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Technical Guide -

<Insert Event Name and Year>

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# Welcome/Introduction

This Technical Guide is for the information of participants competing in the <insert event name> at <insert event location> on <insert event date/s>.

<Insert welcome from host/key partners if required>

# Event Details



## Event Description

<Insert Host> is hosting the <Insert Event Name>. This will be a <Gold/Silver/Bronze> event and therefore will be conducted under the guidance of the [AusCycling Technical Regulations](https://auscycling.org.au/page/about/governance-rules-policies).

## Event Location

**Event Address (include start and finish points):** <Insert event address>

## Event Start and Finish Times

Competition will be held on <insert days/times>

Official Practice will be held on <insert days/times>

The full event schedule can be found in Appendix A. <Insert schedule into Appendix A>.

## Key Contacts

The event will be delivered by <insert event host>.

The contact details are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position/Title | Phone | Email |
|  | Club Contact |  |  |
|  | Event Manager |  |  |
|  | Race Director |  |  |
|  | <insert additional as required> |  |  |

Volunteers will be assigned roles and responsibilities to facilitate the planning and running of the event.

## Social Media

Website: <Insert link>

Facebook: <Insert link>

Twitter: <Insert link>

Instagram: <Insert link>

Official Hashtag: <Insert link>

# Rider Registration and Meetings

## Rider Registration

<Insert Rider Registration details including date, times and location/s>

## Meetings

<If applicable, provide details of team manager, convey drivers or rider briefings i.e. date, time, location>

# Team Manager Information

(Remove sections which are no applicable)

## Radio Communication

The use of radio links or other remote means of communication by or with the riders, as well as the possession of any equipment that can be used in this manner during an event, is prohibited except in the case of Individual Time Trial events. For Road Races, each approved convoy vehicle will be issued with a radio for communication within the convoy only.

## Support Follow Vehicle – Individual Time Trials

For Individual Time Trials, each competitor shall be permitted a support follow vehicle. Each vehicle must have no more than three occupants (driver, coach, mechanic) and the driver and mechanic must be current AusCycling members or UCI license holders (any type).

Support follow vehicles and occupant details must be provided during Rider Registration.

Support follow vehicles must be in place at the support follow vehicle assembly location 15 minutes prior to their respective riders’ start time.

## Race Convoy – Road Races

All vehicles in the race convoy must comply with the following regulations:

* No other event ‘branded’ vehicles can be used e.g. Tour Down Under, Jayco Herald Sun Tour;
* Vehicles must be a maximum height of 1.66 meters not including roof bars (unless approved by the Chief Commissaire);
* Windows on all cars in the race convoy must not be obstructed with decals or marked as to obstruct the view through the vehicle;
* All occupants must hold a current AusCycling or UCI membership (except passengers in guest vehicles at the discretion of CA).
* All vehicles must travel on the left-hand side of the road, servicing riders on the left only and allowing for rider circulation on the right-hand side of the road.
* All vehicles in the convoy are under the direction of the Chief Commissaire and Police at all times and must adhere to the Convoy Code of Conduct (Appendix 1)

## Race Convoy – Road Races

<Specify how and when convey order will be drawn>

# Competitor Information

## Competitor Responsibilities

Participants shall:

* Obey instructions from the Event Organisers, Commissaires and event marshals/officials.
* Employ correct etiquette and ride safely in all situations.
* Be required to wear minimum safety gear including appropriately approved helmet.
* Ensure that their bicycle is in good working order.
* Ensure they have adequate supply of water, sports drink and nutrition as required for the activity they are to participate in.
* Be responsible for ensuring they are fit enough for the activity.
* <Insert any additional responsibilities>

## Entry Process

<Insert how participants must enter the event, entry links and entry restrictions e.g. appropriate membership>

## Presentations

Presentation ceremonies will take place at <insert location of presentations>.

Presentations will be conducted as soon as possible after the finish of each event. All place getters must present to the podium immediately following the race finish. Riders must be presented in their correct attire (race kit) with no hats or sunglasses. All place getters must make themselves available for the media.

## Prize Money/Prizes

<Insert details of prizes/prize money>

## Neutral Race Support

<If applicable, insert details of neutral race support>

## Race Numbers

Riders will be issued two body numbers, a frame plate and transponder at registration. For road races, they must be fitted as per the below images.

