racing ends (approximately)  
 Prize-giving will start as soon as possible after racing ends

### **Points Race**

#### **Monday 4<sup>th</sup> October**

Location: Levels Raceway, 418 Falvey Rd, Washdyke, Timaru  
 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. This will be in the St Joseph's School office from Friday afternoon – Sunday and at the Levels Raceway Clubrooms on Monday. For Race Pack 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 St Joseph's School on Saturday and Sunday, and in the clubrooms at Levels Raceway 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.



### **TIMING TRANSPONDER**

Riders are provided with seat post number that incorporates their timing transponder. This must be attached to their bike for all three event days (including the Team Time Trial). If you are travelling with your bike on the roof racks, please be aware that this is how the timing transponders are normally lost. Please tape or use a rubber band to hold the number on while travelling. 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.

### **EVENT VILLAGE**

The Event Village for Saturday/Sunday will be at St Joseph's School Pleasant Point, 29 Afghan Street, Pleasant Point. This is where the Race Office will be situated. Medal presentations, food/coffee providers and toilets will also be situated in the Event Village. Please note that sign on WILL NOT be located here – sign on will be located close to the Start Line / roll out area under the Cycling New Zealand Schools tent.

### **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 St Joseph's School on Friday and Saturday nights from 6pm until 6am. We request that you lower your tent at night to reduce the risk of your tent blowing away or getting damaged if it is windy.

**Team Time Trial/Road Race:** Please do not arrive to set up prior to 4.30pm on Friday. Schools can set up tents on the field opposite the school (corner of Afghan and Khan Street) or on the grass verge along the finishing straight.

Each school will receive a pass which will allow **one trailer** to park alongside their tent. The trailer must be parked prior to racing starting for the day and will not be able to be moved until racing has finished. This is to ensure the safety of pedestrians in this area.

**Points Race:** Set up is on Monday morning only from 7am. There are no pit garages or covered areas, so please come prepared with tents and appropriate weights.

### **PARKING**

Event parking for the Team Time Trial and Road Race is in the surrounding streets of the event. **Please DO NOT park on Afghan Street or Khan Street.**

The map on the next page indicates parking areas. Parking is available in a variety of areas surrounding the Event HQ and Start / finish lines, however please **DO NOT** park long term directly in front of the shops located on SH8.

## Parking map



### 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.

St Joseph's School will close at 3pm on Friday. Please be aware that the school carpark, 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 the school and **do not arrive until 4.30pm.**

**Points Race:** There is no practice at Levels 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) at the school. 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.

## **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.

**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.

**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.

**Timaru After Hours Medical Service**

<https://www.scdhb.health.nz/info-for-you/gps/afterhours-numbers>

5A Dee Street  
 Timaru  
 Ph: 03 684 8209

**Timaru Public Hospital**

Open 24 hours  
<https://www.scdhb.health.nz/info-for-you/timaru-hospital>

Queen Street  
 Parkside, Timaru  
 Ph: 03 687 2100

**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:

Facebook	<a href="https://www.facebook.com/CyclingNZLSchools/">https://www.facebook.com/CyclingNZLSchools/</a>
Instagram	<a href="https://www.instagram.com/cyclingnzschoools/">https://www.instagram.com/cyclingnzschoools/</a>
Website	<a href="https://schools.cyclingnewzealand.nz/events-and-results/national-school-road-championships/">https://schools.cyclingnewzealand.nz/events-and-results/national-school-road-championships/</a>
Event Hashtag	#NZSRoadChamps



