

# Event Organisers Toolkit

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## Introduction

Organising a cycle race can be hard work but rewarding when done successfully.

The organiser's toolkit contains information in key areas that an organising committee needs to consider before delivering a cycling event in New Zealand. It covers the key requirements that events should be including in their planning for a safe, fair event and that meets Event Certification standards.

It is designed to provide information on key areas of event organisation that support, enhance and develop cycling events throughout New Zealand to ensure that riders, volunteers, officials, spectators and staff have a safe, fair and fun event experience.

This information is updated annually but it is important to understand that legislation can change more frequently, and it is advised that the event organiser seek professional advice where required to deliver their event.

This toolkit is not intended to be an exhaustive or prescriptive guide, instead it highlights key areas of event organisation to consider when planning a cycling event and provides templates and helpful links where appropriate.

If you have any feedback, improvements or additional information that would assist other organising committees please send it to [Cycling New Zealand](#).

## Health & Safety

As an event organiser you have obligations under the Health and Safety at Work Act 2015 (HSWA2015) and associated regulations. The Act and regulations provide for the management of health and safety in relation to all workers at your event, both volunteer and paid, participants, spectators and to those in the vicinity of your event.

It is important that you fully understand your obligations and have systems and plans in place to meet them at all stages of event planning and delivery.

The development of a Safety Management Plan (SMP) will provide a framework to assist you in your planning to deliver a safe environment for all those involved in the event. It is the Event Organisers sole responsibility to ensure that this plan meets all legislative requirements and compliance including the HSWA2015. This is not the role of Cycling New Zealand as they do not possess the necessary expertise in safety matters to assess your safety plan. Consider employing the services of a health and safety expert and/or taking legal advice to make sure you meet all your obligations.

The full requirements for health and safety in the workplace are set out in the [Health and Safety at Work Act 2015](#).

The development of a Safety Management Plan (SMP) will provide a framework to assist you in your planning to deliver a safe environment for all those involved in the event. As a general guide your Safety Management Plan should contain the following as a minimum:

- Event Details (event name, event owner, event date, website, general overview)
- Risk Assessment and Management (outline the events approach to risks and hazard management and identify risks and the management of these)
- Medical Management (what provisions will you have onsite for first aid/medical)
- Contractor Management (how will you deal with outside contractors and their H&S)
- Emergency Planning (how you will deal with an emergency situation, mass evacuation, etc)
- Contingency planning (what are your contingency plans and how will you manage/implement these)
- Accident & Injury management (how will you record and report any accidents and incidents)
- Organisation Structure (clearly show the 'Chain of Command' at the event and summarise the key roles and responsibilities)
- Document Control - how often is the plan updated and where is the plan located (digitally and physically)
- Communication
  - Briefings (how will you manage safety briefing, worker training, inductions and rider briefings)
  - Event day communications – general event, cancellations, changes, weather (how will you communicate general event information and urgent messages)
  - Emergency communication (how do event staff, workers and volunteers communicate in the case of an emergency)
  - Public (how have you notified the community surrounding the venue/course of the event and the implications it may have for them)

Click [here](#) for a framework of a SMP (this gives you the framework but you are responsible for the content as it is your event).

There is a wide range of resources available to you to help with health and safety planning for your event. Some of these are listed below:

- [Health and Safety at Work Act 2015](#)
- [Generic Hazard Register Cycling Events](#)
- [Sport NZ Risk Management for events](#)
- [New Zealand Major Events Health & Safety](#)
- [Health & safety Guidance for School Sport](#)
- [WorkSafe NZ](#)
- [Volunteer factsheet](#)
- [Introduction to HSWA](#)

It is highly recommended that you seek professional advice when preparing a safety management plan for your event. There are also several companies that can audit your plan to ensure it meets the minimum requirements.

## Event Certification

Cycling New Zealand’s Event Certification is a program to support and recognise cycling events (across all codes and levels) that are demonstrating a safe and fair environment for riders, volunteers, officials, spectators and supporters.

### Event Certification Objectives

- To provide event organisers with a positive and beneficial programme to enable them to support Cycling New Zealand
- To offer recognition and value to event organisers who demonstrate safe and fair event planning and delivery
- To offer recognition to event organisers who support Cycling New Zealand and Cycling New Zealand’s members
- To support the development and enhance the quality of events
- To give a level of assurance to participants (riders, volunteers, officials, spectators or supporters).
- To give a level of assurance to stakeholders such as councils and funding agencies
- To be able to identify and assist with the management of events on the New Zealand calendar
- To enhance the visibility of events that support competitive racing structure, rider development and high performance objectives
- To develop meaningful and closer relationships with Event Organisers

Click [here](#) for more information on Event Certification.

