



AUSCYCLING

**National Junior 19
Road Series
Host Guide**

2022

Introduction

The purpose of AusCycling National Junior 19 Road Series is to provide the highest level of Junior 19 road racing and is designed to attract riders from across Australia. These events will offer a higher-level racing and pathway opportunities for Junior 19 riders.

The NJRS is a series that will consist of three (3) rounds in 2022.

This document outlines:

- Delivery Expectations
- Roles and Responsibilities

Why Host a Junior 19 National Road Series Event

Event delivery can be hard work, but significant benefits are available to the host. These can include:

- Revenue generation for the club through majority of the commercial rights.
- Showcase club or region through local media.
- Development of partnerships with sponsors.
- Prestige of hosting a National level event.
- Opportunity to lobby local government for support that could include grants for venue upgrades.
- Up-skill in delivery of major events and for local officials to be better placed to deliver competitions locally.

Format

All National Junior Road Series events must be a multi-day (2-3 days) Tour.

The format must be three (3) races this can include three (3) road races or two (2) road races and one (1) time trial.

Road Race: A circuit is a preferred format for the road races to allow both races to be conducted at the same time. The races should be scheduled to ensure that there is minimal overlap between categories.

If it is necessary or likely that the multiple races may happen at the same time (e.g. men and women) this must be a consideration in the technical guide and race briefing, and the course must be appropriate to allow for safe passing. In no cases, should the races be scheduled such that the final 5 km is interrupted due to passing (this may depend on the circuit).

The distances should reflect the estimated number of competitors in the race with a women's field typically smaller than the men. In cases where the field sizes are similar, the distances should reflect as such.

The event itself may be a standalone or part of an existing competition where additional Junior 19 categories can be applied. In this case each Junior 19 race must be conducted as their own start.

Consideration should also be given to a late start on the first day to allow the possibility of travel to the event, and an early finish on the final day for homeward travel.

2022 Rounds and Dates:

A maximum of three (3) rounds will be selected for 2022. Dates available to conduct events:

- 25-27 February
- 4-6 March
- 18-20 March
- 12-14 August

*Existing event dates will be considered on application however must be prior to the August 30 2022 EOI deadline.

Event Naming

The following naming convention will be used for all National U19 Road race Series events:

[Year] AusCycling U19 National Series – Round [1,2,3 etc] – [Host or Location]

EXAMPLES:

- 2022 AusCycling U19 National Series – Round 1 – Brunswick Cycling Club
- 2022 AusCycling U19 National Series – Round 2 – North Shore

The National Series naming rights are the exclusive property of AusCycling. The event specific name may be set by the organiser and all event sponsorship may be sold by the host.

Technical Guide Requirement

The following elements must be part of the Technical Guide:

- Confirmation that the event will take place under AusCycling Technical Regulations
- Number of riders that constitute a category
- Practice and racing times by age/category
- Format of racing (e.g. road race, time trial, criterium, stage races)
- Entry Fees
- Awards structure, including prizes
- Transponder requirements
- Entry process including link to entries
- Other key information including sponsors, venue information, parking, registration

A template will be provided to assist any organiser.

Entry & Results

Entry Process & Cost

Entry will be via AusCycling preferred entry system EntryBoss. This will be set up by the host with the support of AusCycling.

AusCycling should be provided with access to entries for administrative and support purposes.

The cost of entry will be agreed upon with AusCycling according to the event format however \$50-80 per stage/race should be considered.

Note: Traffic Management costs associated with road closures/management and medical should be a major consideration when determining entry fees.

Results

An experienced results provider must be used for all series events using an approved provider. These must be available on a live basis.

The Course/s

A high-quality course/s is required which must meet the minimum series standards.

When considering if the course/s are suitable, and to meet the requirements of the level of the event, the following will be considered.

- Condition of the roads
- Traffic volumes of the roads (on the same day of the week and at the time the event is being conducted)
- Any previous experience using the road for events or training
- Expected number of spectators
- Proximity to medical support (particularly hospitals)
- How safe if the finish or turnaround points.

Where existing infrastructure does not exist, temporary overlay may be required to meet the delivery standard.

It is highly preferred that the course/s be closed or have a rolling road closure implemented. However other arrangements may be possible at the discretion of AusCycling. Any plans outside of a closed road or rolling road closure must be presented to AusCycling during the application process.

See [AusCycling Event Organiser Guide - Road](#) (available by mid July) for a complete outline of specific event standards required.