For time trials, riders may use only one body number, centre bottom of their back, but must have their transponder fitted as per the below image.

For hand cycle events, riders must display a rear racing and left side facing number and must have a transponder fitted to their bikes.

Numbers must not be cut, folded or modified in any way.

Transponders must be signed back into the registration tent at the completion of the riders’ last race. Any rider failing to return their transponder and sign it back in will be charged $100.

|  |  |  |
| --- | --- | --- |
| **Body Number** | **Frame Plate** | **Transponder** |
|  |  |  |
| *Left & Right Pockets with one hand width between* | *Brake Bridge or Base of Seat Post* | *Low on Front Fork* |

## First Aid/Medical Services

Professional medical services will be provided by <insert medical provider>. They will be onsite from village opening to village close.

There nearest hospitals are:

<Provide details of nearest hospitals>.

## Race Results

The event will be timed, recorded, displayed and publicised by <Insert timing provider>. Live results are available <Insert link>.

## Anti-Doping Testing

### Therapeutic Use Exemption

All competitors may be subject to anti-doping testing under AusCycling and Sport Integrity Australia regulations.

Therapeutic Use Exemption (TUE) A TUE is an exemption that allows an athlete to use, for therapeutic purposes only, an otherwise prohibited substance or method (of administering a substance). TUE approval may protect athletes from receiving a sanction if a prohibited substance is found in their sample. Who needs to complete a TUE in-advance for Cycling?

Athletes who are:

* Competing in the Elite and U23 categories
* A member of the Registered Testing Pool, National Testing Pool or Domestic Testing Pool
* A member of a national open team/squad including athletes with a disability planning to compete at the Elite National Championships If you are currently taking any medication, please check whether this substance is banned in or out of competition via [www.globaldro.com/AU/search](http://www.globaldro.com/AU/search) Further information on the TUE process can be found on the Sport Integrity Australia (SIA) website <https://www.sportintegrity.gov.au/resources/therapeutic-use-exemption> or by calling 1300 027 23

### Sport Integrity Australia App

Any athlete and official can download the SIA app.

The SIA App has been designed with athletes in mind. The App gives a complete list of all supplements sold in Australia that have been screened for prohibited substances by an independent laboratory. The testing and certification of sports supplements cannot provide athletes a 100% safety guarantee but does significantly lower the risk of a positive test. For non-tested supplements the App gives athletes access to a quiz to assess the risk posed by highlighting key risk factors. The App can also be used to report doping, check if a medication is banned in sport, give SIA feedback on testing missions, and complete online education modules.

# Technical Regulations

The event will be conducted under the rules and regulations of AusCycling (AC) and the Union Cycliste Internationale (UCI). The AC & UCI scale of penalties will apply. For more information, please refer to the AusCycling website - <https://auscycling.org.au/page/about/governance-rules-policies>

## Type of Event

<Insert event level, discipline and event classifications awarded during the event>

## Participation

<Insert the membership requirements for competitors, expected number of participants and maximum number permitted for each classification>

## Individual Time Trials

All riders must present themselves and their equipment to the bike check area, located at the time trial start ramp, at least 15 minutes prior to their allotted start time.

At the start, one-minute time gaps shall apply for all riders. In the case of a competitor starting before their signal, a ten second penalty shall be applied to that competitor’s time.

A late starter may not commence from a flying start and cannot start within 10 seconds of another competitor. The late starter’s time commences from his original start signal.

All races are conducted on an out and back course or include a section where riders will be utilising both sides of the road; Riders are required to keep left at all times. All courses have a narrow turn-around; Riders must use caution.

For U19 Men, U19 Women, U23 Men, U23 & Elite Women (combined competition), and Elite Men only, on completion of their race, if a rider records a time that places them within the top three on the leader board, they are required to report to the ‘Hot Seat’ located at the presentation stage.

They are required to remain within their relevant seat until their time is beaten by another rider, or until official presentations if they remain in the top three placings once all riders have finished.

## Team Time Trials

<Provide details of entry regulations including categories and number of team members permitted>

(Amend the following as required)

Race Procedure

1. All riders of each team must present themselves and their equipment to the bike check area, located at the time trial start ramp, at least 15 minutes prior to their allotted start time.
2. Riders will be held side by side on the starting line and then released, not pushed, by holders who shall be the same for all teams.
3. Four-minute start time gaps shall apply for the men’s categories, and two-minute start time gaps for all other categories.