### Event Certification Levels

Level	Type of Event
Cycling New Zealand Recognised Event	Aimed at recreational/fun ride events where riders are not required to hold a licence.
Cycling New Zealand Sanctioned Event	Aimed at competitive events where riders are required to hold a licence.
UCI Sanctioned Event and National Championships	International and National Championship level competitive events for licenced riders registered on the global calendar

## Event Objectives

Before you start planning your event, it’s important to understand your key objectives.

By setting some clear event objectives this will help you stay focused on your vision, shape your thinking, enable key decisions to be made objectively and enable you to measure the success at the end of the event.

Objectives can include: Engaging and mobilising a community, providing a fundraising platform for a specific cause or organisation, providing an event for a certain demographic/ability level, to celebrate cycling, to engage with other community businesses etc.

## Date and Location

Agreeing on a date and suitable location to enable your events vision to come to life is sometimes harder than it seems! There are a wide number of factors that need to be considered. These include but are not limited to:

- Existing (cycling and/or non-cycling) events that are in your area who are aiming to attract the same demographic in a similar region.
- Other events (cycling and/or non-cycling) that could impact consents, venue infrastructure availability, accommodation supply, traffic flows and seasonal high-use areas.

Check out the [Cycling New Zealand Events Calendar](#) or contact [Cycling New Zealand](#) to check what other events are on. Utilise other event websites to understand non-cycling events in the region such as [Triathlon NZ](#) and your local council websites.

## Courses/Venues

When you are looking at courses for your event, there are a number of things to consider. These include but are not limited to:

- areas for event village/HQ
- sufficient parking
- minimising community impact
- traffic flow
- road conditions
- hazards (one-way bridges, road works, stock movements)
- variety in terrain
- width of roads
- spectator viewing
- cell-phone/radio coverage

## Marketing and Communications

There are many ways to promote your event. A good event will have a website (there are a number of free templates you can use for minimal hosting fees – such as [Wix](#), [Wordpress](#), [Squarespace](#)), social media ([Facebook](#), [Instagram](#)) and online entry (companies such as [Event Plus](#) offer a comprehensive service for small and large events).

Free calendar listings are currently available on [Cycling New Zealand's website](#) (for events that are part of Event Certification) or sites such as [Eventfinda](#), [Your Events](#) or your local council events guide such as [What's on in Waipa](#).

Communicating with your participants can greatly enhance their experience. A happy participant is an informed participant. At a minimum, you should plan to send a pre event email with key information such as links to programme/schedule, event manual, key times for number pick up, briefings, links to start/entry lists, licencing reminders, social media links and link to the event website (or the main information platform). [MailChimp](#) is a cost effective tool (can be free) to assist with email marketing and communication campaigns.

During the event you should have the ability to communicate quickly with your participants in the case of any contingency plans or change in schedule. Look at bulk text services such as [BurstSMS](#). At a

minimum you should have email addresses and be able to update the websites and social media at short notice.

Post event, it is a great idea to send a note to thank the participants for selecting your event. You can include links to results, media releases, photos and videos, thank your sponsors for their support and ask for feedback. Consider using survey platforms such as [Survey Monkey](#). If you have other events on the calendar or a date for the event next year – let them know.

