



Event Health and Safety Plan

Cycling Team Trials Series & Points Race Championship

Please pay particular attention to the Map Amendments on the final page of this document.

Dates

Team Time Trial events @ Pukekohe Park: Sunday 12 May, Sunday 26 May, Sunday 28 July, Sunday 18 August 2024

Points Race: Sunday 9 June

Location

Pukekohe Park Raceway, Manukau Road, Pukekohe

Race Director

College Sport Auckland

Hamish Muirhead - Operations Manager

P. 8458496 - M. 021 221 9000

E. hamish@collegesport.co.nz

Event Details – Points Race

- This Secondary school cyclists' race is a points race
- The race starts at 8am in age groups.
- Each age group has a certain number of laps to be completed, with sprint laps included.
 - U13 – 11.64km – 4 Laps
 - U14 – 14.55km – 5 laps
 - U15 – 20.37km – 7 Laps
 - U16 – 26.19km – 9 Laps
 - U17 – 32.01km – 11 Laps
 - U19 – 34.92km – 12 Laps
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Event Details – Team Time Trial

- This Secondary school cyclists race is a time trial in teams of 4 (juniors) or 5 (seniors) cyclists over a 14km course
- The teams start at 1.5-1-minute intervals.
- The teams gain points for the time achieved and the points accumulate each week to give overall placings.
- Teams will be completing 6 laps of the course with the 6th lap being $\frac{3}{4}$ of the circuit as they divert off the course into the finish chute.
 - Lap 1 – 2.96km
 - Lap 2 – 2.96km
 - Lap 3 – 2.96km
 - Lap 4 – 2.96km
 - Lap 5 – 2.96km
 - Lap 6 – 2.10km
- Total anticipated numbers: 450 Approx. incl Participants & Spectators (TTT and Points Race)

Start/finish time.

- Points race: The Pukekohe Racetrack is booked from 6.00am to 4.30pm, with racing starting at 9.00am and finished by 2.00pm.
- Team Time Trial: Races starting from 9.00am – anticipated finish 11.30am for each event

Traffic management and parking

- Vehicle access will be controlled and only allowed into pit lane to set up equipment, between 7.00am and 8.00am. Access to pit lane will be controlled from 8.00am onwards when early starters have started their warmups. Gates will then be closed and locked at 8.45am.
- Only authorized vehicles will be allowed on the track.
 - First Responder and College Sport approved vehicles.
- Spectators and competitors will be asked to view the racing from either the outside gates and grandstand, or inside pit lane. As there is no overbridge, gates will remain locked until the final riders complete the race.
- All parking is in the designated parking area on the outside of the track.

Volunteers/officials

- Marshalls, wearing high viz orange vests & RT's, are located at points around the circuit. Marshalls will be given RTs to communicate with the Race Director.
- Marshalls are to observe/assist/slow the cyclists when required, notify Race Director immediately of any incidents/accidents. (accidents emergencies Refer to 7).
- In the case of riders down, marshall(s) is to manage/direct the safe passage of oncoming teams, where possible.
- Marshals also to note and report any race rule infringements.
- All marshals will be briefed at a meeting at the College Sport Auckland Shed / Registration desk at 8.30am by the Race Director.

Spectator control

All spectators are required to observe the racing from either the outside of the track, behind the gates or while in pit lane. No spectators will be allowed to cross the track while racing is in progress. If they chose to be in the centre of the track they must remain here for the entirety of the day's racing.

Post-race crowd control

- Results will be available via the QR code and link to the CSA TTT google sheet link, no spectator/competitor will be allowed by timing tent.
- Once riders have crossed the finish line, they will be marshalled through to pit lane and off the track, back to their school marquee.
- All teams/riders that have finished their racing will need to stay until the completion of all races.

Accident emergencies

- In the event of an accident during the race, the race marshals have an information sheet setting out the correct accident protocol.
- If there is an injury/accident, Medic Event are on site, the Marshall is to call Race Director first, so they can liaise with the medic and give them the safest directions to the site of the incident. They will also determine the appropriate course of action regarding halting the race or redirecting teams.
- If there is no evidence of significant injury then the race director, will attend the incident first and transport rider and bike to ambulance if required.
- In the event that a race needs to be stopped due to injuries, or large number of riders down which is stopping the safe progression of teams. The Race Director will radio all marshalls instructions to slow and stop all competitors on the track. An official vehicle will travel around the course stopping riders.

