



**CANBERRA**  
CYCLING CLUB

# Canberra Cycling Club Handbook

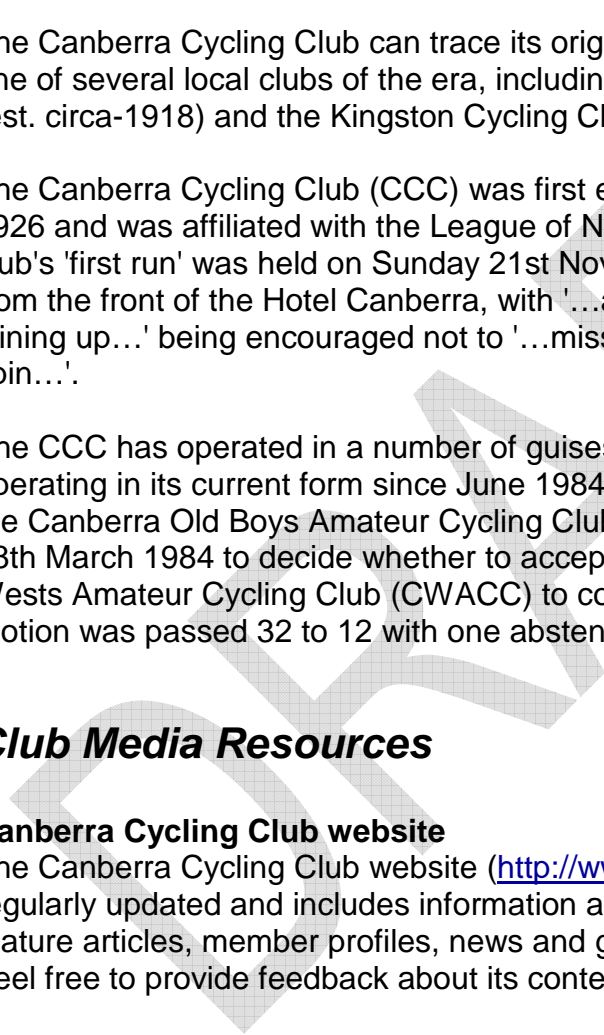
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## ***Welcome to the Canberra Cycling Club***

The Canberra Cycling Club has been around since 1926, and has a proud history. We're one of the largest cycling clubs in Australia, which is a great reflection on the club and the environment in which we are able to ride. We can also take a little credit for the many great riders who have come from the club, and we're pleased that still more are coming through the club to national and international prominence.

## ***History of the Canberra Cycling Club***

The Canberra Cycling Club can trace its origins back to the mid-1920s and was one of several local clubs of the era, including the Queanbeyan Cycling Club (est. circa-1918) and the Kingston Cycling Club (est. circa-1927/28).

The Canberra Cycling Club (CCC) was first established on 15th November 1926 and was affiliated with the League of New South Wales Wheelmen. The club's 'first run' was held on Sunday 21st November 1926, departing at 2.30pm from the front of the Hotel Canberra, with '...all members and others desirous of joining up...' being encouraged not to '...miss this opportunity for an enjoyable spin...'.  


The CCC has operated in a number of guises over the years and has been operating in its current form since June 1984, after a special general meeting of the Canberra Old Boys Amateur Cycling Club (COBACC) was convened on the 28th March 1984 to decide whether to accept a request from the Canberra Wests Amateur Cycling Club (CWACC) to combine the two clubs as one. The motion was passed 32 to 12 with one abstention.

## ***Club Media Resources***

### **Canberra Cycling Club website**

The Canberra Cycling Club website (<http://www.canberracyclingclub.org.au>) is regularly updated and includes information about the race program, marshals, feature articles, member profiles, news and general information about the club. Feel free to provide feedback about its content.

### **Canberra Cycling Club – E-Source**

The Canberra Cycling Club distributes a regular email newsletter containing race results, reports, details for upcoming racing and heaps of other info for cyclists who race in Canberra. To sign up for the list simply visit the website and enter your email address. This service is free to all and you can easily unsubscribe at any time.

## **Canberra Cycling Club Events**

The Canberra Cycling Club's two high profile cycling events are the Canberra Tour and the Tour de Femme. The inaugural Tour de Femme, Australia's largest women's-only cycle race, was first held in November 1990, attracting 105 women. The format of the Tour de Femme allows women of all ages and abilities to participate and this has seen the event grow from strength to strength, such that the November 2001 edition attracted over 520 women of all ages and abilities.

The Canberra Tour is a multi-stage, two-day race held in April each year. It is considered one of the toughest races on the Australian calendar. The first Canberra Tour was held in 1983. 1984 saw the race obtain sponsorship from Spokesman Cycles, and was known as the Spokesman 2 Day Tour. From 1989 to 1997 the race was sponsored by Canberra Milk, and was known as the 'Milk Race'. Since the loss of Canberra Milk as a naming-rights sponsor the race has been renamed the Canberra Tour.