## Organisational Chart

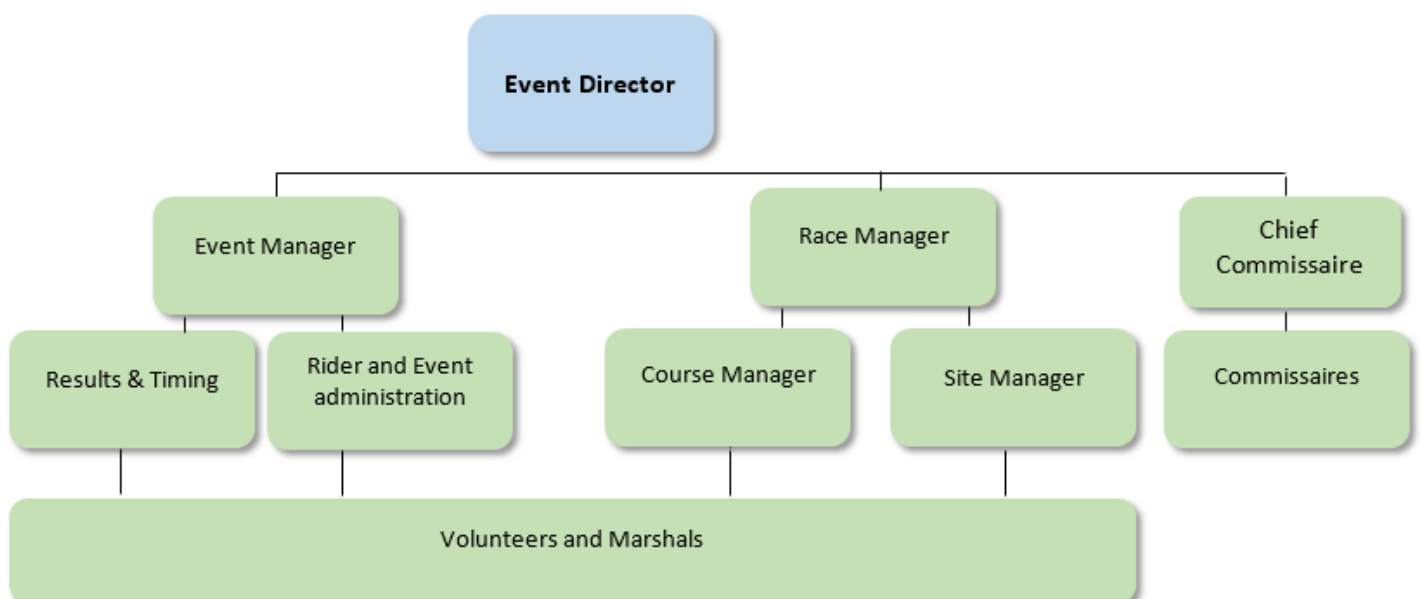
The manner in which events will be directed is, to a degree, dependent on the size of the event. There must, however, be one person in overall control (e.g Event Director) and all other event personnel are ultimately answerable to that person. The Event Director may also have reporting responsibilities through to any governance/board structure in place.

The development of the event industry and the expectations from a participants and legislation perspective mean that the ‘event’ is wider than the cycle race itself. As such you may need to identify and acknowledge strengths and weaknesses in key personnel to ensure you have the right people in the right positions to enable your event to be a success (eg marketing, sponsorship, entry administration, social media, H&S management, traffic management, race direction etc)

In larger events the Event Director should consider appointing managers to oversee key aspects of planning, to brief/supervise the volunteers and setup of the various sections of the event to ensure that all requirements are covered. One person cannot do everything and a good Event Director recognises their own and others strengths and weaknesses and puts support in the areas of weakness.

The need for sectional assistance and marshals is also dependent on the number of participants in the event. From the Event Director to the marshal on the road, all must be aware of the health and safety plan surrounding the event.

Below is an example of an organizational chart for a medium size event.



**Distance/Age Guidelines**

The following table summarises the race distance guidelines for sanctioned events (Road only). Request for exemptions to these distances will be considered on a case by case basis and can be requested at the time of application.

Category	Distance Guideline					
	World Championship	National Championship	Centre Championship	International & Major Events	Open & Domestic Events	Development Events
<b>Women</b>						
Elite & Under 23	125-145km	85-105km	70-85km	Up to 150km	60-100km	45-70km
Junior Under 19	70-85km	55-75km	50-70km	60-100km	50-80km	40-65km
Junior Under 17	n/a	35-55km	30-50km	35-50km	35-50km	25-40km
Junior Under 15	n/a	25-35km	20-30km	20-30km	20-30km	15-25km
Junior Under 13	n/a	n/a	<20km	<20km	<20km	<20km
<b>Men</b>						
Elite & Under 23	160-185km	140-180km	70-85km	Up to 180km	75-160km	45-70km
Junior Under 19	115-140km	85-115km	75-95km	60-125km	60-120km	50-80km
Junior Under 17	n/a	55-70km	45-65km	35-70km	35-70km	30-55km
Junior Under 15	n/a	25-40km	25-40km	25-40km	25-40km	20-30km
Junior Under 13	n/a	n/a	<20km	<20km	<20km	<20km

**Budgeting**

Good event planning includes preparing an event budget so you are fully aware of the financial outcome of the event. Working through a budgeting process also enables you to double check your planning and to check if you have organised key items. You can view a template [here](#).