Emergency vehicle access

The Emergency vehicle access is always available. The First Responder vehicle will be positioned inside the course.

Event cancellation

If the safety of the cyclists is compromised through adverse weather conditions, (i.e. fog high winds, heavy rain) then the race will be cancelled at the discretion of the Race Director. If the event is deemed unsafe with regards to the number of riders on the track or track conditions. The decision to alter the start list or cancel will be made by Race Director.

General safety requirements

- Cones will be laid out to remove the possibility of teams riding over the areas of the course that are deemed to be hazardous for road cycles.
- A course layout plan is attached, with specific reference to areas of concern, where cones will be positioned, as well as marshals. **In addition to this is the course map showing the alternate view of pit lane including track entry and exit and planned school tent positioning – adapted on Tuesday 7 May 2024 following a course inspection. Please see the Map Amendments on the final page of this document.**
- Vehicle access will be controlled and only allowed into pit lane to set up equipment. Access to pit lane will be restricted to vehicles from 7.45am onwards.
- Only authorized vehicles will be allowed on the track – including: Event Medic, Auckland Schools Cycling and College Sport
- Spectators and competitors will be asked to view the racing from either the outside gates, or by using the over bridge to access pit lane.
- All parking is in the designated parking area on the outside of the race track.
- Cycles are to be outfitted as per the Team Time Trial handbook.
- All cyclists in the Junior and Senior Girls grades must be have lights on their bikes during warm-up laps.
- Additional information may be given to the riders prior to the start line by the mustering marshals. All participants to adhere to all instructions from race officials and marshals.

Identified hazard points.

- Coned areas around the old sheds – these will be coned off and highlighted during marshal and manager's meeting.
- Two tyre marks from the digger taking down the overbridge past the finish line before reaching the sheds area. These will be marked out by cones – one either side.

Marshal Allocations

Job Allocation	Description
Mustering/Bike Check	
Roll Out	Check bikes are set
Starter	Ensure riders in correct order and get off on time. Bring Marquee & table
#1 Sharp bend (RT)	Check riders safety & any dropped riders.
#2 Along back straight (RT)	Check riders safety & any dropped riders
#3 Along back straight (RT)	Check riders safety & any dropped riders
#4 Along back straight (RT)	Check riders safety & any dropped riders
#5 Corner off back straight (RT)	Check riders safety & any dropped riders
#6 Bend after corner (RT)	Check riders safety & any dropped riders
#7 Corner before finish chute	Check riders safety & any dropped riders
#8 Entrance of finishing chute	Warn dropped riders that they are about to be removed from course and to move right (outside of track)
#9 Main Gate – Outside track	Removing dropped riders off the course
#10 Main Gate – Outside track	Monitor gate access – remains closed at all times
#11 After finish	Slowing down cyclists & making sure chute is clear from spectators/whistle warning
#12 After finish	Stopping cyclists & collecting transponders
Car Parking (no folder to be collected)	Marshalling cars into car park/ keeping cars off grass
Course Set Up	Putting out cones on course
Course Pack up	Packing up cones and returning to shed
Race Director (RT)	Mob: 027 4935 073
Race Manager (RT)	Mob:
Mob:	
Race Administration	
Mustering/Bike Check	
Roll Out	Check bikes are set
Starter	Ensure riders in correct order and get off on time. Bring Marquee & table

ACCIDENT AND INCIDENT REPORT

College Sport: Accident and Incident Report Sheet

Incident Number _____

Date _____

Accident or incident (please select one) _____

TYPE OF INJURY / ILLNESS (tick one or more)

Abrasion		Fracture		Concussion	
Burn		Fatigue		Infection	
Asthma		Fever		Sprain	
Puncture		Hypothermia		Laceration	
Dermatitis		Contusion		Cardiac	
Strain		Allergy		Leg Cramp	
Hyperthermia		Gastrointestinal		Trip over item	
Other (detail)					

Programme/Activity Being Undertaken at the time Cycling

Staff Member in Charge

Name _____

Age _____

Email _____

Organization (if provided by other contracted company):

Person involved in accident or incident

Name _____

Age _____

Email _____

Address _____

Gender _____

Phone _____

Witness to accident or incident

Name _____

Age _____

Email _____

Address _____

Gender _____

Phone _____

Narrative: (describe events leading up to the accident/incident or the incident itself. Use more paper if necessary and attach it to this sheet.)