Workforce

Officials

AusCycling will appoint (and cover any costs that AusCycling deems relevant) the following positions:

- President of the Commissaire Panel (PCP)
- 3 x Commissaires Panel Members
- 2 x Judges

AusCycling, will appoint the remaining technical officials' positions – most (if not all) of these appointments will come from the host State/Territory.

The final number of officials will depend on the type of course, race features (QOM/KOM/Sprints) and inclusion of any other categories.

Volunteers

The host will appoint all volunteers for which they deem necessary to deliver the event in a safe way that meets the requirements of this level of race. The Host will be responsible for providing volunteers to work under the direction of the Technical Delegate or President of the Commissaire Panel (PCP) and/or AusCycling staff. The following are minimum staff to consider - additional may be required depending on the categories and course:

- Race Director
- Traffic management staff
- Marshalls
- Course Management crew (2-3 people)
- Commentator
- Event Staff
 - Event Registration
 - Sign-on
 - Presentation Coordinator
- Drivers
 - Commissaire Cars (at least x 4)
 - Sag Wagon
 - Lead Car
 - Race Director
 - Neutral Spares (1 per race)

Event Staff

The host will be responsible for appointing an Race Director to oversee the responsibilities as outlined in this document and be the key point of contact to the Technical Delegate/Director, President of the Commissaire Panel and AusCycling staff.

In general, the racing itself will be overseen by the appointed AusCycling Officials and the operational responsibilities will be fulfilled by the host.

Medical

Events must have a medical plan. When establishing this plan, the following should be considered:

- Type of event
- Courses
- Number of competitors
- Proximity to hospital
- Riders who will be participating (age, ability)

Medical Standards:

Road Races: A minimum of one (1) first aid response vehicles are required. Vehicle one (1) must include at minimum at least two (2) first aid responders.

Time Trials: One vehicle (with 2 responders) is permissible for time trials.

Position and Vehicles:

Vehicle 1: This vehicle should be designated as Race Medical 1 and should have the most senior first responder in a vehicle that is under 1.66m. This vehicle will be located behind the PCP. Race Medical 1 should be driven by an experienced driver.

Vehicle 2: This vehicle should be the secondary event first aid (e.g. St. John's or similar). This vehicle should be located at the back of the race convoy and referred to as Race Medical 2.

Communications:

- Both vehicles must be on Commissaires Race Radio to enable communication between officials and each medical crew.
- Some form of satellite communication may be installed in remote areas if mobile phone coverage is substandard.

Workforce Catering

All Officials and volunteers (including Medical) are to be provided with a meal (lunch and/or breakfast) as well as water or other drinks throughout the day. This will be at the host responsibility.

Awards

Riders who are leading the National Series for their category will be awarded a series leader jersey.

Series Points

Points will be awarded for General Classification and Time Trial and Stage results.

General Classification:

| | | | | | | | | | | |
|-----------------|-----|-----|-----|-----|----|----|----|----|----|----|
| Position | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Points | 250 | 175 | 150 | 100 | 75 | 50 | 40 | 30 | 25 | 20 |
| Position | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| Points | 15 | 10 | 9 | 8 | 7 | 5 | 4 | 3 | 2 | 1 |

Time Trial and Stages:

| | | | |
|-----------------|----|----|----|
| Position | 1 | 2 | 3 |
| Points | 75 | 50 | 25 |

Broadcast, Media and Promotion

AusCycling will use its communication channels to promote all series events on its calendar to the cycling community across the country and where possible to local media outlets.

AusCycling will use its best endeavours to find a partner to broadcast the event at its own cost. If this is not possible, the club will have the rights to broadcast the event (at their own cost). All live streams must be through AusCycling channels.

Host club to have an agreement in place with a photographer to ensure AusCycling has digital rights to images to use from the event, to promote the event and series. These photos should also be available for competitors to access (at cost).

The club must provide or facilitate written race previews and reports.

Fee Structure

AusCycling proposes a business model that covers costs of AusCycling operations, while providing opportunities for hosts to generate revenue.

Host Fee

The host fee is 15% of the entry fees*.

The organiser will also be required to cover the following costs:

- Commissaire Per Diem* (\$100 Per day)
- Commissaire Travel* (flights and/or travel expenses)
- Commissaire/AusCycling staff Accommodation (where required, and arranged by the event)

* AusCycling will invoice the event organiser subsequent to the event.