**Entry Forms**

There are a number of ways available for you to collect entry information. Online entry is available through paid platforms such as [Event Plus](#) or Active.com. These sites generally come with an admin fee (per entry) but do offer credit card payments but the benefit is that data and payment are all collected at the time. Other free options include sites such as [Form Stack](#) but generally do not include a payment method. You can also use a paper entry form.

The following details should be include to

- Full Name
- Email address
- Address
- Gender

- Mobile Number
- Date of Birth
- Confirmation of category
- Emergency Contact and contact phone number for on the day \*
- Medical conditions \*

\*In the event of a serious incident either you or the police may need to contact this person. Pre-existing medical conditions can be helpful for medical services on the day.

This full database should be available to access on the day.

#### Checklist/Project Plans

Having a prepared checklist and key timelines/milestones will assist you with your planning and will ensure you don't miss anything. You can also use online tools such as [Trello](#) which will help if you are assigning tasks to others. You can view a template checklist [here](#).

#### Rider Briefing

All riders need to have read or attend a pre-race briefing. It is quite common these days to provide a written or video briefing prior to the event and then a short safety briefing just prior to the start of the race. It is recommended to pre-write the briefing so you have a record of what was communicated. Click [here](#) for a sample race briefing.

Some examples of what can be included in a race briefing:

- Road information
  - what the situation is with the roads and whether there are restricted traffic movements or normal traffic movements.
  - Do they need to obey road rules or will they be given right of way at intersections?
  - Even if there is a road closure athletes must expect vehicles on the course, this could be emergency vehicles, residents, event vehicles etc.
  - If applicable no crossing of the centre line during the event.
- Details of the course including litter zones, bottle drops etc.
- Alert about any hazards that may be along the course, e.g. potholes, gravel, windy areas etc.
- What to do in the case of an incident or emergency, who to contact and where first aid personnel is located on the course and around the venue.
- Marshals and officials must be obeyed.
- Competition rules that they need to adhere to

At bigger events there may be an opportunity for a more formal pre event briefing, below is an example what can be covered.

#### Event Director

- Welcome on behalf of organisers
- Introductions of any key staff
- Thanks to Sponsors, volunteers, commissaires
- Location of Race office, toilets and medical and food vendors
- Venue access details



- Parking instructions
- Team Managers responsibly to pass on information to Riders
- Key Information in the Event Manual including key contact numbers
- Smoke, Drug, Alcohol and DRONE free event
- How results will be displayed
- Contingency planning
- H&S commitment
- Event not responsible for your equipment
- Reporting any incidents or accidents
- Confirm website and social media

#### Race Manager

- Roads are OPEN, riders to keep left at all times
- Warm up options
- Process if rider withdraws during race
- Specific hazards on course
- How to get medical assistance
- Parking
- Expectation for equipment (tents tied down etc)
- Weather update
- Venue specific details if required
- Course specific details if required

#### PCP

- Information as already promoted (event manual and communiques)
- Process for scratching
- Process for sign on
- Process for roll out
- Expected behaviour of riders and schools
- Rules on Littering
- What rules the event is operating under
- Uniform / clothing confirmation
- Where to place numbers
- Medal presentation expectations and protocol
- Any questions

### Council Consent/Permits/Licences

Where the event is being held in a public area (roads, parks venues etc) the event will be required to have Local Council and/or Regional Council permit or consent to run event. Council requirements vary around NZ with standards and documentation that is required and generally a fee associated with applying for an event permit. Council staff will be able to help with the completion of the applications.

If a consent or permit is not required, it is recommended a letter of acknowledgement be provided by the Local Council and/or Regional Council for your records.

Depending on the nature of the event you may need to apply for other licenses and permits aside from your event permit. Examples are:

- Amusement device permit

- Fire permit
- Food stall health registration
- Liquor license
- Trading and performance licenses
- Temporary structure and building consent
- Resource consent

Below is a list of what may be required by the council to grant approval:

- Program of activity for the event – including setup, during the event and pack down
- Site map of the event area – The map should indicate location of all activities, toilets, first aid stations, food stalls, parking areas, lost persons’ facilities, access for disabled people, security, refuse stations, transition area, marquee layout, etc
- Traffic Management Plan (TMP) – If the event is changing the normal use of any road then a traffic management plan will be required by the council. If the event is on a state highway Opus International will need to be contacted as well. The TMP will need to be written by a suitably qualified person/company
- Local councils will require a letterbox drop of a notice advising of the race, they will give specifics on when it needs to be delivered and to whom.
- Health and Safety plan
- Copy of Insurance Certificate
- Signage – each council has specific rules around signage for events. You will need to contact the council before erecting any signage on regional roads or Transit NZ for State highways
- Contact emergency services – it is important to let emergency services know about the event, not only out of courtesy but also so they will then be aware of what is happening on that day in order to co-ordinate emergency responses around the event, whether it be directly relating to the event or outside the event. The main services that need to be contact include, police, fire service, ambulance, hospital and coastguard. The council will be able to help with contact details for these services
- Waste management plan

Traffic Management Plan

If your event is on a road, or will cause high traffic volumes and congestion, you will require traffic management. A traffic management plan will need to be approved by the local council and/or NZTA and aim to comply with the [Code of practice for temporary traffic management](#) (COPTMM) and any council requirements.

There are many providers throughout NZ that can assist with this service and your local council will be able to provide you with names of those in the area whom provide a suitable service.

If you have a generic plan that you run your regular club activities under and are using the same course for a larger event, you will be required to advise the council of the change in activity to ensure it is still compliant.

Your council is the best place to start if you have any questions on Traffic Management as they will ultimately be the ones approving your plan.

Waste Management Plan

As a responsible Event Organiser you need to plan and consider the environmental impact. As part of this, many Councils require a waste management plan to be submitted outlining how rubbish will be collected and disposed of during and after the event. This includes placement of bins and general clean-up of the event area:

Items to be included in a Waste Management plan include:

- Number and location of bins available (including aid stations)
- Timetable and person responsible for set-up of bins, and removal of rubbish
- Arrangements for site clean-up
- Recycling options

Resources

- [Greener Events Guide](#)
- [Waste Management Template](#)

## Insurance

The intention of insurance is to reduce or remove a large financial loss or pay-out in the event of being sued or the insurable event happening.

The limits of liability also need to meet the requirements of any local or other authority's consents/obligations.

For many councils, Organisers are required to demonstrate a Liability Insurance Policy covering event related liabilities (public liability, management liability (including Statutory Liability), NZ Exemplary Damages and Forest & Rural Fire (if applicable). Councils may determine the level of cover required, depending on the activity. It is recommended that you contact your insurance provider to discuss your event and have them advise you on the type of cover recommended.

As an example Cycling New Zealand Affiliated clubs receive access to the Cycling New Zealand's insurance policy which provides comprehensive liability cover with the following sub-limits:

- Public Liability \$5m
- Management Liability (includes Statutory Liability) \$2m
- NZ Exemplary (Punitive) Damages \$2m
- Forest & Rural Fires Act (including trail maintenance & construction) \$2m

Please note, the intent of the Cycling New Zealand Insurance policy is to provide cover for regular/normal club event activity (i.e. weekly rides and events for club members). If the club is undertaking event/s that are not considered regular/normal club activity (i.e. events that are open to International riders, events that are only partly organised by the affiliated club, events that include non-cycling activity etc) the club is advised to contact Cycling New Zealand to ensure this activity is covered under the Cycling New Zealand liability Policy.

The insurance company may deem the activity to be within the scope of the policy but require the activity to be specified on the policy due to additional risk. There may be additional premium cover (required to be paid by the club). **Any event that is required to be specified by our insurance provider will be required to go through the Cycling New Zealand Event Certification process before it is endorsed to the insurance provider.**

If the activity is deemed to be beyond the scope of the policy, or the club is not willing to pay any additional premium, then the club will be required to obtain independent cover (outside of the Cycling New Zealand policy) for that activity.

## Landowner Permission

If your event is being held on DOC, Iwi or Private land, you will need to get approval from the respective landowner. Generally the land owner will want to see your insurance certificate and also your Safety Management Plan.

The Resource Management Act recognises that Māori have a special cultural and spiritual relationship with the environment and a role in helping to safeguard it on behalf of all New Zealanders. The local Council will be able to provide you with contact details for the relevant Iwi authority.

DOC will require your Safety Management Plan to be audited by an approved company. Information on the DOC permit process can be found at the following link:

[Sporting Events on DOC land](#)

## Anti-Doping

Cycling New Zealand and its Member Organisations are committed to the advancement of clean sport that rejects cheating through the use of performance enhancing drugs and methods.