The club also runs the extremely popular Canberra Summer Criterium series, which starts on the first Wednesday in November each year. The series contains approximately 20 races and runs through until late March.

In addition to these races the club also organises a number of other road races and time trial events through out the year. The website contains a list of all currently scheduled events.

## **Membership**

The Canberra Cycling Club is affiliated with Cycling Australia and as such the memberships are for a calendar year. You can sign up for membership for each year starting from 1 October of the previous year. This means in your first year you get three months free membership, which is more than enough to cover you to race in the full summer criterium series.

Information on the costs and types of memberships is provided on the clubs website and is updated each year.

If you are interested in becoming a member of the Canberra Cycling Club you can join before the start of any of our races. Otherwise contact the clubs membership officer.

## **Insurance**

Depending on which type of membership and racing licence you have, you may have 24/7 coverage whilst racing (competitive licences only) in either sanctioned events, or whilst engaged in logged training (all licences).

Insurance includes;

- Personal Accident Insurance
- Death/Permanent Injury Coverage
- Non-Medicare Medical Expenses
- Loss of Income

- Student Assistance Benefit
- Public Liability Insurance
- \$20,000,000

## ***Types of Racing***

The Canberra Cycling Club organises a wide range of different events. Details of the types of events and their rules can be found below.

### **Criterion Racing**

Criterion racing (or crits) is one of the most popular forms of bike racing. It is a type of road race that is held on a short circuit generally between 800m and 3000m in length with riders competing against other riders of similar ability (each race forms a grade - generally A through to E). The shape of the racing circuit can vary from a “hotdog” style where racing is held on a straight circuit with a 180 degree turn at each end, to multi corner street circuits held on suburban streets.

Criterion races are often run at a frenetic pace, with the pack circling the circuit at high speed with many surges and changes of pace. As the racing is often tight, riders need to be comfortable riding in a pack and must have good technical skills (e.g. cornering, holding a line, braking, etc).

While a large number of criterium races are won in a bunch sprint (especially in the lower grades) there is no shortage of attacking riding. In any crit you will find any number of riders willing to try their chances at a break away. The technical nature of most crit circuits suits this style of racing.

The duration of a crit varies based on the grade competing, the time of the year and whether the race is a major event and can range from as short as 10 minutes up to one hour. Riders continue to race until the specified time has elapsed, at which point they will need to complete either 2 or 3 more laps (this is always advised at the start). With one lap to go riders will get the bell and more likely than not riders will be scrambling all over the place to get in position for the final sprint. Those riders who stayed out of trouble and have enough energy to have a good sprint on the last lap usually take the top 10 places.

Some key skills that you need to develop for criteriums are:

- ▶ The ability to ride at a high intensity for short bursts and then recover
- ▶ The ability to accelerate quickly to keep up with changes in race speeds
- ▶ Sprinting
- ▶ Cornering
- ▶ Close drafting and riding in a pack
- ▶ Being able to hold your line
- ▶ Light touch braking (i.e. feathering the brakes)
- ▶ Reading the race
- ▶ Placement in the pack

## Road Racing

Unlike crit racing, road racing is held on longer courses, of a fixed distance, on the open road. The distance of each races vary with shorter races being held over 20-60km, while longer races are anywhere up to several hundred kilometres (usually national or international events).

Road races are conducted as either “scratch” races or “handicap” races. The difference between these types of races is explained below.

### Scratch Races

A scratch race is a road race where riders compete only against riders of the same ability (i.e. other riders in the same grade). Each grade forms its own race with all riders in the same grade starting the race at the same time.

The start order of the grades may vary from event with some events having stronger grades starting first (i.e. A grade first, then B, and so on) and other in the reverse order.

It is important to remember that in scratch races you are only competing against riders in the same grade. This means that should your group catch riders from another group or be caught by another group that you stay separated. The common etiquette is for the lead rider in the catching group to yell out the name of their grade as they commence overtaking the back rider in the group, for example if B grade were to catch the C grade group then the lead rider if the B grade group should yell out “B grade passing”. It is the responsibility of all riders to ensure that they do not get caught up nor try to integrate into a group of riders from a different grade - even if they have been dropped, to do so is called “taking pace” and may result in your disqualification.

As the winner of a scratch race is the first ride from the grade to cross the line the tactics used in these races varies to suit the strengths of individual riders. Good climbers will generally push the pace on the hills trying to break away or tire out their competition. A good time triallist may try to break away from the group and win in a solo break, while a sprinter will try to keep in the front group and hope for a bunch sprint where they can use their speed to devastate the hopes of their competition.

In addition to these tactics, road races often contain a number of riders from the same team and there can be a number of teams as well as lone riders with no team. Teams will often have a pre-race strategy for how they are going to approach the race. When racing in road races you need to be aware of these tactics and preferably have some of your own.

### Handicap Races

A handicap race is a road race where all riders compete against each other, but where the stronger riders give other riders a head start. Riders of similar ability are grouped together - generally by grade or if numbers allow multiple groups

per grade. The weakest riders start first and this group is known as the “limit” group. Once this group is underway the race has officially begun and each minute that passes is an extra minute that the following groups need to catch up if they hope to win the race.

