



Event Manual

2024

**SOUTHLAND REGIONAL TRACK
CHAMPIONSHIPS**

1st December – 3rd December 2023

1. WELCOME

On behalf of Cycling Southland, it's our pleasure to welcome riders, coaches, officials and supporters to the 2024 Southland Track Championships at the SIT Zero Fees Velodrome in Invercargill.

We look forward to a great competition and hope you have an enjoyable time.

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

2. KEY CONTACTS

Event Manager	Glen Thomson	021 455 597
Chief Commissaire	Neil Jamieson	021 188 2720
Commissaires	Andrea Borrie	
	Ken Lasenby	
	Nicola Stevens	
	Kate Edwards	
	Hamish Ferguson	
	Jocelyn Walker	

3. EVENT PROGRAMME

The provisional Competition programme is available [here](#). Note that this is subject to change.

The programme will continue running even if it is ahead of schedule.

4. VENUE ACCESS/ACCREDITATION

Date	Access to Infield
Friday 1 December	From 1.00pm
Saturday 2 December	From 8.00am
Sunday 3 December	From 8.00am

- Access to the infield on competition days will be from 8am each morning. The venue will close 30 minutes after the end of the night session. In between sessions you are welcome to remain in the infield however the use of the track is prohibited until the official warm up period begins.
- Access to the infield will be controlled and you will be required to sign in.

5. WARM UP SESSION TIMES

The track will be open for warmup one hour prior to the competition programme commencing each session.

The warmup session will be approximately 50mins prior to the beginning of each session.

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 times.

6. TRAINING OUTSIDE OF COMPETITION TIMES

Training time outside of the competition days must be booked directly through Cycling Southland.

Friday

Cycling Southland have put on one open training sessions on Friday 1 December, this costs \$10.00 per person/per 2-hour session.

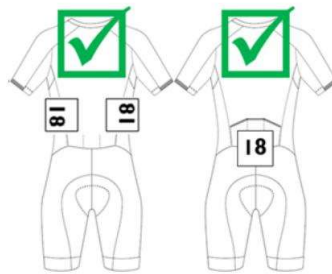
Open Session: 1pm – 3pm

Payment is by way of \$10.00 cash on the day.

7. RACE NUMBERS

Riders shall wear two body numbers except for Individual Pursuit and Time Trial, 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

8. PIT AREAS

Pit areas including chairs will be created in the infield. Riders are welcome to set up in any pit area they choose.

Bike Racks are available to be shared by all.

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.

All Rubbish is to be removed by riders/ managers at the end of race sessions.

9. 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.

10. INFIELD GYM

Please note that the infield gym will be closed during the event. No access will be granted at any time.

11. MEDICAL

Medical staff on are on duty during each session.

If medical assistance is required while not at the event -

Southland Kew Hospital

145 Kew Road, Invercargill

(03) 218 1949

In an Emergency call 111

12. FOOD AND BEVERAGE

The Handlebar will be open Friday 1st December 5.45pm – 9.00pm within the velodrome.

Food and beverages will be available for purchase from the Café on the ground floor from 8.30am – 5.30pm throughout the event within the stadium.

You are permitted to bring in your own food and beverage to the event. No glass is permitted in the venue.

13. MEDAL CEREMONY PROTOCOL

Medal Ceremonies will take place during sessions.

It is the rider's own responsibility to ensure they 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 competition 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 club.
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. Medals will only be presented to Southland riders and to the overall winner if outside Southland

14. 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 report to the Event Manager.

15. 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 will be invoiced directly to the rider after the event.

- A maximum gearing of 6.00m rollout applies to all U13 riders as per the Cycling Southland racing rules
- A maximum gearing of 7.00m rollout applies to all U15 riders as per the Cycling New Zealand Road & Track racing rules
- A maximum gearing of 7.00m rollout applies to all U17 riders as per the Cycling New Zealand Road & Track racing rules.

There will be a compulsory bike check and roll out (where applicable) prior to the start of each session.

Scratching's from an event must be accompanied by a medical certificate.

Not taking the start for an event without a medical certificate will lead to removal of the rider from all following events.

All other relevant Cycling New Zealand RTX regulations apply.

16. RACE KIT

Centre kit and national kit will not be allowed, as riders are not representing their Centre or New Zealand at the event. However, club kit, or any kit other than Centre and national kit, is allowed, as long as it conforms to UCI regulations.

If you have any queries over this matter, please contact: office@cyclingsouth.org.nz

17. 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/cyclingsouthland/
Instagram	https://www.instagram.com/cycling_southland/
Website	https://www.cyclingsouth.org.nz/

18. CHANGE FORMS

All Changes must be completed on the Change Request Form, on the next page, and submitted to the Event Secretary.

Change Request Form

Rider No.	Rider Name	Event Name & No.	Change: Eg. Scratching, addition, reserve, team confirmation, entry fee etc

Rider No.	Rider Name	Event Name & No.	Change: Eg. Scratching, addition, reserve, team confirmation etc

Rider No.	Rider Name	Event Name & No.	Change: Eg. Scratching, addition, reserve, team confirmation etc

Submitted by: _____

Signature: _____

Date submitted: _____

Time submitted: _____

Change Accepted by: _____ (Chief Comm/Secretary)