

# 2024 Duty Officer Pack

- Pg 2 Duty Officer Form, must be completed.
- Pg 6 Rider Briefing Form, must be completed.
- Pg 7 Manual Sign on Form, if required.
- Pg 8 Frequently Asked Information
- Pg 11 Results Sheet
- Pg 12 Handicap Results Sheet



# **Duty Officer Road Race Form**

Date	
Course	
Event	
Start Time	
Finish Time	

## **Event Team**

Role	Name	Mobile	Radio
Duty Officer			Duty 1
Duty Officer			Duty 2
Duty Officer			Duty 3
Commissaire			Com1
First Aid			First Aid 1
Marshal			Marshal 1
Marshal			Marshal 2
Marshal			Marshal 3

## Vehicle Team

Radio Channel: \_\_\_\_\_

Role	Name	Rego	Mobile	Radio
Commissaire				Com 1
Commissaire				Com 2
Commissaire				Com 3
Commissaire				Com 4
Lead				Lead 1
Lead				Lead 2
Lead				Lead 3
Lead				Lead 4
Follow				Follow 1
Follow				Follow 2
Follow				Follow 3
Follow				Follow 4

### Check or NA boxes, make notations, signatures Prior To Racing

## **Signs Out**

Completed by:	
1 0	op Down" Cycle Event Signs to active position
Temporary Yellow "Caution C intersections & 5km intervals)	yclists" signs placed on course (course extremities,
Temporary Green "Neutral Zon Location:	ne" start and end signs placed on turn around points Not Required:
Temporary Green "Neutral Zon Location:	he" start and end signs placed on hazards for riders Not Required:

## **Road Risk Assessment**

C	Completed by:
	oose gravel (Corners/driveways/intersections) ocation:
	otholes – Location:
D	Debris/Obstruction – Location:
R	oad Works – Location:
0	ther Hazards -Location and nature:
R	oad Conditions are considered safe according to the assessment conducted

## Visibility

Visibility adequate
Visibility inadequate Delay Start – Details:
Cancelled Event - Details:

## Sign On

	Electronic Event Registration List (includes AusCycling membership declaration and Risk Waiver)	
	Late entry Manual Sign on Sheet (disclaimer on sheet)	
	All Riders must have Active AusCycling Race All Discipline Membership	ĺ
	Time Trial Event riders may compete with AusCycling Lifestyle Membership	

### Event Team Briefing Duty Officer/First Aid/Commissaire/Marshals/Lead/Follow

Briefing between Duty Officer/First Aid/Commissaire/Marshals/Lead/Follow and exchange of phone numbers complete
Nominated Race Communication (mobile/radio/sat phone):
Communication contingency for no mobile coverage
First Aid Kit Location:
Commissaire vehicle: signage/orange flashing light/first aid kit/communication
Lead vehicle: signage/orange flashing light/communication
Follow vehicle: signage/orange flashing light/communication
Vehicle instruction for convoy
Incident/accident/emergency review
Marshal locations:
Name/location
Name/location
Name/location

## **Rider Briefing**

	Duty Officer completed rider briefing. (See separate Event Rider Briefing form)
	Commissaire rider briefing if necessary

## Junior Rider Coach Approval

	Yes - course meets Junior distance restrictions (U15M/W 40km, U17M/W 70km, U19 M 140km, U19W 80km)
	Course does not meet Junior distance restrictions. Course distance: Permission for the signed-on juniors to compete in this club event authorised by
	Club Coach Name: Signature:

# After Racing

All riders accounted for
Race results sheet completed
Presentation conducted. Location:
Bathurst Regional Council "Drop Down" Cycle Event Signs to inactive position
All temporary yellow and green signs collected by:
Finish Line cones/bollards collected by:

### **Incidents/Accidents**

No Incident/s
Incident/s – details
No Accident/s
Accident/s – details
No Commissaire report required
Commissaire Report – Completed and signed by:
No Accident report required
Accident Report – Completed and signed by:

### **Duty Officer Sign Off**

F	Road Conditions are safe according to the assessment conducted and noted in check list					
Date:	Course:	Time Race Start:	Finish:			
Duty Officer 1 Signature:						
Duty Officer 2 Signature:						
Duty Officer 3 Signature:						
Comm	Commissaire Signature:					

### Paperwork

Paperwork and sign on monies handed to Committee Representative - Sign on sheet, Duty Officer Road Race Form, Rider Briefing Form, Results Sheet, Commissaire Report (if applicable), Accident Report (if applicable). Commissaire responsible for submission of Commissaire Report and Accident Report to AusCycling.