Timekeeping

1. The finish time will be taken on the third rider to cross the finish line
2. Finishing times shall be taken to the nearest one-tenth of a second at least

Team Conduct During Race

1. A team, upon catching another, shall leave a lateral gap of at least 2 metres between them
2. After 1km, the team caught shall ride at least 25 m away from the other
3. The exchange of food, drinks, small items of equipment, wheels and bicycles and help with running repairs shall be permitted between riders of the same team only

Following Vehicles

1. Each team shall be permitted a support follow vehicle
2. Each vehicle must have no more than three occupants (including the driver) and the driver and mechanic must be current AusCycling members or UCI license holders (any type).
3. The vehicle shall follow at least 10 metres behind the last rider of the team and shall never overtake nor draw up level with the last rider. In the case of a breakdown, technical support may be rendered only with the rider and vehicle stationary on the left side of the road
4. The vehicle may not take up position between the team and any rider(s) that has/have dropped behind unless there is a gap of at least 50 metres between. The rider(s) that has/have dropped behind may under no circumstances ride in the slipstream of a vehicle
5. The vehicle of a team that is about to be caught by another team, shall, as soon as the distance between the two teams drops below 100 metres, drop back behind the vehicle of the other team
6. The vehicle following a team that catches another team may not take up position between the teams unless there is a gap of at least 100 metres between them. Should that gap subsequently reduce, the vehicle shall return to its position behind the last rider of the 2nd team
7. Megaphones or loud hailers may be used
8. No occupant of a following vehicle may reach or lean out of the vehicle under any circumstance

Disqualification

If one rider in the team is disqualified for any reason, the whole team shall be subsequently disqualified, and the results shall be adjusted appropriately.

## Criterium

When a recognised mishap occurs during the race (crash or mechanical), the riders involved shall be allowed a free lap on which to resume their position in the race, at the moment of the mishap. Riders who have been allowed free laps shall not be penalised in the final classification.

A rider who is ineligible for a free lap is responsible to make up any lost ground. The penalty for fraudulent use of the free lap rule may include disqualification or suspension.

No free laps shall be permitted in the last five laps of the race and any rider having taken a lap out must be back in the race before five laps to go.

Equipment

A track bike is mandatory.

Prior to the event, all bikes must be presented for a technical inspection.

Bikes that do not comply with the following characteristics will not be permitted to start:

* Drop handlebars only
* Lock-ring required
* Fixed-gear conversions prohibited
* Traditionally spoked wheels (no Disc, Tri spoke or TT wheels)
* Clipless pedals (pedal and cleat locking mechanism)
* Pedal/toe straps prohibited
* Clincher, Tubular, or Tubeless tyres are permitted
* Brakes prohibited
* Lights, reflectors and any other accessories prohibited

## Feed Zone

<Specify where the feed zone will be located and any specific regulations>

## Litter Zone

<Specify where the litter zone will be located and any specific regulations>

## Toilet Zone

<Specify where the toilet zone will be located and any specific regulations>

## Time Limit

A Time Limit of 10 minutes will be applied at the Start/Finish Line to any riders who have fallen behind the main peloton in the Road Race. Riders who fall outside this limit **WILL** be withdrawn from the race under the discretion of the Chief Judge.

This time limit may not be enforced during the Para-Cycling competition however the Chief Judge may still remove riders at their discretion.

## Road Closures

<Specify road closure details>

All races are conducted under a full road closure. All riders must respect and obey the direction of Police, Traffic Controllers, Event Staff, Officials and Volunteers.

# Venue & Course Details

## Event Schedule

Please refer to Appendix B for the event schedule.

## Start and Finish Locations

<Insert location of start and finish points>

## Course Maps

Please refer to Appendix C for course maps.