The race handicapper will determine a time gap between each group and as this time is reached riders of increasing ability will commence the race. The second last group to start the race is known as the “block” group and the last group - which contains the best riders, is known as the “scratch” group.

The winner of a handicap race is the first rider - from any group, to cross the finish line. As such the strategy for handicap races generally revolves around all riders in each group working together as a team (essentially a large team time trial) in order to catch all groups in front of them while preventing any group from behind from catching up. Unlike a scratch race, once a group has been overtaken the riders from that group are free to join in to the faster group (if they can).

It is highly unusual to see attacks from riders in a group in handicap races until such time as their group is leading as it goes against the purpose of the group (catch groups in front while holding off groups behind). However, once a rider is in the lead group they may decide that the speed is not high enough for their liking and that the group is possibly in danger of being caught. In these cases the rider has two simple choices, go to the front and pick up the speed or attack the group.

While there is no doubt there is some luck involved (getting a good group who works well together, the handicapping, etc) the beauty of a handicap race is that a rider of any ability is able to win, whilst competing against better riders.

Some key skills that you need to develop for road races are:

- ▶ Good base endurance
- ▶ The ability to ride at a high intensity for both short and extended periods (sometimes hours) and then recover quickly when the opportunity arises
- ▶ The ability to accelerate quickly to keep up with changes in race speeds
- ▶ Climbing and descending skills
- ▶ Cornering
- ▶ Close drafting and riding in a pack
- ▶ Being able to hold your line
- ▶ Good braking
- ▶ Race tactics and reading the race

## **Time Trials**

A time trial is a type of road race where a lone rider (individual time trial), or group of riders (team time trial) races over a set course in the fastest possible time. The rider or group with the fastest time is declared the winner.

### **Individual Time Trial (ITT)**

The ITT is generally regarded as the ultimate test, the race of truth, one rider against themselves and their merciless predator - time. In an ITT each lone rider starts by their self (generally in 30 second or 60 second intervals) and races over the set course as fast as they can. As there is no drafting allowed in ITTs, riders are never able to receive shelter from the elements and can only rely on their own ability to produce the fastest possible time. The usual distances for time trials are one of the following: 16km, 20km, 40km, 80km or 160km.

Despite this being an individual event, tactics and skill can play a big role in performance. To be successful in an ITT a rider must pace himself or herself correctly over the entire course and assume as aerodynamic position as possible, without compromising power output and speed. Riders who go out too hard, or push themselves too much on certain parts of the course can lose valuable time later on. It is generally better to hold a steady intensity holding just enough back so that you can pick up the pace a little as you come to the finish line - totally exhausted.

Often newer riders dread the ITT, as they are afraid that without all the expensive aerodynamic equipment (aero bars, deep rim wheels, etc) they will not go very well. However, first and foremost an ITT is a race against yourself. Each race provides an opportunity to set a personal best and to notice improvements in your fitness and cycling ability. In some countries (e.g. the UK) the popularity of time trialling is equal to if not greater than other types of road racing

An added bonus of the ITT is that time trial techniques can be invaluable in crits and road races - either in solo or small breakaways, or if you get dropped and need to catch back up.

### **Hill Climbing Time Trials**

A hill climb time trial is almost identical to a standard ITT, with one rather large difference - the course is ALL UP HILL.

While the same rules apply, hill climb time trials offer a different challenge as a riders ability to go up hill fast doesn't usually match their abilities in other styles of racing. In climbing the most important thing is your power-to-weight ratio, i.e. high power to the pedals and low body weight.

Riders also climb hills differently; some may remain seated during a climb and pedal a low gear at a high cadence, while others grind bigger gears climbing on sheer force. The way you approach climbing - your technique, mental attitude, preparedness for the climb and pace - are the most important things in making the best of what you've got.

### **Team Time Trials (TTT)**

A common variation of the time trial is the TTT. This can be a very exciting and satisfying race for competitors, as well as spectators. The rules are virtually the same as for an ITT, with the exception that riders compete in teams sharing the

pace making while other members of the team draft behind them to recover. By doing this the team can travel at speeds greater than a lone rider would be capable of.

One of the challenges presenting riders in a TTT is that of balance and cohesion. For a team to ride as fast as possible a balance must be obtained between the stronger and weaker riders. Failure to do this will see the weaker rider fatigue early in the race by trying to ride faster than they are comfortable with. This will result in the stronger riders having to slow down or in some cases drop that rider. Both of these consequences are generally undesirable as they result in slower times for the team. Ideally, a well balanced team will contain riders of similar ability with the stronger riders taking longer turns (called "pulling" a turn) in front, and thereby allowing the weaker rider to recover more.

A good team will also form a cohesive unit, their turns on the front will be smooth and the pace will be consistent. When a rider's turn is finished they will simply move aside and "drift" to the back before rejoining the pace-line at the rear. There will be no sudden accelerations and riders will be riding close up behind their teammates while drafting.