## TEAM TIME TRIAL INFORMATION

**Location:** St Joseph’s School

**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

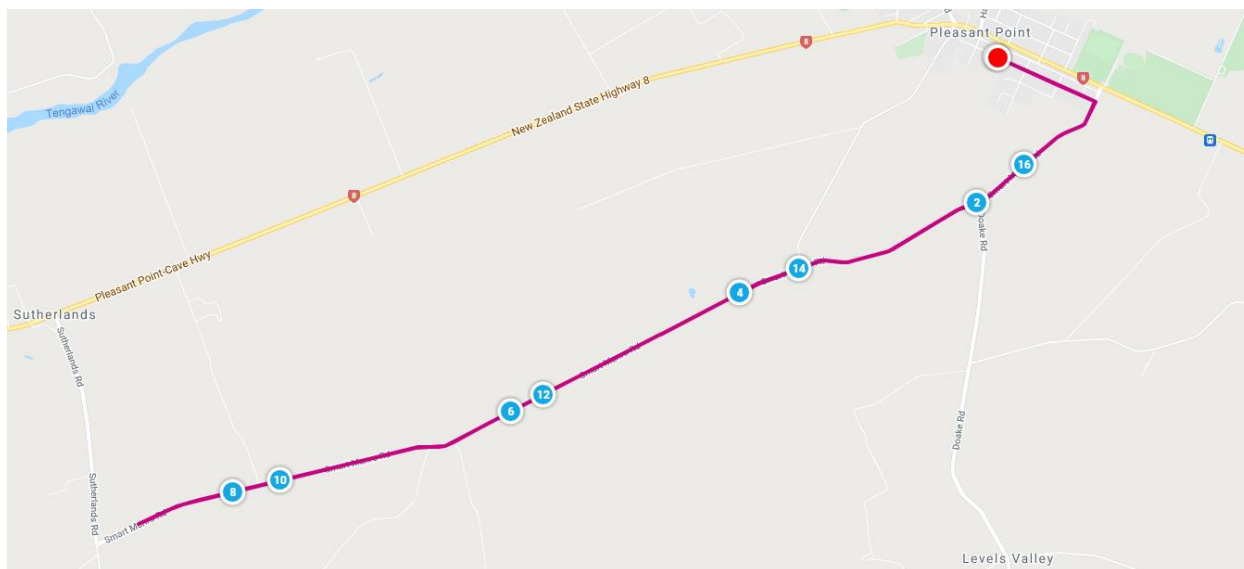
**Pre-Race assembly:** On Afghan Street, prior to the start line. Be aware of finishing cyclists as you cross the road!

**Roll out:** Roll out must be completed before teams can enter the start chute.

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

**Course:** [Link to Map my Ride](#)

Start on Afghan St, turn right onto Rayner St which turns into Smart Munro Rd. Follow this out for approximately 8km, turnaround just before Sutherlands Rd and head back the same way, finishing on Afghan St.