Host Revenues

- 100% of Entry Fees
- 100% of Government Funding/Grants
- Event Specific Sponsorship
- 100% of Concession/catering revenues

In return, host will manage the expenditure. Some items to consider in budgeting:

- **AusCycling Sanction Fee:** See *Host Fee*.
- **Medical:** A minimal set of medical will be required for the event to ensure the safety of the participants.
- **Round Awards:** See *Awards*.
- **Temporary Overlay:** Toilets, marquees, furniture etc may need to be brought in to meet the requirements of this document.
- **Meals:** Approximately 4-6 officials will be on site and each should receive lunch plus water throughout each day.

Sponsorship

The sponsorship hierarchy of events will be as follows:

1. Series Wide Sponsor of National Series
2. Event Naming rights of each Gold level event
3. Supporting Partners
4. Race Sponsors

The following Sponsorship regulations will apply:

- AusCycling Reserves all rights to series wide sponsorship of the National Series. In the case where series wide sponsorships are signed in advance of event naming rights or other sponsors, said sponsor will have exclusive rights and no conflicting sponsors.
- The host reserves the rights to event naming rights sponsorship providing the sponsor does not conflict with any AusCycling sponsors.

All sponsorship agreements must be reviewed by AusCycling prior to execution to ensure there are no conflicts.

The support of Local Government can assist events in developing to their full potential. In addition to providing funding opportunities, they can provide valuable assistance with the operations and marketing of the event. Local government can provide cash and/or in-kind contributions towards an event and will often have documented assessment criteria and an application process for sponsorship.

It is recommended that Event Organisers explore the opportunities for government support of their event.

Event Infrastructure

Attention should be given to ensuring a professional and exciting look and feel to the event. The following should be considered:

- The finish line should be marked with a solid finish banner.
- There must be a specified amount of advertising space on start and finish line infrastructure and barriers available for series sponsors as notified by AC.
- AC and partners are to be allocated a total of 15 metres (2 x 7.5 metre mesh signs) of signage space within the finishing chute.
- A Signage Plan should indicate the visibility for event partners within the start and finish chutes and on the finish gantry.
- Distance signage 10km, 5km, 3km, 1km, 500m, 200m, 100m indicating the distance to go for the race finish should be used.
- Signage outlining the location of, and 1km to go of the KOM/QOM and Sprint points (if required).
- The sign on of riders provides an opportunity to create an additional focus for public and sponsor activity and should be considered in all event plans.
- A public address system must be used and be of sufficient power and coverage through extension speakers to ensure the riders and officials in the start and finish areas can clearly hear event announcements.

- Media and event backdrops are to include the logo of AusCycling and any event partner logo in equal prominence to that of the local race or stage event sponsors/partners.
- All events are expected to provide adequate anti-doping testing facilities if required. The facilities should include a private waiting area, bathroom (including a toilet) and administration room. AusCycling will inform the Race Director prior to the event as to whether facilities need to be organised.

AusCycling Support

While the event is managed by the host, AusCycling will provide significant support. AusCycling values the essential work hosts provide to the sport, and as such will provide as much assistance as possible.

Such event delivery and upskilling support include:

- ✓ Meetings where AusCycling staff can provide key information and hints on the various elements required for event delivery. This will also provide a key opportunity for hosts to information share, provide feedback and ask questions.
- ✓ Templates for easy collocation of information including:
 - Event management templates
 - Base risk management plans
 - Promotional decks to be used for sponsor or government proposals
 - Budget Templates
 - Timeline Information
- ✓ Supporting government or sponsor meetings opportunities
- ✓ Officials' seminars
- ✓ Day-to-day advice

Promotion

Successful promotion is an important element of raising the awareness and profile of both the event. To maximise promotional opportunities, Event Organisers are encouraged to develop a Marketing and Media Plan that includes a task list and timeline for the following:

- Website review and updates
- Event advertising
- Media releases and engagement

To assist AC promote the event through the website:

- The Event Organisers should use their best endeavours to provide AC with event details and information in the format requested at least one (1) month prior to the event.
- The Event Organisers should use their best endeavours to send event photos to the AC Marketing department at marketing@auscycling.org.au within six (6) hours of the stage or event completion.

Governance

With an event of this size, certain governance standards are required to ensure the success of the event.

Formation of a Local Organising Committee (LOC)

The host may consider branching out and including other individuals to ensure a wide range of skillsets are incorporated. It is important in the delivery of such events that there is an even spread across the workload, to ensure a single person is not responsible for the entirety of the delivery aspects.

The Host should meet regularly with AusCycling staff, appointed Technical Delegate.