In a TTT the objective is not how fast an individual crosses the line, but rather how quickly the team finishes. The finishing time for a team in a TTT depends on the number of riders per team; in a 2-person TTT, the second rider is timed; in a 4-person TTT, it is usually the third rider, etc.

There is no room for ego in a TTT. A rider who accelerates on every turn and sets too fast a pace will drop their teammates; the rider who insists on pulling when they should be resting will be dropped or will force the team to slow for them.

Some key skills that you need to develop for time trials are:

- ▶ The ability to ride at a high intensity for extended periods without breaks to recover
- ▶ Sprinting (sometimes required to get on the back of a team in a TTT)
- ▶ Cornering
- ▶ Close drafting - especially in cross winds
- ▶ Being able to hold your line
- ▶ Light touch braking (i.e. feathering the brakes)

## ***Cycling Race Rules***

The following rules summarise the primary racing rules set out by Cycling Australia and also include some rules specific to races conducted by the Canberra Cycling Club.

### **GENERAL ROAD RACING RULES**

1. Competitors and officials must observe the local traffic laws and regulations.

2. All bicycles must be in sound mechanical and structural condition and must have two efficient and independent hand brakes. Handlebar ends must be plugged. Tyres must be free of defects and sufficiently inflated.
3. Aerodynamic handlebars ("tri bars", etc) can only be used in time trial events (ITTs and TTTs).
4. An approved helmet (Australian Standards approved - AS/NZ 2063) shall be worn at all times during competition, warming up for an event or when riding on the road at a race meeting.
5. While racing riders are forbidden to hold on to or receive pace from a moving vehicle or receive any other outside assistance. Doing so may result in disqualification.
6. In circuit races, lapped rider(s) may be withdrawn (at the discretion of the race director) when they are too far behind to affect the result. When such riders are permitted to continue, they must not assist or interfere with any other competitor and shall not give pace to the riders who have lapped them.
7. During a road sprint, Riders must ride a course parallel to the shoulder/edge of the road surface. Failure to do so may incur a penalty
8. It shall be an offence to leave the sealed portion of the carriageway to gain an advantage. A rider who leaves the road surface must cease to sprint.
9. Tubular tyres must be securely affixed to the wheel rims (this includes replacement wheels).
10. The use of iPods, MP3 players etc, or sunglasses fitted with portable music players and any other type of entertainment devices including mobile phones and wireless transmitters (Bluetooth etc) shall be strictly forbidden during competition and warm up periods on the road prior to the event.
11. All riders at the start of any race must have one foot on the ground. No flying starts.
12. In finishing sprints, all riders must maintain both hands on the handlebars at all times. NO VICTORY SALUTES.
13. Any race where a section is neutralised, riders must proceed at the speed of the slowest riders of the bunch.
14. In 'out and back' type races, competitors not going to the turn must report to the race director and declare themselves as a "Did Not Finish" (DNF). These riders must also ensure that they do not interfere, nor receive pace, from other riders still competing in the event.
15. Competitors must present themselves to the start at least 5 minutes before their starting time.
16. **Dangerous racing will not be tolerated.** Cyclists must not suddenly change course, brake quickly, swerve dangerously, remove their hands from the handlebars, use hand or hip slings or otherwise behave in such a manner, which in the opinion of the race director is likely to endanger other competitors.
17. **Prizes must be claimed on the day.** Cyclists finishing in the prize list must claim their prize with the race director immediately after the finish or as soon as prize money is available.

## UNIFORMS AND APPAREL

1. Riders should ensure their uniforms and other clothing are neat and clean (at least at the beginning of an event or race). Helmets, shoes or clothes that are damaged or in a state of disrepair shall NOT be permitted.
2. Racing jerseys must cover the shoulders.
3. When competing in open events Canberra Cycling Club members are required to wear their official Canberra Cycling Club uniform.
4. Race numbers must be prominently displayed at all time. Numbers must not be folded or damaged in any way and must be returned after the race.

## Race Specific Regulations

### Road Races

1. Riders must remain to the left of the centre line at all times. Any rider who fails to adhere to this rule, including when sprinting, will either be relegated to the last position in their group or disqualified at the discretion of the race director.
2. Any rider/s who **FORCES** other riders over the white line down the centre of the road shall be deemed to be the offender/s, and may be fined and/or disqualified if in the opinion of the race director due to careless and/or dangerous riding.
3. Competitors should not discard any items (water bidons, food wrappers, etc) while competing.
4. In scratch races, a rider or riders from any one grade, or joint grades, cannot receive or give pace from/to a rider or riders from another grade - **EVEN WHEN THE RIDER HAS BEEN DROPPED BY THEIR GRADE**. It is the responsibility of those being overtaken to ensure that this rule is adhered to.