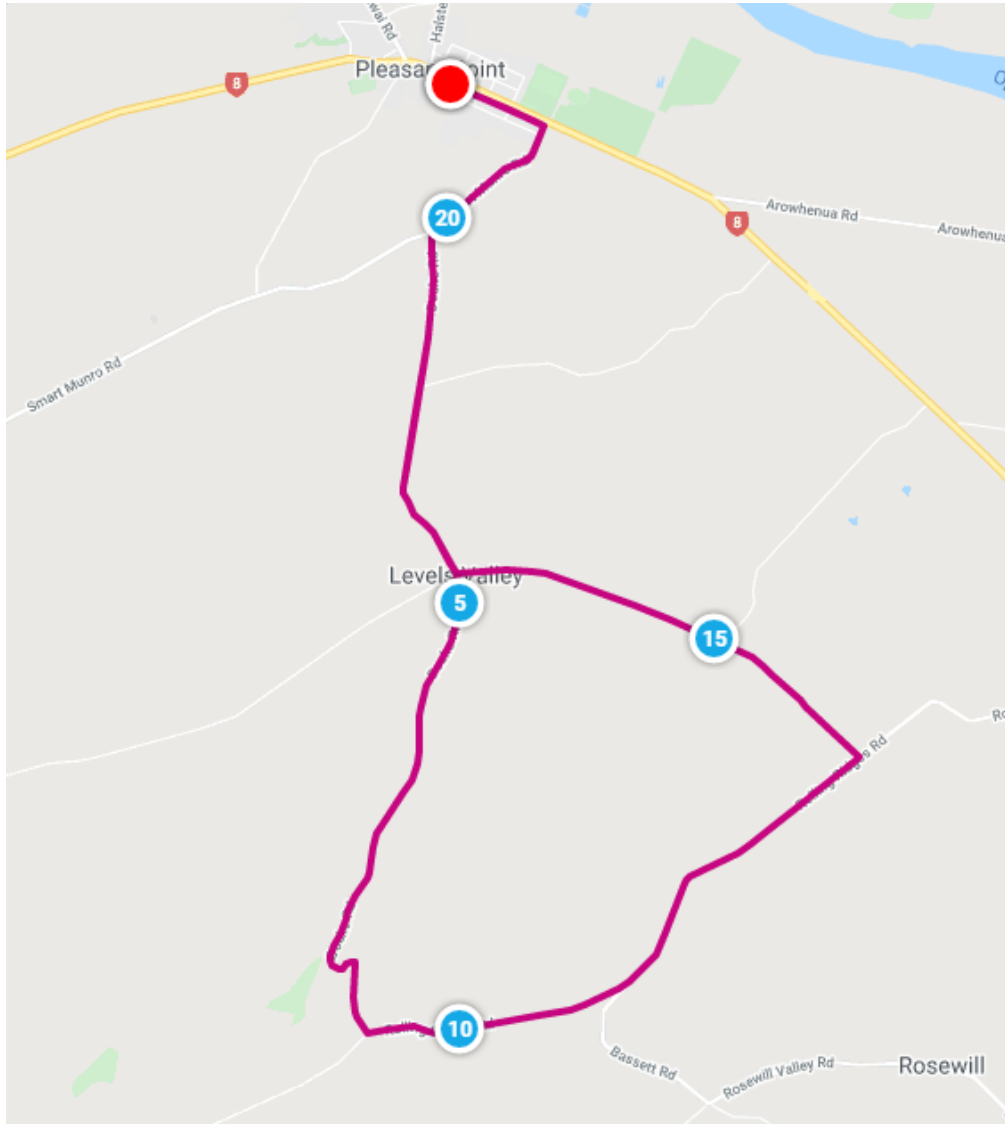
**ROADS ARE OPEN TO ALL TRAFFIC (ALL TRAFFIC LAWS MUST BE OBEYED)**

## ROAD RACE INFORMATION

- Location:** St Joseph’s School
- 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.
- Pre-race assembly:** Outside the school on Khan Street.
- Roll Out:** First five riders to report to the commissaires for gear check. Disqualification could result for failing to do this.
- Start:** There will be neutralised start from the race assembly area. 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 commissaire deems it is safe, they pull in the red flag and accelerate to begin the race, this will not be until you have turned right onto Rayner/Smart Munro Road, be prepared to stop at this intersection to give way to traffic and other riders finishing.
- Schedule:** **Please note – B grades may be added once entries close, therefore the below schedule is subject to change.**

Age Group	Start	Laps	Distance
U 14 Girls	9.00am	1	22km
U 13 Boys	9.05am	1	22km
U 13 Girls	9.10am	1	22km
U 15 Boys	10.15am	1	22km
U 15 Girls	10.20am	1	22km
U 14 Boys	10.25am	1	22km
U 16 Boys A	11.30am	2	34.5km
U 16 Boys B	11.35am	2	34.5km
U 17 Girls	11.40am	2	34.5km
U 16 Girls	11.45am	2	34.5km
U 20 Boys	1.30pm	3	46.8km
U 17 Boys	1.35pm	2	34.5km
U 20 Girls	1.40pm	2	34.5km

- Course:** [Link to Map my Ride](#)  
 Neutralised start on Kabul St, right onto Rayner St, left onto Doake Rd, follow around onto Rolling Ridges Rd, left onto Levels Valley Rd, left onto Doake Rd (if doing another lap) OR right onto Doake Rd (if going to finish) and then back to finish on Afghan St.



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

## POINTS RACE INFORMATION

- Location:** Levels Raceway, 418 Falvey Rd, Washdyke, Timaru
- Lap Distance:** 3.6km per lap.
- 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.
- Roll Out:** **First five riders** to report to the commissaires for gear check. Disqualification could result for failing to do this.
- Parking:** 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 <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  |

**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) \_\_\_\_\_