Recommended actions:

To be complete by (date):

Actions observed have been completed YES / NO

Signed

Date

Report review by:

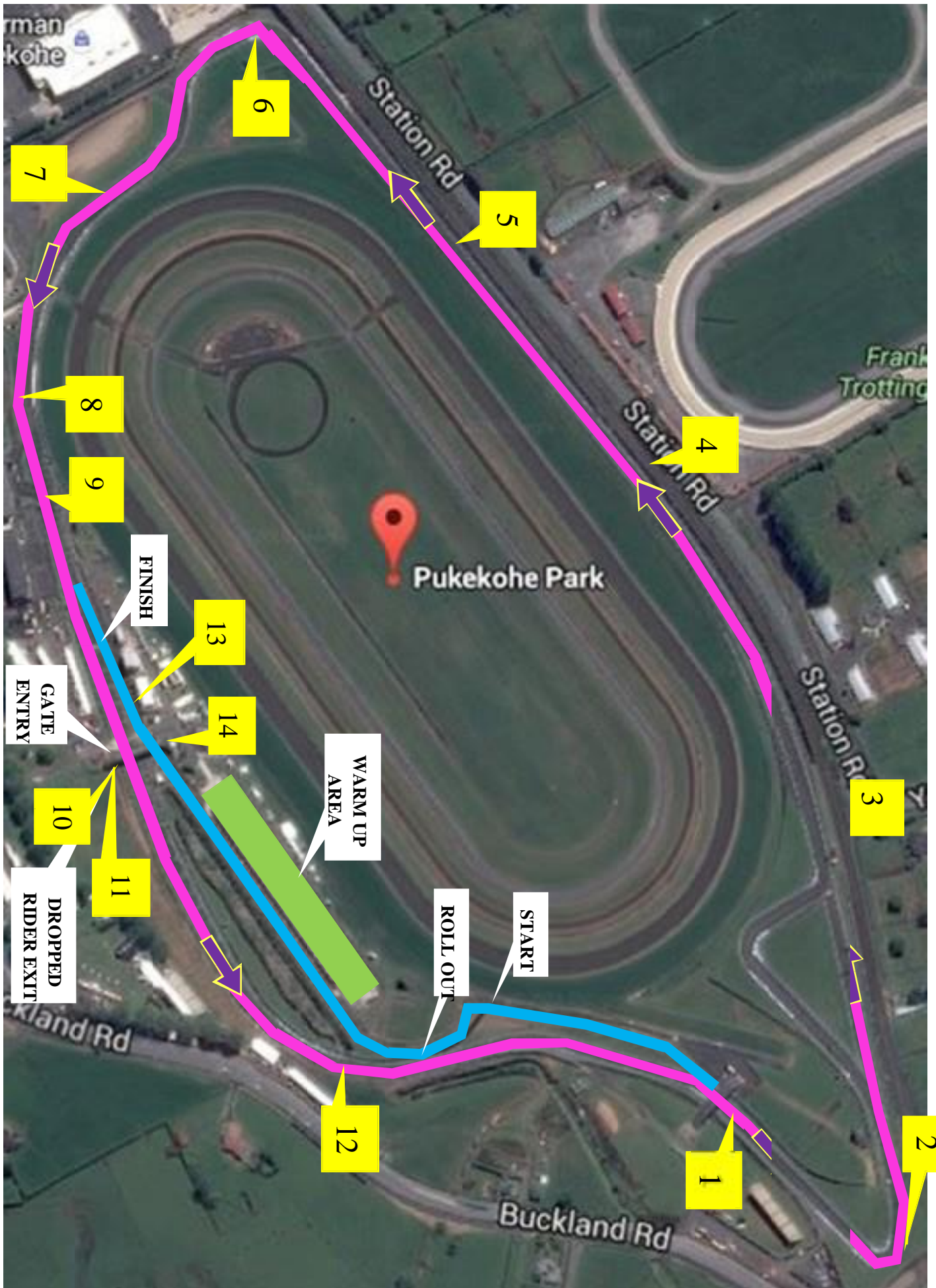
Signed

Date

RISK	CAUSAL FACTOR	MANAGEMENT STRATEGY
Forms of loss	People, gear and environmental hazards	Policies, standard operating procedures, guidelines and development actions
Physical loss/injury	<p>Existing medical condition of competitor</p> <p>Inadequate information/briefing about the event.</p> <p>Spectators on course,</p> <p>Bike unsafe,</p> <p>On the Course: Collision with other riders/teams</p>	<p>Participating schools are required to know medical history of their students, and have relevant medication on hand (i.e Asthma inhaler). Organiser to provide St Johns first aid at each venue.</p> <p>Pre event meeting was held on Wednesday 16 May, modified rules were given out at this time. More information being sent via email and given to teams on the day.</p> <p>At mustering riders given final safety and track briefing</p> <p>Meeting will then be held on the Monday after the event to discuss issues as they arise.</p> <p>The gates will be open from 6am until to 6.45am to allow spectators/competitors into pit lane. Gate access will be closed at 6.45am only access for them will be via the over bridge.</p> <p>Bike and helmet checks will be done at mustering prior to race. Any bikes deemed unsafe will not be allowed to ride. Riders responsibility to ensure bike and helmet is in good condition prior to race day.</p> <p>Riders to be aware of their surroundings and have been informed other teams are on the track. All teams informed to keep their line, and not lap off prior to corners and on corners. Less experienced teams advised to have a parent rider to look out for other teams, and keep the riders in a line.</p> <p>Riders only to lap off on the right Teams set out at a minute gap, to space</p>

	<p>Gravel and lose stones on track area</p> <p>Teams coming into quickly on sharp turns</p> <p>Curbs /bumps/potholes on course</p> <p>Collision at finish chute</p> <p>Course slippery due to rain, possible oil on track Competitors slipping and coming off bike</p>	<p>teams out on the track, With no more than 25 teams the course at one time. If congestion is too great on the course the Race Director will either alter start list or cancel race</p> <p>All marshalls will have RT's to communicate incidents/accidents to race organiser.</p> <p>Course to be swept on the Saturday prior to race day to clear debris</p> <p>Marshalls positioned on course to slow riders down when coming into turns. Coning off of corners to ease the sharpness of them and to slow riders down</p> <p>The race course curbs will be coned off so bikes stay off them.