### ROAD TIME TRIALS

1. In a Time Trial riders or teams must not draft any other rider/team or receive assistance from outside sources (including motor vehicles). A gap of 25m must be maintained between riders/teams at all times - with the exception of a rider/team who is overtaking, who shall have 15 seconds to complete the overtaking manoeuvre
2. In the case of a competitor/team starting before the signal to start, a ten second penalty shall be applied to the competitor's/team's time.
3. A late starter may not commence from a flying start and cannot start within 10 seconds of another competitor. The late starter's time commences from their original start signal, or at a later time at the discretion of the race director.
4. Should a competitor suffer a mishap in the first 100m, a restart may be granted, with the rider/team starting after the last competitor, late starters excluded.
5. A rider/team catching up with another shall leave a lateral gap (beside) of at least 2m between himself/herself and the other rider.

## **CRITERIUM**

1. A rider who has been lapped by the field or who falls so far behind as to be considered out of contention may be removed from the race at the discretion of the race director.
2. Where a break-away laps the main field the race director will have discretion as to whether the main group is removed from the race or neutralised for a sufficient time to allow the leading break-away to move clear of the group.
3. Where a break-away laps the main field and the main group remains in the race after a neutral period the race director may subsequently re-neutralise or remove the group from the race if they feel that their riding will have a negative impact on the break-away (e.g. accelerating to catch but not overtake the break-away)
4. In the event of a break-away, lapping the field, a sprint for the minor placing's shall take place before two laps to go (at the discretion of the race director) and the lapped riders must then vacate the circuit to allow the leading riders to contest the finish unimpeded.
5. Where a rider crashes or suffers a mechanical problem (including punctures), the rider/s involved shall be allowed a "lap out". Riders unable to resume their position in the race after one lap out shall be withdrawn from the event.
6. No free laps shall be permitted after the expiration of the established time of a particular event, or within **3** minutes of completion of the established time at the discretion of the race director.

## ***Canberra Cycling Club: Code of Conduct***

The Canberra Cycling Club has a "Code of Conduct" which describes the type of behaviour which the club is seeking to promote and encourage its members and supporters to adopt. Details of the code of conduct are as follows:

### **GOVERNANCE**

The code shall be known as CCC Code of Conduct. The Code shall govern the conduct of all persons associated the Canberra Cycling Club. In particular, it shall apply to:

- Persons acting for and on behalf of CCC.
- Athletes, coaches, managers and support staff of CCC.
- Persons participating in CCC organised events.
- Officials, Commissaires and support personnel assisting or conducting CCC events.

### **KEY PRINCIPLES**

- CCC wishes to operate in an environment where people show respect for others and their property. Respect is defined as consideration for another's physical and emotional well being and possessions, to ensure no damage or deprivation is caused to either.
- CCC wishes to operate in an environment that is free from harassment. Harassment is defined as any action directed at an individual or group that creates a hostile, intimidatory or offensive environment. Refer to Australian Sports Commission Guidelines for Harassment-Free Sport.

- CCC wishes to operate in a non-discriminatory environment. Respect the right, dignity and worth of every human being - within the context of the activity; treat everyone equally regardless of gender, ethnic origin or religion.
- Persons to whom this Code applies acknowledge and agree to comply with the disciplinary and grievance procedures promulgated by CCC. If any disciplinary action is taken, persons directly affected shall be given the opportunity to participate in those proceedings and the right to appeal against any decision against them.

#### **KEY ELEMENTS**

All persons who are bound by this code shall:

- Act in a manner which is compatible with the interests of CCC;
- Accord people involved in cycling with the appropriate courtesy, respect and regard for their rights and obligations;
- Treat people's property with respect and due consideration of its value;
- Show a positive commitment to CCC and Cycling Australia's policies, rules, procedures, guidelines and agreements;
- Respect the law;
- Respect the confidentiality of information which they receive in the course of fulfilling their duties;
- Uphold the standing and reputation of cycling within Canberra;
- Observe and comply with the Anti Doping Rules set out in the Cycling Australia Doping Policy.

#### **UNACCEPTABLE BEHAVIOUR**

This list provides examples of behaviour deemed to be unsuitable and not in the best interests of the sport.

- 'Sledging' other athletes, officials or event organisers. Sledging is defined as a statement that is deemed to denigrate and/or intimidate another person, or behaviour likely to constitute emotional abuse.
- Excessive use of alcohol, acting in a way that becomes a public nuisance, or creating a public disturbance.
- Damaging another person's property or depriving them of that property.
- Any physical contact with athletes shall be appropriate to the situation and be necessary for the further development of the athlete's skill.
- The use or encouragement of the use banned substances. (The banned substance list is as outlined under Cycling Australia's Anti-Doping Policy.)
- Statements which are deemed to denigrate the group that an individual is representing.
- Any type of gambling, betting or organisation of betting at any cycling event, while competing, officiating or undertaking a management role.
- Any form of harassment.

#### **RACE DAY BEHAVIOUR**

The following is a summary certain aspects of the code of conduct which highlights un-acceptable behaviours at races. Anyone who participates in events organised by the club is bound by this code of conduct and could face relegation, suspension or fines for any breach of this code.