Cycling New Zealand works in partnership with the national anti-doping organisation, Drug Free Sport New Zealand (DFSNZ) to:

- Promote a culture of clean sport
- Deliver anti-doping education
- Organise and implement testing programmes
- Report doping and suspicious activity
- Support athletes to compete drug free

Sanctioned events (as all riders are required to be members of Cycling New Zealand) are required to support the [New Zealand Sports Anti-Doping Rules](#) adopted by Cycling New Zealand. This means that DFSNZ can select your event to conduct testing at. If DFSNZ select your event you will not be required to pay for the testing but you will be required to provide the facilities to enable this to proceed. Click [here](#) for the facility requirements. If your event is not selected, you can contact DFSNZ and arrange testing at your own cost.

## Medical Services

It is fair to anticipate and expect that there will be accidents/incidents during a cycle race and the Event Organiser will need to consider their response plan in the event of an incident. It is recommended that the services of a first aid company are contracted for an event. A smaller event may determine that sufficient cover can be provided by trained first aiders on a voluntary basis however there are a number of items that need to be considered when making these decisions.

- Location of event
- Duration of event
- Estimated participants and spectators
- Demographic of participants (youth, elderly, elite – they all bring additional risk)

- Type of event – endurance, bunch racing, time trial, etc.
- Predicted weather conditions

Based on this information the medical provider will assess your event and recommend the level of care that is required. Additional points to consider for medical:

- Medical staff need to be included and informed of Health and Safety procedures
- Local hospital needs to be informed of event
- Medical team need to be included and briefed on communication plan
- It is important that they are located in an area that is visible to participants and have adequate signage
- The course needs to be accessible for the medical team and ambulances. You may need to consider golf carts, mountain bikes or quad bikes for easier access.
- Located at the venue where they can easily bring in or evacuate an ambulance if required during the event. Ideally in sight of the finish line.
- Plan ambulance emergency access routes
- Medical conditions collected from athletes when they enter
- Place medical at the most dangerous or at risk areas of the course

Monitor the weather conditions prior to the event and prepare for all conditions, cold and hot etc.

Service providers include [St John](#), and [Pro Med](#)

## Resident and Business Notification

Resident and businesses who may be impacted due to your event (e.g. on or near the course) need to be notified about the event. This will help to minimise the chance of any incidents and reduces the amount of negative feedback about the event. A letter drop can be conducted to inform residents and businesses of the road closure/Traffic Management plan. For bigger letter drops you can contract companies such as [PMP](#) or [NZ Post](#).

The local council will be able to give you more details on who might be effected by the event. Below is a list of some of the people that you might need to contact to inform them about your event:

- Residents on and around the course
- Retailers Association
- Businesses on the course
- Delivery vehicles such as milk, bread, etc
- Bus services
- Local Trucking Companies

If your event is on rural roads, it is recommended you notify the [New Zealand Trucking Association](#) who can provide communications to a wide range of trucking operators in the area. It is also recommended to contact Fonterra directly [here](#).

## Volunteers & Marshals

Very few events run without volunteer assistance and it is important to treat your volunteers the same as your workers.

Often the hardest part to an event is recruiting volunteers. These days most groups will want a donation for their time that will go towards their group or club. Generally, it is easier to work with a group or club

rather than individuals as you will be able to work with one lead person to manage the whole group.

You can find volunteers through:

- Club members
- Word of mouth – ask around and see who has some spare time or skills you need
- Asking groups your organisation is already associated with
- Joining your regional volunteer centre – who can help you find volunteers and also help build capability in your organisation
- Listing your role online through a volunteering website like SEEK Volunteer or Skills for Change.

Volunteering NZ has some great tools and information on their website:

<http://www.volunteeringnz.org.nz/find-volunteers/>

It's important to keep volunteers motivated and satisfied. Some key points are:

- Be prepared for them and make them feel welcomed
- Inform them in advance how much time they will be required for
- Ensure they receive a briefing prior to the event and give them the opportunity to ask questions
- Ensure you have planned snacks/food and breaks if required
- Consider how your volunteers will get to and from the venue and where they can park
- Include volunteer photos in your event photography so they feel included
- Host a thank you event or send them a thank you email
- Encourage feedback

Marshals at the event are key to ensuring the safety of riders and spectators. Key points for Marshals:

- If the marshals are located on the roads they need to be a minimum of 18 years and will need a high-viz vest which is compliant with Code of practice for temporary traffic management (COPTMM)
- Ensure Marshals are given adequate training, information and details on their location prior to being deployed
- Ensure a communication plan is in place especially an Emergency Response Plan and that the marshals know their role in this
- During the briefing give the marshals opportunities to ask questions and ensure that they are 100% aware of what their role entails and are comfortable to be able to carry out their tasks.

