

# EVENT MANUAL



## MASTERS TRACK NATIONAL CHAMPIONSHIPS

**3-5 MARCH 2022 - INVERCARGILL**

## 1. WELCOME

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On behalf of Cycling New Zealand, Cycling New Zealand Road and Track and our event hosts Cycling Southland, it's our pleasure to welcome riders, team managers, coaches, officials and supporters to the 2022 Masters Track National Championships at the SIT Zero Fees Velodrome in Invercargill.

After a year that has seen many challenges for travel, gatherings, economies, and holding sporting events, it will be exciting to have the opportunity to see New Zealand's masters track cyclists racing for National titles.

We also extend our thanks to the team of officials and our Commissaires, all of whom are volunteering their time to ensure the event happens. We are grateful for the support of the people here this weekend but also to the hundreds of volunteers who work tirelessly behind the scene at club events around the country. Volunteers are truly the backbone of cycling in this country.

We wish all the riders the best of luck and a safe and successful competition.

*Erin Criglington*

*President, Cycling New Zealand Road & Track*

## 2. KEY CONTACTS

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Event Director	Janette Douglas	027 644 8921
Event Manager	Charlotte Pearson	021 292 0563
PCP (Chief Commissaire)	Erin Criglington	021 134 2294
Judge Referee	Steve Hurring	
Commissaire's Secretary	Olivia Spaans	
Chief Judge / Timekeeper	Mark Reynolds	
Starter	Brian Harford	
Assistant Commissaires	Neil Jamieson	
	Tony Corkill	
	Graeme Moffat	
	Tracey Miller	
	Barry Ellis	

### 3. COVID-19 RESPONSE

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Click [here](#) for the event's Covid Response Plan.

The intent of this plan is to summarise Cycling New Zealand's response to the delivery of the **2022 Masters Track National Championships** under the Covid Protection Framework and the steps that the event will undertake in considering all its stakeholders, the wellbeing of all those attending and to uphold the intent and guidelines directed by the NZ Government.

We acknowledge that this plan may detract from the full event experience expected for a National Championships but we are fortunate to be in a position to deliver a race. This planning is based on the current Government Guidelines and the current Covid-19 environment and is subject to change at any time through change to the government guidelines or direction from any relevant authorities either prior to or during the event which may prevent the event going ahead or another change to its format. We will continue to keep you updated if there are any further changes.

#### KEY REMINDERS

- This is a My Vaccine Pass event. This applies to all riders, handlers, staff, officials and volunteers.
- Masks are required for all, with the exception of when you are riding your bike.
- Scan in via the event QR codes each day. A manual sign in will be available at the race desk if required.
- Stay at home if you are sick (If you have cold or flu symptoms call your doctor or Health line and make sure you get tested.)
- If you are told by health authorities to self-isolate you must do so immediately.
- Stay at home if you are awaiting the results from being tested for COVID-19.
- Stay at home if you have been in contact with any known/suspected cases in the past 14 days.
- Stay at home if you have returned or been in contact with anyone else who has returned from overseas in the past 7 days.
- You are encouraged to maintain physical distancing from people you do not know.
- Wash your hands.
- Get your booster vaccine as soon as possible.
- Sneeze and cough into your elbow, and regularly disinfect shared surfaces.
- If you're concerned about your wellbeing or have underlying health conditions, work with your GP to understand how best to stay healthy.
- If you test positive for Covid-19 following your attendance at the event, please notify the Event Organiser immediately.
- Have a plan if you are required to isolate away from home.

The success and safety of this event relies on all those involved with the event to comply with the instructions in this plan and any instructions or messages issued by officials at the event. This plan can only work if we all work together. The continuation of events and racing is at risk if we are unable to support or follow this plan. Please ensure you are thinking about your own safety and that of others when you are interacting with those connected with the event. We appreciate your support.

#### 4. VENUE ACCESS/ACCREDITATION

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The Velodrome will be open for competition access from 8am each morning. The venue will close 30 minutes after the end of the night session, however we ask for riders to leave the venue as soon as possible after they finish racing.