- Show respect for other competitors

- No swearing, sledging or any other type of harassment to other riders, officials or the public.
- No pushing, shoving, or dangerous riding. This is a club event and riders should compete in a sensible and safe manner at all times.
- Uphold the standing and reputation of cycling within Canberra and obey the Road Rules at all times.
- Observe and adhere to the technical rules and regulations as set out by Cycling Australia

## ***Race Handicapping***

The club handicapper's main task is to ensure that all riders compete at a level commensurate with their ability. They assign an initial grade for new riders and monitor their performance while they settle in to racing at the club. They also decide when it is time for a rider to be moved up or down a grade by maintaining a list of the performances of all riders. This list is also used in assigning marks to groups of similarly performed riders in the handicap road races conducted by the club.

Each individual rider may have a different handicap depending on the type of event being held and their riding abilities. Riders who are more suited to sprint type events, such as short duration crits may be graded higher in those races than they would if they were competing in a hilly road race. As such a rider's handicap for an event is generally based on their previous performance in similar events. Where a competitor has not raced in the same type of event for some time the handicapper will make a decision of the grading for that rider for the event.

The club handicapper is also responsible for providing the NSW Cycling Federation with a list of handicaps for all riders registered with the club. This then enables the correct handicapping of CCC riders when they compete in open events held by clubs affiliated with the NSW Cycling Federation.

The name and contact details for the current CCC handicapper can be located on Club Info and Membership page of the CCC website (<http://www.canberracyclingclub.org.au>)

## ***Marshalling and Commissaire duties***

### **Race Directors/Commissaires**

Prior to the race day, the race director should ensure they are familiar with the venue, start time, and distance of events to be held and the names of the rostered marshals.

The race director should contact the rostered marshals in the week before the race to confirm their availability, the start time and that they are familiar with the course. It is also important that the race director obtains the most up-to-date

handicapping list from the club handicapper prior to the race to ensure that riders participate in the correct grades. Where a rider disputes their allocated handicap or are a new member and do not have a handicap it will be up to the race director to make a decision on the grading for that rider. Upon completion of the race the race director should then inform the handicapper of any decision that was made.

The race director will need to arrive at the race venue one hour before the scheduled start time and preferably be satisfied that the course to be raced is safe and any hazards are known. The race director will remain at the start/finish area for the duration of the event and coordinate all marshals, volunteers and riders to ensure an efficient registration process and a safe race. The race director will also act as starter for each race/grade.

### **Instructions for Marshals**

Each club member is assigned to marshal at a road race every one or two years. For safety and the smooth running of races it's important that you turn up on your scheduled day and help out.

If you're unable to come, make arrangements to swap with someone else on the calendar or another club member.

As a race marshal your duties include:

- turning up about 45 min before the start,
- taking entries,
- giving out numbers,
- marshalling at corners, turns and at the finish (to stop traffic where a sprint will occur),
- assist with recording results and allocating prize money.

When you get arrive at the venue find the race director and help set up equipment from the trailer. Once the trailer has been unpacked the race director will allocate you a role. Take the initiative in finding the race director and helping to set up – it saves time and gets things moving.

### **A few things to remember when you are marshalling**

- Avoid riding to the venue. The marshal point you stand at may be a considerable distance from the start and finish and you will need to transport signs and safety equipment to you marshalling point. You may also have to transport riders that have been involved in minor accidents, or have had mechanical problems with their bikes.
- It is important that you get to the race venue on time (45 minutes prior to start). You should check the race program beforehand as some events may have different start times.
- Remember that you're representing the club. An altercation with a member of the public can effectively end use of a venue. Be polite, don't hold up traffic unnecessarily and if you see a rider disobeying instructions then report it to the race director. Similarly you might be the first contact

a new member (or potential member) has with the club – be polite and welcoming and help out where possible.

- Ensure you are familiar with the order of start of grades, the number of grades, etc so that you can accurately judge when all riders have passed your position.

## **Registrations**

Two marshals should manage the registration desk. Upon being assigned this duty you should obtain the race numbers, blank start sheets, cash box and handicapping sheet from the race director and set up the registration desk.

One marshal should issue a race number to each rider as they register and accept payment, while the second marshal should enter the competitors name and race number on the start sheet for the appropriate grade (referring to the handicapping sheet as required).

Where riders question their grading (based on the handicapping sheet) or have not been assigned a grade then they should be recorded on the start sheet of their nominated grade but with an asterix (\*) next to their name. They should be informed that the club handicapper (if present) or race director will assess their grade and they will be informed if there is a change to their nominated grade before the start of the event.

When determining grades for a handicap race it is common practise for the number of riders in each group to be limited to between 8 and 15 riders. This helps ensure good competition and reduced the chances of the group being a traffic hazard.