## Commissaires

Commissaires are the officials of the Cycling World. Regardless of the level of competition, having qualified sports officials brings value through alignment with cycling best practice, ensuring the integrity of due process in competition and encouraging the right values and etiquette of the sport.

They support the safety of riders and ensure that the sporting rules are respected. They support organisers, contribute to the improvement of the quality of races and are fully involved in the development of the rules of cycle sport. A Commissaire can assist you with course selection, venue layout, programme/schedule and of course advise on the rules of racing.

Commissaires in New Zealand are trained by Cycling New Zealand and are located all around the country. Your local cycling club is the first place to start if you are looking for a Commissaire. Cycling New Zealand hold the database and manage a private facebook group.

Commissaires volunteer their time to the sport of Cycling. They should be treated with the same care as your volunteers. To ensure sufficient cover for your event, you may need to invite Commissaires from outside your area. It is an expectation that their accommodation and travel costs are covered and that food is provided while they are attending the event.

It is a requirement of Cycling New Zealand Sanctioned events to have current and appropriately trained Commissaires. Cycling New Zealand can assist with this process.

Click [here](#) to find out more about becoming a Commissaire. Contact [Cycling New Zealand](#) if you require Commissaires for your event.

## Emergency Management

Emergencies can occur during the event and likely scenarios should have been considered and appropriate plans developed to manage these. Emergencies include Fatality, serious harm, missing persons and natural disasters such as fire, earthquakes and flooding. Flow charts are a simple and quick guide to refer to in these times of likely stress.

Things to consider when building these responses are:

- In the case of an emergency you should call 111
- Ensure any response persons attending incident keep themselves safe
- Establish who is responsible for managing the situation and implementing any emergency procedures (e.g. Event Director)
- What group of people should you include in decision making (e.g. Chief Commissaire, Race Manager, Medical Personnel, Traffic Management Personnel etc)
- Who is responsible for speaking to the media and what is your media policy for others
- Do you have a prepared statement available to release if required or requested by media.
- If there is a fatality you must notify the police (and Worksafe) immediately
- In the case of fatality only the police should notify next of kin
- What stakeholders should you notify (board, CEO, sponsors, councils etc)
- Ensure there is a debrief when possible and arrange any support for those involved.
- Collect witness details and any personal items from the scene
- Consider what the factors are to consider event cancellation or postponement.

## Rules, Regulations and Guidelines

Cycling New Zealand is the representative of UCI in New Zealand. Sanctioned events are subject to the rules of the UCI and any rules, regulations and guidelines issued by the sport in New Zealand.

Cycling New Zealand licenced riders and officials are subject to the rules, regulations and policies of the sport and those of their member organisation and Cycling New Zealand.

Sanctioned Road and Track events are governed by [Cycling New Zealand Road and Track Regulations](#) in conjunction with [UCI rules](#).

Sanctioned MTB events are governed by the [MTBNZ Technical guidelines](#) in conjunction with [UCI rules](#).

Sanctioned and Schools events are governed by the [Cycling New Zealand Schools rules](#).

## Membership

Being a licenced Cycling New Zealand Member gives a rider access to events throughout New Zealand, from club racing, Sanctioned, National Championship and International level events.

As part of paid Cycling New Zealand memberships, riders receive public liability insurance. The policy provides licensed riders cover for any damage to a third party property or persons that they are found legally liable for by their actions whilst riding. This is extended to cover whilst competing in races.

Members of Cycling New Zealand also agree to a number of policies including a code of conduct, disciplinary Policy, Trans Person and Child & Vulnerable adult protection policy. You can read these [here](#).

## External Resources

Below are some links to resources that might be helpful for your event. Click on the document title to go to the webpage.

[Cycling New Zealand Event Resources](#)

[UCI Organisers Guide to Road Events](#)

[UCI Guidelines for Vehicle Circulation in the Race Convoy](#)

[UCI MTB Organisers Guide](#)

[UCI Training Guide for Road Commissaires](#)

[UCI Publications – Various regulations and guides](#)