



## EVENT GUIDELINES – ADELAIDE SUPERDROME

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### Our Club Mission

*By providing a welcoming environment and encouraging a healthy and active lifestyle - we conduct cycling events that attract participants from all backgrounds, develop safe cycling practices and promote friendly positive attitudes.*

### What is this About?

***We love putting on racing that is fun and friendly but we have to make sure everyone is safe!***

In an effort to ensure that we are able to conduct racing events that are fun, friendly and above all – safe; the Kilkenny Cycling Club wishes to advise all riders, coaches, volunteers, parents and spectators of our Club Event Guidelines.

These guidelines will be put in place and adhered to for all race events at the SuperDrome.

### Why do you have to know about this?

***We don't expect you to read all our Club policies and understand the legal "mumbo-jumbo", so we provide these guidelines to help you comply with the requirements.***

The Kilkenny Cycling Club has policies in place to ensure we comply with our legal and moral obligations regarding rider and spectator safety, child protection, volunteer management and the contract requirements set out by the Office of Recreation and Sport to use the SuperDrome.

### Who needs to know about this?

***Anyone that comes to our racing events - If you see someone do something that is against the guidelines please provide them with help or let our officials know so we all have a great time and stay safe.***

It is the responsibility of all riders, volunteers, coaches and parents to understand and follow the guidelines defined in this document.

We regularly have ***new participants*** and spectators at race events that are not aware of how we conduct races – this is to assist you in getting the most enjoyment from your racing.

We have ***experienced participants*** and spectators who may have done things differently in the past or use the SuperDrome for other club or training events – this is for you so that you understand what has changed or what may be different. Just because things have been done a certain way in the past, it doesn't mean they will be done the same way now.

### What might happen?

***Hopefully nothing goes wrong but these guidelines should ensure that it won't.***

If you don't follow these guidelines you may cause an accident that could result in injury to rider, spectator, coach, official or volunteer or damage to yours or someone else's equipment.

If you don't comply with these guidelines you, or your child may be excluded from participating in this or other events conducted by the Kilkenny Cycling Club.

These guidelines have been established to help provide a common way that we want our events to be organised and run, however some of these guidelines may be adjusted to suit each individual event at the discretion of the Race Secretary and/or Chief Commissaire on the day of the event.

### What things are in this document?

The following areas are covered in this guide...

- Registration and sign-on
- Pit Area and other designated zones
- Pre-race Warm-up, Racing and Presentations
- Coaches, Parents, Volunteers and Spectators



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### 1. Registration

- We use the Cycling Australia IMG online registration system for all our race events. All riders are issued with a logon for this system as part of their membership. The registration link is advertised either on our Facebook page, club website or the CSA sites.
- We aim to open registration for events as early as possible and close online entries as close to the event date as possible. Registering during this time will allow you to enter at the normal race fee.
- We generally allow riders to manually register during sign-on on the day of the event. Manual registration at the event typically costs an extra \$5.
- Registration online allows us to create the race program early, grade riders appropriately and minimise the need to make changes to races during the event. This also helps us to stick to our preferred finish time (usually 9:00pm) and not run late into the evening.

### 2. Rider Sign-on

- All riders are required to sign-on at the registration desk before being issued with a race number and access to the track.
- ***If you have not paid the registration fee you will not be issued with a race number!***
- You must return your race number at the conclusion of the event – if you do not return your race number at the end of the event, you will be expected to do so or pay for the cost of replacement (\$10) **before** you will be allowed to participate in another event.

### 3. Pit Areas

- Once you have signed-on, you can place your bike, bags and other personal items in one of the designated pit bays. Please keep the area neat and tidy to ensure other riders can access their bikes during the event.
- Please use the rubbish bins provided.
- If there is not enough room in the pit areas provided, please contact an event official who will arrange a pit bay to be setup for you.
- ***Rollers will not be permitted to be setup in or around the pit bays.*** A designated area will be provided for rollers to be used for warm-up and during the event. We will endeavor to provide enough space for all riders to have their rollers setup during an event. Please share the space provided appropriately.
- The pit area is for riders, coaches, specific volunteers and officials only. All spectators must move to the defined viewing areas during the event except in special circumstances.

### 4. Other Designated Areas

- Apart from the Pit Bays – where you should keep your bike, tools, spares and personal items (not rollers), there will be a number of designated zones that will be assigned for specific use. These zones are there for their intended purpose and should not be used as a pit bay or other purposes.
- If items are placed in designated areas that should not be there you will be asked to move them or have them moved for you. The Club is not responsible for damage to any personal property.
- Check the map attached for a typical layout of the designated areas within the SuperDrome during our events. These may be slightly different at each event but should be obvious when you arrive. If you're not sure, check with a club official.
- The other designated areas in the SuperDrome are to be used only for the purposes intended. Riders are not permitted in these areas unless for the intended use and spectators are not permitted at any time. Bike and other personal equipment must not be stored or placed in these areas without permission.