</p> <p>Marshall to slow riders down as soon as they cross the finish line. But to continue moving them through to pit lane.</p> <p>Organiser to check prior to the start of the race. Areas of concern will be coned, if possible. Mustering marshalls will inform riders prior to racing, areas they need to be aware of and to slow down. Marshall will be positioned at point to slow riders down. If conditions are too dangerous and cannot be managed race will be called off.</p>
Hyperthermia/ Hypothermia/Sunburn	<p>Adverse weather Extremely hot day</p> <p>Heavy rain/fog – low visibility</p> <p>Inadequate clothing/equipment.</p>	<p>Weather conditions checked and assessment made of the local impact of these before and during the event. Competitors are advised 5 mins prior to the event start on the final weather conditions if required. If event is delayed/cancelled</p> <p>Clothing will be viewed as competitors enter the starting chute.</p>
Dehydration	<p>Lack of sun protection.</p> <p>Not hydrated before start, or</p>	<p>Schools required to provide own sunscreen</p>

	not drinking enough during event.	Schools to provide additional water for their athletes
Environmental loss – littering during event	No information or expectation from race around managing litter. Large number of people and activity that has high use of wrapped bars and paper cups.	Clients and employees advise on non-littering expectations. Rubbish bins provided at Pit lane Active checking/cleaning of course area following the event.
Impact on tracks/area.	Number of people through area, or not keeping to formed paths	Bikes only are allowed on the track, spectators to remain in designated areas. Behind fence or in pit lane.
Competitors obstructed in start area	People standing in start area, competitors not hearing starter	Rope off area around starter to stop spectators standing close. All spectators to be behind barrier.



Map Amendments

Start / finish process

Please note the yellow arrows (finishing process) and green arrows (start process). Please keep to the left and walk bikes along

School Tent set-up

Schools that arrive first are to head as far North has possible. Schools to ensure tents are set up alongside each other allowing all schools to fit.

Medic location

Near finish line for ease of access to track

Parking

Schools have access to inside track to drop off equipment between 7.15am and 8am

Portaloos

4x Portaloos and already existing portacoms available.