***IMPORTANT:*** A rider's Australian Cycling Federation licence must be sighted (because of liability issues and insurance) when they register for the event. No rider can start if it is not certain that they are registered with the Australian Cycling Federation. Nb: Where a start sheet has been provided, this often lists all club members and whether they have a valid licence for the current year. If this has been supplied and the rider is listed as having a current licence then the licence does not need to be sighted. Remember NO LICENCE, NO START

## **Entry Fees**

The prescribed entry fee (\$5 for Under 17 upwards; Under 15 - Under 11 no entry fee) is to be collected from each rider prior to the riders being given a number or marked on the start sheet.

Keep the entry fee money secure

Entries must close 10 minutes before the race starts to give marshals time to move into position, the race director/handicapper time to review and decision on individual rider and group handicaps, and riders an opportunity to warm up. After that time it's the same story as licenses – No Entry, No Start.

## **Marshalling (General)**

All necessary traffic control, corner or race marshals must be in position before the race starts - both for safety reasons and to ensure that competitors stay on the correct course.

Marshals must have the appropriate signs, stop/slow lollipops, red flags, witches hats, etc. for the position they are marshalling and should wear a bright coloured marshals vest (generally "Orange"). Marshals should be aware of approximately the number of groups or riders that are expected to pass their position and how often.

Experienced marshals should be posted at points where conflicts might arise. Be very conscious of the need for traffic marshals in the immediate vicinity of the start/finish area, particularly at the start and finish of the events when riders are assembling and/or sprinting, etc.

### **Corner Marshals**

"Caution Cycle Race" signs should be placed approximately 100-150 metres either side of the intersection and a Stop/Slow lollipop or red flag should be used.

Position yourself so that you can see approaching riders and traffic that may present a hazard. Know where the bunch is going and direct them accordingly. Warn the approaching riders of any traffic (or other) hazard. Remember it may not be practicable or possible to stop traffic and you may have to ensure the riders are directed accordingly or possibly slowed or stopped if necessary. Try not to delay traffic unnecessarily.

Above all, do not place yourself in a situation where you could be injured or hit by a vehicle or the riders. You are there primarily to give directions and to warn/caution the riders and traffic of any potential hazard.

Remember to return the equipment you have used to the trailer and report to the race director when finished.

### **Turn Marshals**

On out and back courses, turn marshals are needed to ensure that riders turn at the correct location and that it is safe to do so. Place a witches hat in the centre of the road at the turn point and place Caution Cyclists Turning Signs approximately 200 metres either side of the turn. Use a Stop/ Slow lollipop sign.

On most of our normal courses the turn point is well established and marked, the turn point should be at a place where there is good vision for a considerable distance either side of the turn. Do not position a turn on blind bends or on crests.

The best position to stand is just past the turn point toward on the left-hand edge of the road for oncoming traffic (i.e. on the opposite side of the road to the approaching riders). Do not place yourself in a situation where you could be injured or be hit by a vehicle or the riders.

Be very conscious of the need to warn riders not to turn and to move to the left of the road if there are oncoming vehicles or vehicles immediately behind the bunch which may not be prepared to slow or stop. The riders are required to give way to vehicles in this situation.

Try not to delay traffic unnecessarily.

Once all of the riders have turned, you should *follow the last rider home* to ensure that no assistance is required and that all riders are accounted for.

Remember to return the equipment you have used to the trailer and report to the race director when finished.

### **Assembling and Starting Bunches**

The race director or a delegated marshal should call riders to the line at least five minutes before their allotted start time. They should make sure that the riders are no more than two abreast and close to the left-hand side of the road. Be aware that traffic needs to pass.

The race director should conduct a roll call of riders to ensure that all entered riders are present and that no rider for a different grade is with the group. The race director should then brief the riders and provide a countdown to start time. The race briefing should include;

- Instruction for riders to obey the road rules or face disqualification/fines
- Keep to the left hand side of the road and **DO NOT CROSS THE CENTRE LINE**
- Do not hold up traffic
- A reminder not to litter on the course
- A warning regarding the condition of the course – hazards that may be known or unknown
- A reminder that riders are representing the club, and that continued access to courses depends on their behaviour.
- A final reminder on safety and race etiquette.
- Where the race is a handicap race the group should be advised of the time gaps to: the limit group, the following group and the scratch group (as applies to the specific group).

The race director will ensure that group start at the correct elapsed time, particularly in the case of handicaps, and record the start time (stopwatch elapsed time) on the race sheets.

### **Judging Finishes and Timekeeping**

Once all groups are underway the race director and preferably one marshal should place themselves at the finish line of the event. As competitors finish the race it will be necessary to record the race numbers of riders in the order they cross the finish line together with the elapsed time on the race sheets.

Try and record as many riders as possible. In large bunch finishes, it will be difficult to judge all riders across the line; in this case at least try and get the major places and confirm others in the bunch by checking afterwards with the

riders, who should claim their places. Useful judging techniques are to use several judges each allocated to get say 1st, 2nd, 3rd and 4th, 5th, 6th etc. or to have one person call the numbers in sequence as they cross the line and another to write them down.

All riders in the same finishing bunch will be given the same time, do not worry about separate times for riders who have merely dropped off the bunch in the finishing sprint. The race sheets have a column for inserting the rider's actual race time, this is merely the rider's finish time minus the bunch start time.