# Rider Briefing FormMark all items discussed

Date	e:	Event:		
Cou	rse:		Briefing Location:	
Duty Officer:			Commissaire:	
Tick Cross	<b>Points Cov</b>	Points Covered		Notes
	Apply COV	ID-19 safety Guide	lines and directions.	
	Bathurst CC control.	C racing is conducted	d on open roads with no traffic	
		strictly adhere to th port Legislation.	ne Australian Road Rules and	
	Course Haz	ards, Course signag	е.	
	Neutral zon	es – explained, loca	tions.	
	Event – exp	lain race, course, st	art times, groups.	
		•	and race officials' directions. ailing to comply to Police	
		-	failing to comply to Police, CNSW, pproval to race on the road.	
	immediately	-	pede traffic. Riders to vacate road c delays or queues occur and fic restored.	
	Riders and s or vehicles.	support vehicles tak	e action not to obstruct pedestrians	
			rriageway when waiting for riders necessary vehicles.	
	Riders to sta a timely fas		king another rider and overtake in	
		ar lights on bicycles	helmet. Riders encouraged to use s, wear club kit or bright or	
		ation procedure for e s, Commissaire/s an	emergency: Tell riders who is the: nd first aid.	
	Intersection if Marshal p	-	bility to check for traffic regardless	
	Marshal doe	es not control traffic	e, if blow whistle indicates a hazard	
	Racing etiqu	uette – traffic rules o	causing bunch splits, explain	
	Other			
	Commissair	re Points		



#### Manual Sign on

Date:

Bathurst Velodrome 624 Vale Road, Orton Park	Commissaire:			
Event:	First Aid:			

#### Form To Be completed and attached to Webscorer (Electronic registration) printout. By entering this event:

1.**COVID-19 Notice**. I will apply all government directions for Covid-19. By entering this event, you agree to the following: you will not attend if you have flu-like symptoms, you will follow all safety guidelines and directions of the event promoter.

2. **Risk Waiver:** a) I understand, acknowledge, and accept that cycling is an inherently dangerous sport, which may result in severe injury or death from a collision, fall, mechanical failure, physical exertion, or other incident. b) I voluntarily participate in this event at my own risk. c) I waive any rights I may otherwise have against AC, the event promoter and their agents and representatives relating to, and agree they are not responsible for, any loss or damage resulting from my participation in the event, including any loss that may arise from death or injury to myself or others, or damage to any property. d) I agree to follow the directions of any event organiser or official and the AusCycling Technical Regulations and policies. e) If the participant in this event is under 18 years of age, I warrant that I am a parent or guardian of the participant and agree for myself and the participant that I provide the acknowledgements, agreement s and waiver set out above in respect of the participant. f) All participating cyclists have an equal responsibility to ensure they take all reasonable care in adhering to the rules and other conditions imposed by Police and/or officials ensuring a safe environment for all concerned. This includes conditions imposed by Bathurst Regional Council, RMS and Transport for NSW.

3. Membership: I confirm I hold a financial race membership with AusCycling.

4. Agreement and release for photography, film and sound recordings: I acknowledge and agree that Cycling NSW, the event promoter and/or a representative may take photographs, videos and sound recordings of me during the event for promotional and editorial purposes. If the participant in this event is under 18 years of age, I warrant that I am a parent or guardian of the participant and I give permission for AusCycling, the event promoter and/or a representative to take photographs, videos and sound recordings of the participant during the event for promotional and editorial purposes. I acknowledge and agree that these may be used on social media, websites, in news media and in other publications and promotional material. Please advise the Bathurst Cycling Club Committee

bathurstcyclingclub@gmail.com if you do not wish for you or your child to be photographed or filmed at the event.

Grade	Cat	Name	AC No	Club	Sighted	Signature	Paid



### **Duty Officer – Frequently Asked Information**

Race approvals have been obtained from NSW Police, AusCycling, Bathurst Regional Council and Transport for NSW.

Duty Officers MUST complete Support documents to meet racing conditions imposed by race approvals. Non-compliance risks loss of racing approvals.