Date	Morning Session Start	Evening Session Start
Thursday 3 March	10.00am (track opens at 9.00am)	5.00pm (track opens at 4.00pm)
Friday 4 March	10.00am (track opens at 9.00am)	5.00pm (track opens at 4.00pm)
Saturday 5 March	10.00am (track opens at 9.00am)	5.00pm (track opens at 4.00pm)

Accreditation Passes are for riders and team officials only – as per named persons on the entry form. Accreditation must not be passed onto unnamed persons.

Entry and exit for accredited riders and officials is through the main entrance of ILT Stadium Southland only. There will be no access through the tunnel entrance.

Riders and officials will be required to show their Vaccine Passes to staff at the main entrance each time they enter the venue.

Access will be controlled and access will only be permitted for accredited persons only. Please ensure your accreditation is clearly visible when you are entering the venue. All team accreditation passes will be issued at Confirmation of Starters

#### 5. RACE OFFICE

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The Race Office will be located in the infield next to the timing platform. Please see the Cycling New Zealand event staff team with any questions. You can also email [events@cyclingnewzealand.nz](mailto:events@cyclingnewzealand.nz)

#### 6. EVENT PROGRAMME

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The provisional event programme is available [here](#). Note that the programme is provisional and is subject to change after confirmation of starters.

#### 7. TEAM TRAINING

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Centres can book one or two hour slots of training time for Wednesday 2 March. Charges apply. **Contact Cycling New Zealand Events Team by emailing [events@cyclingnewzealand.nz](mailto:events@cyclingnewzealand.nz) to book track time.** To book training time prior to Wednesday 2 March, please contact Cycling Southland by emailing [office@cyclingsouth.org.nz](mailto:office@cyclingsouth.org.nz). **You will find a table of the available bookings times on the event website.**

#### 8. WARM UP SESSION TIMES

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The track will be open for warm up one hour prior to the event programme commencing each session. The warm up session will be approximately 50 mins. Approximately 10mins prior to the scheduled session start time, a Commissaire will blow a whistle for the riders to exit the track. Please adhere to the instructions of the Commissaires at all time.



## 9. INFIELD GYM

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Please note that the infield gym is closed to all event riders and officials during all event times. No access will be granted at any time.

## 10. PARKING

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Free parking is available in the venue car parks. The venue accepts no liability for any damage to any vehicles parked in or otherwise using the car parking area.

## 11. TEAM MANAGERS MEETING & CONFIRMATION OF STARTERS

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Confirmation of starters will be held on Wednesday 2 March from 5:30pm – 6:15pm, followed by the Team Managers Meeting at 6:30pm in the Champions Lounge at the SIT Zero Fees Velodrome. Please note that it will not be possible to add riders to events. Managers must confirm their starters at this point.

Attendance at the Team Managers Meeting by each centre is compulsory and representatives will be required to sign in.

Important information such as distribution of accreditation and race numbers and any updated programme information will be provided at this meeting. Accreditation is compulsory for access to the infield.

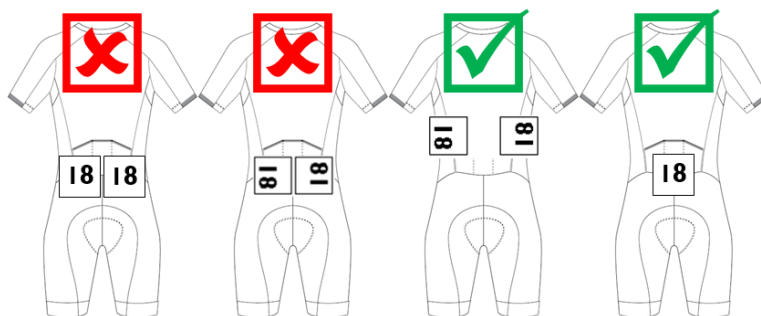
## 12. RACE NUMBERS

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Riders shall wear two body numbers except for the Time Trial, Individual Pursuit & Team Sprint, where one number shall be worn.

Numbers must be placed on either side of the lower back of the top on a 90 degree angle as shown below.

### Correct Number Placement



### 13. TEAM PIT AREAS

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Designated pit areas have been allocated in the infield for each centre. The pit includes chairs and tables. Please do not uplift furniture or equipment from other team pits. Bike Racks are available to be shared by all teams.