Where a rider does not finish the race, or they have voluntarily taken pace from another group to expedite their journey to the finish, a "DNF" (Did Not Finish) should be recorded on the start sheet. Any riders that have turned short should also be marked as "DNF".

### **Completion of race**

Check the start list to ensure all riders have finished or have been noted as "DNF" if they withdrew early. If riders cannot be accounted for, it may be necessary to do a sweep of the course in case some mishap has occurred and riders need assistance.

The Race Director should collate the completed race sheets and conduct a post race ceremony to announce the winners.

The results should then be sent to the club handicapper (for use in updating handicaps) and to the club race secretary who will publish the results on the CCC website. (<http://www.canberracyclingclub.org.au>)

### **Before Going Home**

The race director and marshals should check that all equipment is returned to the trailer and stored. If any equipment has been left out on the course you need to retrieve it – lost equipment costs the club quite a lot of money. There is a list of equipment normally held in the trailer, attached to the trailer notice board. Report any missing equipment to the Property Officer or a Club Committee member.

Make sure that there isn't any rubbish left around, and take the rubbish bag home to put in your bin (primarily cans, etc., which can go in your wheelie recycling bin).

## ***Safety information***

For those taking part in their first cycle race on the road or who are new to group training, there are a few points you should be aware of to avoid falls and to gain the confidence of others around you:

1. Be predictable with all your actions.
2. Maintain a steady straight line and avoid braking or changing direction suddenly, especially if contesting a sprint. Remember that there are

- riders following you closely from behind. To slow down, gradually move out into the wind and slot back into your position in the bunch.
3. Point out and call out any road hazards ahead. These include potholes, drain grates, stray animals, opening car doors, sticks or stones, parked cars, etc.
  4. Do not overlap wheels. A slight direction change or gust of wind could easily cause you to touch wheels and fall. Pedal down hill when you are at the front of the bunch. Cyclists dislike having to ride under brakes. If you freewheel down hill you are doing as much good as sitting in your lounge chair.
  5. Stay to the left when in front to allow room for others to pass safely on your right, particularly in traffic. Pass other riders on the right hand side whenever possible.
  6. Be smooth with your turns at the front of the group. Avoid surges unless trying to break from the bunch. A group will travel quicker when turns are completed smoothly.
  7. Avoid leaving gaps when following wheels. Cyclists save about 30% of their energy at high speed by following a wheel. Each time you leave a gap you are forcing yourself to ride alone to bridge it. Also, riders behind you will become annoyed and ride around you, especially if the bunch is working together to break away or catch a break in a race.
  8. When climbing hills, avoid following a wheel too closely. Many riders often lose their momentum when rising out of the saddle on a hill, which can cause a sudden deceleration. This can often catch a rider who is following too closely, resulting in a fall from a wheel touch.
  9. Do not panic if you brush shoulders, hands or bars with another rider. Try to stay relaxed in your upper body to absorb any bumps. This is a part of cycle racing in close bunches and is quite safe provided riders do not panic, brake or change direction.

## **Coaching**

### **Junior Cycling**

Each year the Canberra Cycling Club assists in running a Junior Cycle (JC's) program. The program is run at the Stromlo Forest Park cycling facility and is conducted by qualified coaches. The program is for children aged 5 to 15 years old and aims to teach your child basic to advanced bike handling skills and also to introduce them to the different cycling disciplines and racing.

There are 3 levels of ability catered for; Advanced, Intermediate and Beginner. All you will need will be a roadworthy bike and a helmet. Any type of bike will do— BMX, road or MTB!

Details for the JC's program can be found on the clubs website.

## Canberra Cycling Club Development Squad

The Canberra Cycling Club development squad is for riders who wish to improve their racing. The squad commences on 1 May 2008 each year and runs for 12 months. The primary focus is on local club and state races.

The development squad is managed by a number of accredited coaches. Members of the squad will follow a structured training program throughout the year. The training program is designed to assist squad members improve their cycling with a specific focus on club level races. Squad members have access to a coach who monitors their training progress, provides feedback, etc.

Members of the development squad are also provided advice on all aspects of cycling, e.g. race strategy/tactics, nutrition, etc. throughout the year.

To be eligible to be a member of the CCC Development Squad you need to meet the following requirements:

- You must be a member of the CCC with an appropriate race licence (club or open).
- You should be able to commit to at least 4 days of training per week and/or a minimum weekly training load of 8 hours.
- Be able to regularly attend the two group training sessions each week (absences due to illness, work commitments, caring requirements, etc accepted).
- Be able to race in most CCC organised road races and criteriums (as indicated above).
- Be 15 years or older as of 1 January (i.e. under-17 age group or above) **AND** be capable of riding in Women's C grade or Men's E grade (or above).

## Women's Program

Each year the Canberra Cycling Club works to help develop women's cycling. The program caters for women of all levels (but mostly novice) and varies from year to year.

The full details of the program each year can be found on the clubs website.