#### **Support documents:**

Digital Sign on print out and Manual Sign on	Results Sheet
Duty Officer Road Race Form	AusCycling Commissaire Report (If incident or accident) – completed by Commissaire
Rider Briefing Form	AusCycling Commissaire Accident Report (If accident) – Completed by Commissaire

#### Reminders

- All riders must have current AusCycling Race All Membership and have signed on.
- Club racing allows for visiting riders, please site their AusCycling Membership.
- Junior riders must race with restricted gearing and within racing distances for age U15M/W 35km, U17M/W/U19W 70km, U19 M 120km. Racing greater distances requires coaches formal sign off, see Duty Officer Road Race Form.
- Incident/accident noted then AusCycling reports to be lodged to AusCycling by end of next working day (Commissaire and/or accident reports). The AusCycling forms are completed by Commissaire.
- Racing is conducted on open roads with no traffic control.
- All riders to strictly adhere to the Australian Road Rules and NSW Road Transport Legislation, obey Police/RMS directions.
- If any significant traffic delays or queues occur riders to vacate road immediately to restore normal traffic.
- Everyone takes action to not obstruct pedestrians or vehicles.
- Gestingthorpe Rd (dirt loop)- letter box drop to residence must be completed at least 7 days prior to event
- *Rider briefing* Must be conducted with Neutral zones to be explained every time.

#### Visibility Definition

must have sufficient light to render a person dressed in dark clothing to be discernible at a distance of 100 metres.
 \*\*\*\*\* measure clubhouse to double gates.

#### **Race Communication**

 Duty Officer nominates communication system to be used on the day (radio/mobile/sat phone). Communication must be established between Duty Officer, Commissaire, First Aid, Lead vehicle, follow vehicle and all Marshals.

#### **Support Vehicles**

- Lead/Follow vehicles to follow Commissaire direction
- move off carriageway when waiting for riders so do not obstruct traffic
- No unnecessary vehicles following the race

#### Signage

- Duty Officer to wear a High Viz vest and engage vehicle hazard lights when stopped whilst putting out and collecting signage
- Signage placement creates the Warning system to road users that a cycle race is in progress
- Temporary road signage collected and returned to Ryan's carport, 22 Church St, Perthville.
- During signage set up Duty Officer to note road conditions, mark hazards and communicate to Commissaire/Duty Officer/First Aid and to riders at rider briefing
- Bathurst Regional Council "Drop down" event signs to be used if on course
- Bathurst Regional Council "Drop Down" event signs to be returned to inactive position at conclusion of event
- All temporary signage to be removed at conclusion of event
- Temporary signs placed 1m clear of traffic path wherever possible so not a hazard, secure and visible. Guide posts or other road posts are used.
- Permanent Yellow "Cycle Event" signs at Clubhouse Vale Rd entry, in both directions from entry point onto Vale Road and on Lagoon Road (3xyellow signs) to be activated regardless of race course
- Yellow signs T-intersection 200m from intersection on all roads (3xyellow signs)
- Yellow signs Crossroads 200m from intersection on all roads (4xyellow signs)
- Yellow signs used approximately every 5km on route
- Green signs designate neutral zones used at rider turn around points and hazards
- Green sign "Neutral Zone Start" at entry to zone
- Green sign "Neutral Zone End" at exit of zone
- Green signs placed as close as guide posts allow. Note these will be inside the yellow sign T-intersection markers which are at 200m.
- Green signs are also used for hazards where a hazard location needs to be deemed neutral
- Police conditions signs at extremities of race course and all intersecting streets

#### Marshals

- Marshals must have AusCycling membership for insurance coverage
- Do not control traffic
- Monitor hazard points to warn riders of hazards
- Wear high viz vest
- Equipped with a whistle to warn cyclists of hazards
- There must be a marshal on race turn around points (Ryans, Quarry, Newbridge, cross roads, Rockley)
- Other Targeted locations for Marshals to be decided between Marshal/Duty Officer/Commissaire/First Aid

*Possible marshal spots*, remembering they are to warn cyclists of hazards and can be anywhere required

- Perthville Pub
- Georges Plains bridge
- St Johns corner/rise
- Lloyd's road one way bridge
- Cow Flat one way bridge

#### **Duty Officer Box**

Vests	Clipboard
Stop Watch	Pens/Whistles
First Aid Kit	Spare forms

#### **Commissaire Box**

Vests	Stop Watch
First Aid Kit	Flashing Orange Light for vehicle Roof
Pens/whistle	Signage for vehicle
Clip board/paper	Radio or mobile or sat phone
AusCycling Commissaire Report	AusCycling Accident Report

### Road Racing Approvals Paperwork "on Hand" at Clubhouse in Office

- AusCycling sanctioning and conditions
- NSW Police Sec 115 approval and conditions
- Bathurst Regional Council approval and conditions
- Public Liability copy of insurance (Certificate of Currency)

#### COVID-19

Government Requirements to be applied. Covid Safety Plan copy in clubhouse office.



### **Results Sheet**

• Confirm prize giving with Road Coordinator before event.

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Result	s Checked by:				
<b>Rider</b>	No Totals A:	В:	<b>C</b> :	D:	E:
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### **Results Sheet** *Confirm prize giving with Road Coordinator before event.*