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### **5. On Track Warm-up**

- Riders will be permitted to warm-up on the track for a defined period before the event starts. However, you must be signed-on and have a race number pinned to your jersey (and visible) before you are permitted onto the track.
- You will be advised when the track is closed for warm-up and you must immediately (and safely) come off the track and return to the pit area.
- Slower riders are expected to warm-up on the Pursuit line (black line) on the track with faster riders permitted to warm-up on the Stayer's line (blue line) to avoid the need for constant overtaking.
- As in a race event, you will be expected to maintain a straight line on the track – no weaving up or down unless moving between the slow and fast warm-up lines.
- Accelerations, drop-ins and other sprint warm-ups should only be done with absolute caution and if you are sure the track is clear. If you are not sure if your intended line is clear or there is the slightest chance of encountering another rider – DON'T DO IT! Abort your run and try again on another lap.
- The central area can be used for 'cool-down' or other slow rolling around during the event.
- All riders must be aware of our regulation that a rider must be in control of the bicycle by having both hands on the handlebars at all times, including during warm-up or cool-down.

### **6. Racing**

- Category 1 Races will be conducted by following the Cycling Australia or Cycling SA Technical Regulations. Category 2 Races may be conducted by following our own Club Race Rules. In either case, the Chief Commissaire for the event will enforce the race rules as they see fit.
- There will be a rider briefing before the start of every event, usually between warm-up and the first race, to advise of any particular rules, regulation or event guidelines. All riders must attend the briefing and ensure they are aware of the discussion.
- Race Start lists will be posted on the Notice Board as soon as the starters list is completed. Please ensure you are aware of the races you are entered in and the order of events.
- The Clerk of the Course will gather riders prior to all races and ensure you are ready to race when instructed to do so. Failure to report in time at the marshaling area will mean you will be disqualified from that race.
- Riders may be moved up or down between grades throughout the event based on performance and in the interest of maintaining fair races between riders of similar abilities.
- Races may be added, changed or cancelled during an event based on extra rider entries, withdraws or re-grading. Ensure you are aware of any changes during the event.
- All riders must be aware of our regulation that a rider must be in control of the bicycle by having both hands on the handlebars at all times. Save the "no hands, double fist pump, carry the National flag, victory salute to the crowd" for when you win a World Title!

### **7. Presentations**

- We usually conduct a presentation ceremony after each event and award prizes to riders for performances in individual races or for the overall event.
- Please ensure you stay until the presentation is finished to collect your prize. If you must leave before collecting your prize you have up to 1 month after the event to collect your prize or it will be forfeited and returned to the Club.
- Take pride in the cycling club you represent - riders are expected to attend the presentation ceremony in your club kit and for photographs.



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### 8. Coaches

- All coaches must sign the Coaches Sign-on sheet before they are permitted in the Central Arena or other permitted zones.
- Only CA accredited coaches will be permitted to sign-on and be present at the event in a Coaching capacity.
- Personal coaches that are not accredited and signed-on will be considered as spectators and must follow the guidelines below.

### 9. Mechanics, Handlers and Assistants

- Mechanics and handlers are not permitted in the pit-area during Category 2 Club events except those defined as 'assistants' for para-cyclists and Under 13 Junior riders.
- Para-cyclist and Under 13 Junior riders will be permitted to have **one** parent or assistant present during an event to help with their bike preparation and participation.
- The Club will assign a volunteer to act as an event mechanic who will be available to assist all riders.
- All assistants must be registered at the time the rider nominates for an event using the online registration system. Assistants must sign the Assistant Sign-on sheet before the event and must remain in designated areas throughout the event. A badge will be issued to assistants that must be worn at all times.
- Children under the age of 16 will not be permitted to act as assistants during an event.

### 10. Volunteers

*Successful events are run using a number of volunteers and we welcome the assistance of any person wishing to help run our events. However we must consider the safety of riders and other participants when using volunteers.*

- The Club employs an accredited First Aid person during an event and a rider advocate will be assigned for each event to provide additional help and assist riders in other personal issues.
- If you wish to act as a volunteer for a single event, please approach the registration desk during rider sign-on and express your interest in helping out and let us know your experience.
- We will select the volunteers required from the people available, ask you to sign the Volunteer Registration sheet, provide you with a volunteer badge, assign an appropriate task and give you any necessary instructions.
- If you are not actively performing your assigned task during the event we request you gather at the volunteer defined area. Refreshments may be provided for you in that location.
- Children under the age of 16 will not be permitted to act as volunteers during an event.

### 11. Spectators

- Anyone not participating in the event as a rider or acting in an 'official' capacity is considered a spectator and are permitted to use the areas defined for spectators.
- Spectators (such as parents or friends) assisting riders to carry bikes and equipment from the carpark to the pit area are permitted to do so whilst helping out before and after an event, but must move to the spectator areas in due course and while the event is underway.
- Spectators are not permitted in the Central Arena during an event - except in an emergency.
- At the conclusion of the event we welcome all spectators, parents and friends into the Central area for the presentations.
- **Spectators are not permitted on the track at any time.** Movement between the spectator area and central track area must be done using the defined lifts, walkways and corridors within the SuperDrome.



### SuperDrome Event Setup

