



MASTERS TRACK NATIONAL CHAMPIONSHIPS

EVENT MANUAL

16 – 18 March 2023 | Grassroots Trust Velodrome, Cambridge



Delivered by the Waikato Bay of Plenty Cycling Centre

Version 2 – 9th March 2023

1. WELCOME

On behalf of Cycling New Zealand Road and Track and our event hosts Waikato Bay of Plenty Cycling, it's our pleasure to welcome riders, team managers, coaches, officials and supporters to the 2023 Masters Track National Championships at the Grassroots Trust Velodrome in Cambridge.

After a successful inaugural Masters Track National Championships in Invercargill last year, we are excited to see once again 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

Event Director & Manager	Olivia Spaans	027 414 1605
PCP (Chief Commissaire)	Stephen Holdsworth	021 394 849
Commissaire's Secretary	Brendan Patterson	
Assistant Commissaires	Graeme Bell	
	Jan Carol	
	Mark Ireland	
	Helen McKenzie	
	Graeme Moffat	
	Lesley Mouat	
	Nick Spark	
	Peter Vincent	

3. COVID-19 RESPONSE

KEY REMINDERS

- 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 a close contact with any known case and are still within your isolation period.
- 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.

4. VENUE ACCESS/ACCREDITATION

The Velodrome will be open for competition access from 8am each morning.

Date	Morning Session Start	Evening Session Start
Thursday 16 March	10.00am (track opens at 9.00am)	5.00pm (track opens at 4.00pm)
Friday 17 March	10.00am (track opens at 9.00am)	5.00pm (track opens at 4.00pm)
Saturday 18 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 that have been registered with the Event Director by emailing olivia.spaans@gmail.com. Accreditation must not be passed onto unnamed persons.

Entry and exit for accredited riders and officials is through the main entrance of Grassroots Trust Velodrome only. There will be no access through the tunnel entrance.

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

The Race Office will be located in the infield next to the timing platform. Please see Olivia Spaans with any questions. You can also email olivia.spaans@gmail.com

6. EVENT PROGRAMME

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

There are no official team training times allocated, and Grassroots Trust Velodrome has instead included several open trainings on Tuesday 14th and Wednesday 15th March in their schedule. These sessions are on a first in first served basis and rider's will need to book and pay individually. Book via the [website](#), app, or call reception on (07) 823 1421.

8. WARM UP SESSION TIMES

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

Please note that the infield gym will be open to the public during the event. Warm up in the gym is not permitted unless you are an existing paid member.

10. PARKING

Free parking is available in the venue carparks. 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

Confirmation of starters will be held on Wednesday 15 March from 5:30pm – 6:15pm, followed by the Team Managers Meeting at 6:30pm in the Velo Lounge at the Grassroots Trust 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 club is compulsory and representatives will be required to sign in.

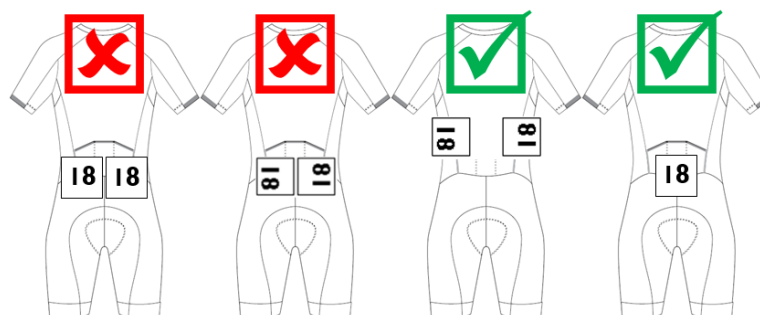
Important information such as distribution of accreditation and race numbers and any updated programme information will be provided at this meeting. Accreditation is compulsory for access to the infield.

12. RACE NUMBERS

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

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

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.

Cambridge Family Health Medical Centre (weekdays only)

1913 Cambridge Road, Cambridge

(07) 827 4234

Anglesea Clinic Urgent Care (open 24/7)

3 Thackeray Street, Hamilton

(07) 858 0800

Waikato Hospital

3 Selwyn Street

(07) 839 8899

In an Emergency call 111

15. FOOD AND BEVERAGE

Food and drinks will be available for purchase from the Bikery Café and the CYCO coffee cart will be in the infield each day.

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

16. SOCIAL MEDIA

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

Event Facebook	https://www.facebook.com/wbopcyclingcentre
Website	http://www.masterstracknationals.nz
Event Hashtag	#MastersTrack2023

17. MEDAL CEREMONY PROTOCOL

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 1st 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.**

18. HEALTH AND SAFETY

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.

19. RULES AND REGULATIONS

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.

20. CHANGE FORMS

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

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