

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

<i>Role</i>	<i>Name</i>	<i>Mobile</i>	<i>Radio</i>
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: _____

<i>Role</i>	<i>Name</i>	<i>Rego</i>	<i>Mobile</i>	<i>Radio</i>
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: _____
	Bathurst Regional Council “Drop Down” Cycle Event Signs to active position
	Temporary Yellow “Caution Cyclists” signs placed on course (course extremities, intersections & 5km intervals)
	Temporary Green “Neutral Zone” start and end signs placed on turn around points Location: _____ Not Required: _____
	Temporary Green “Neutral Zone” start and end signs placed on hazards for riders Location: _____ Not Required: _____

Road Risk Assessment

	Completed by: _____
	Loose gravel (Corners/driveways/intersections) Location: _____
	Potholes – Location: _____
	Debris/Obstruction – Location: _____
	Road Works – Location: _____
	Other Hazards -Location and nature: _____
	Road 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
	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

	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:			
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 Form

Mark all items discussed

Date:	Event:	
Course:	Briefing Location:	
Duty Officer:	Commissaire:	
<small>Tick Cross</small>	Points Covered	Notes
	Apply COVID-19 safety Guidelines and directions.	
	Bathurst CC racing is conducted on open roads with no traffic control.	
	All riders to strictly adhere to the Australian Road Rules and NSW Transport Legislation.	
	Course Hazards, Course signage.	
	Neutral zones – explained, locations.	
	Event – explain race, course, start times, groups.	
	All riders to obey Police/RMS and race officials' directions. Riders will be disqualified for failing to comply to Police direction.	
	Riders will be disqualified for failing to comply to Police, CNSW, BRC and RMS conditions for approval to race on the road.	
	Riders are not to obstruct or impede traffic. Riders to vacate road immediately if significant traffic delays or queues occur and return to road when normal traffic restored.	
	Riders and support vehicles take action not to obstruct pedestrians or vehicles.	
	Support Vehicles - move off carriageway when waiting for riders so do not obstruct traffic. No unnecessary vehicles.	
	Riders to stay left unless overtaking another rider and overtake in a timely fashion.	
	Riders must wear an approved helmet. Riders encouraged to use front and rear lights on bicycles, wear club kit or bright or reflective clothing.	
	Communication procedure for emergency: Tell riders who is the: duty officers, Commissaire/s and first aid.	
	Intersections – riders' responsibility to check for traffic regardless if Marshal present	
	Marshal does not control traffic, if blow whistle indicates a hazard	
	Racing etiquette – traffic rules causing bunch splits, explain	
	Other	
	Commissaire Points	

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.

Date:		Course:		Event:	
Results Checked by:					
Rider No Totals A:		B:	C:	D:	E:
Place	Results A	Results B			
1 st					
2 nd					
3 rd					
4 th					
5 th					
6 th					
7 th					
8 th					
9 th					
10 th					
Place	Results C	Results D			
1 st					
2 nd					
3 rd					
4 th					
5 th					
6 th					
7 th					
8 th					
9 th					
10 th					
Results E					
Fastest					
Fastest Female					



Results Sheet

Confirm prize giving with Road Coordinator before event.

Date:		Course:		Event:	
Results Checked by:					
Place	Name	Finish Time	Handicap	Actual Time	F/T
1 st					
2 nd					
3 rd					
4 th					
5 th					
6 th					
7 th					
8 th					
9 th					
10 th					
11 th					
12 th					
13 th					
14 th					
15 th					
16 th					
17 th					
18 th					
19 th					
20 th					
21 st					
22 nd					
23 rd					
24 th					
25 th					
26 th					
27 th					
28 th					
29 th					
30 th					
31 st					
32 nd					
33 rd					
34 th					
35 th					
36 th					
37 th					
38 th					
39 th					
40 th					