Reporting

The host is to report to AusCycling at the completion of the event that includes key items such as:

- Total Participant
- Key success and issues
- Final event budget
- Areas for improvement
- Incident Reports
- PCP Report

Post event reporting templates will be provided to assist the host in this reporting.

Depending on the relationship with government partners, a separate report may be required under the conditions of the grant/sponsorship.

Risk Management

Mitigating risk is an essential part of any event and is a prominent and sometimes time-consuming component. The host will be required to complete and sign off on a risk management plan. Fortunately, AusCycling has a detailed risk management framework and plan that the host will simply need to update, avoiding most of the laborious requirements of starting a plan from scratch.

As part, or as an extension of the risk management plan, a Covid Safe plan should also be put together by the host in line with the State or Territory requirements.

Summary of Responsibilities

| | AusCycling | Host | Notes |
|---|------------|------|--|
| Workforce & Staff | | | |
| AusCycling Staff | ✓ | | Provided at the discretion of AusCycling, including all travel and accommodation costs where relevant. |
| Technical Delegate | ✓ | | Includes all travel and accommodation costs, where applicable. |
| PCP (Chief Commissaire) | ✓ | | Includes all travel and accommodation costs, where applicable. |
| Commissaires | ✓ | | Includes all travel and accommodation costs, where applicable. |
| Commentator | | ✓ | |
| All other event officials | | ✓ | |
| Event Volunteers | | ✓ | |
| Course Maintenance Volunteers | | ✓ | |
| Medical Team | | ✓ | |
| Venue | | | |
| All space allocations (including scoring, registration, media, medical, VIP and Doping Control Offices) | | ✓ | Where existing infrastructure does exist, or is not at the standard required, host must organise and cover the cost of temporary overlay. |
| Toilet Facilities | | ✓ | Where existing infrastructure does exist or is not at the standard required. The host must organize and cover the cost of temporary overlay. |
| Waste disposal | | ✓ | |
| Car Parking | | ✓ | |
| Venue Sound System | | ✓ | |
| Catering Options | | ✓ | |
| Equipment and Materials | | | |
| Video Equipment | | ✓ | |
| Registration, scoring & timing systems | | ✓ | Where required, AusCycling equipment may be used, however host should provide their own if it exists. |
| Radios | | ✓ | Where Required, AusCycling can provide Radios and headsets, however host should provide their own if exists. |
| Laptops and Printers | | ✓ | Where required AusCycling may be able to provide, however host should provide where available. |
| Consumables | | ✓ | Host should provide consumables such as cable ties, paper etc. |
| Catering | | | |
| VIP Catering | | ✓ | |
| Workforce Catering (Officials & Volunteers) | | ✓ | Each Official must be provided with a meal and water throughout the day provided by the host. |
| Spectator Catering Options | | ✓ | |
| Awards | | | |
| Awards per event | | ✓ | |
| Series Trophies and Awards | ✓ | | |
| Governance & General Management | | | |
| Formation of a Local Organising Committee | | ✓ | AusCycling Staff and Technical Officials will be ex-officio members of the LOC. |
| Risk management Plan | | ✓ | |
| Schedule | | ✓ | Schedule will be developed by the host and the Technical Delegate/Director in collaboration. |
| Site Plan | | ✓ | Site Plan should be devised by the host for final sign off by the Technical Delegate. |
| Event Management Plan | | ✓ | Club should ensure all documentation is in order. Templates can be provided by the AusCycling. |
| VIP Invites and management | | ✓ | |
| Online Registration System | ✓ | | |

| Promotion | | | |
|--|---|---|--|
| AusCycling Calendar Listing | ✓ | | |
| General Promotion Nationally & Local Media | ✓ | | |
| Technical Guide | | ✓ | |
| Broadcast | ✓ | | |

Event Selection Criteria

Each expression of interest will be examined thoroughly. Events will be selected according to the information provided via the EOI documentation, however the following will be major considerations:

- Competitor Safety
 - Road Closures
 - Traffic Management
 - Level of Medical support
- Support
 - Government Support (State/Territory or Local)
 - Sponsor Commitment
- Course quality
 - Course Distances
- Experience
 - Previous event history
 - Experience of Host
 - Support Network (Volunteers, Key Personnel – Race Director)

Failure to Meet Delivery Standards

Failure to meet the minimum delivery standards listed may result in a one-year suspension of the rights of a host in the future.

Further Information

Applications for 2022 NJRS events are due 1st August 2021.

Confirmed 2022 NJRS events will be announced 1st September 2021.

For further information please contact adam.power@auscycling.org.au.