# Spectator Information

## Toilets

<Insert location of toilets>

## Food vendors

<Insert details of food vendors/catering>

## Water

<Insert location of drinking water>

## Sunscreen

<Insert location of sunscreen>

## Spectator viewing areas

<Insert spectator viewing areas and access>

# **Appendix A** – Convoy Code of Conduct

The Convoy Code of Conduct applies to all vehicles involved in Race Convoy operations whether involved with the conduct of the race itself or while performing a role that interfaces with the convoy operations and/or occurs within the race envelope:

* Team Cars
* Judge & Commissaire Cars & Motorbikes
* Media & Broadcast Cars
* Photographer & Broadcast Motorbikes
* Medical Vehicles
* Race Director Car
* Technical Director Car
* Neutral Support Cars & Motorbikes
* Police Cars & Motorbikes
* Moto Safety Marshal & Moto Escort Motorbikes
* Marshal Vehicles
* Lead Car & Sag Wagon
* VIP & Guest Cars

**COMPULSORY CONVOY BEHAVIOUR**

Applicable to all drivers within the Race Convoy

*Note: The term ‘vehicle’ refers to both cars and motorbikes*

*Note: The term ‘driver’ applies to both car drivers and motorbike pilots*

All drivers must attend the Team Managers Meeting, Driver Briefing or Convoy Driver Meeting & Training Course to undergo a race specific convoy operations briefing. Details of this can be found in *SECTION TWO – RIDER REGISTRATION & MEETINGS.* If these meetings/briefings clash with other activities, it is the responsibility of the driver to liaise with the Chief Commissaire to receive these instructions separately.

Failure to attend these meetings/briefings or actively seek out these instructions separately from the Chief Commissaire may result in disqualification from the race convoy.

Misconduct in the convoy will result in a warning being issued. Misconduct that breaches CA or UCI regulations will be disciplined by the Chief Commissaire. Misconduct that breaches overall race safety and integrity will be disciplined by the Race Director and/or Victoria Police as appropriate.

At the head of the convoy is the Victoria Police vehicle marked Pilot Car. Vehicles ahead of this vehicle are considered out of the convoy.

The tail of the convoy is the Victoria Police vehicle marked Tail End Car. Vehicles behind this vehicle are considered out of the convoy.

All vehicles must travel in the left lane.

All drivers must gain permission to pass any large group of riders from the Commissaire behind that group.

When passing through the convoy, vehicles must only travel marginally faster than the riders, and use short sharp toots of the horn to indicate passing. Drivers must check mirrors before deviating left or right.

Wherever possible vehicles should pass the riders on the right-hand side of the riders as per normal Australian road rules. When passing on the left-hand side (only in extreme circumstances), drivers must use extreme care and ensure that the rider is fully aware of the intention to pass on the left-hand side. Drivers must check mirrors before deviating left or right.

When traveling within the race envelope, drivers must not travel more than 20km/h above the speed of the race. To travel any more than 20km/h above the speed of the race is dangerous, unnecessary and unacceptable. Speeding will be severely dealt with. If a vehicle is ahead of the race and there is a fast descent ahead, drivers should accelerate ahead well in advance of that descent so that they are not in a situation where they must speed dangerously to remain ahead of the chasing riders. Note: there are some descents where cyclists will descend faster than a vehicle.

When traveling outside the race envelope drivers must obey all normal road rules and posted speed limits. The Tail End Car will endeavor to wait for any vehicle stopped (to service a rider, roadside repairs, call of nature) however, extended delays create the risk of leakage from other road users into the envelope, which in turn puts the entire convoy at risk. Extended delays cannot and will not be accommodated. Failure to obey road rules once

outside the race envelope may result in infringement notices (fines) being issued by Victoria Police.

Vehicles must not overtake riders within the final 1km approach to a Sprint or KOM/QOM Point. Vehicles must not overtake riders during the last lap (11.6 km).

All convoy vehicles must deviate at the designated deviation point 400m prior to the finish line under the direction of the Technical Director. Exceptions to this rule are Commissaire vehicles and the Sag Wagon.

Convoy vehicles must be a maximum height of 1.66 meters not including roof bars (unless approved by the Chief Commissaire).

Windows on all vehicles in the race convoy must not be obstructed with decals or marked as to obstruct the view through the vehicle

Convoy vehicles must adhere to the convoy assembly times & locations as listed above under *SECTION FOUR – VENUE & COURSE DETAILS*.

# **Appendix B** – Event Schedule

<Insert schedule here>

# **Appendix C** – Course Maps

<Insert course maps here>

A