Please ensure the walkways are kept free of equipment to allow un-impeded access at all times. There is to be no riding of bikes in the team pit areas.

### 14. MEDICAL

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Medical staff on are on duty during each session.

The following Medical Centres are on duty over the event period if medical assistance is required while not at the event.

**Invercargill Medical Centre (weekdays only)**

160 Don St, Invercargill

(03) 218 9116

**Invercargill After Hours Doctors (from 6pm weekdays and 9am weekends)**

105 Don St, Invercargill

(03) 218 8821

**Southland Hospital**

Kew Rd, Invercargill

(03) 218 1949

**In an Emergency call 111**

### 15. FOOD AND BEVERAGE

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Food and drinks will be available for purchase from the Main Foyer Café during the event (both day and night sessions). The café will close before the last race each night.

You are also permitted to bring in your own food and beverage to the infield.

### 16. SPECTATORS

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Due to Covid Restrictions under RED of the Covid Protection Framework, no spectators are permitted at this event.

## 17. SOCIAL MEDIA

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

Event Facebook	<a href="https://www.facebook.com/CyclingNZL">https://www.facebook.com/CyclingNZL</a>
Instagram	<a href="https://www.instagram.com/cyclingnewzealand/">https://www.instagram.com/cyclingnewzealand/</a>
Twitter	<a href="https://twitter.com/CyclingNZL">https://twitter.com/CyclingNZL</a>
Website	<a href="http://www.masterstracknationals.nz">http://www.masterstracknationals.nz</a>
Event Hashtag	#MastersTrack

## 18. MEDAL CEREMONY PROTOCOL

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Medal Ceremonies will take place during sessions as stated in the event programme.

Team Managers are responsible for ensuring their riders are at the presentation area at least 10mins prior to the presentation taking place. Medal winners must make themselves known to medal ceremony officials upon arrival. Due to the tight scheduling of the event programme a medal ceremony protocol has been established to keep these presentations streamlined.

1. Riders will be lead to the podium by officials and the riders will stand in front of the podium (not on podium).
2. Each rider will be acknowledged by name and representing centre.
3. Riders receive their medal (and Trophy if applicable).
4. Rider step onto podium.
5. Once the 1<sup>st</sup> place has been presented a photo will be taken.
6. Riders leave the podium and return to the waiting area lead by officials.
7. Riders are required to leave their medal on until they return to the waiting area.
8. **All trophies presented are to be returned to Event Organisers before the end of the session.**

## 19. HEALTH AND SAFETY

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The event has a Health and Safety plan which has taken into consideration the health and safety of the riders, team officials, volunteers, spectators and staff. Health and Safety is the responsibility of all those attending. If you have any concerns or identify any hazards please contact the Event Manager.

## 20. RULES AND REGULATIONS

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Racing will be conducted under [UCI regulations](#) and [Cycling New Zealand Road & Track racing rules](#).

The UCI scale of penalties will apply. Any fines issued are on the Team and are payable by the Team Manager to the Commissaires Secretary at the event or Centres will be invoiced post event.

Riders must only wear their approved Centre jerseys and shorts. Shorts may only display sponsors that are detailed on the rider's membership profile.

## 21. CHANGE FORMS

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All Changes must be completed on the Change Request Form, as detailed below, and submitted to the Commissaires Secretary. Additional change forms will be available at the Team Manager's meeting. Where applicable, a medical certificate should accompany the form.

# Change Request Form



**MASTERS TRACK  
NATIONAL  
CHAMPIONSHIPS**

**Team:**

**Date & Time:**

Rider(s) No.	Rider(s) Name	Event Name & No.	Request: Eg. Scratching, addition, reserve, team confirmation etc	Office Use Only

**Team:**

**Date & Time:**

Rider(s) No.	Rider(s) Name	Event Name & No.	Request: Eg. Scratching, addition, reserve, team confirmation etc	Office Use Only

**Team:**

**Date & Time:**

Rider(s) No.	Rider(s) Name	Event Name & No.	Request: Eg. Scratching, addition, reserve, team confirmation etc	Office Use Only