



Event: Tidbinbilla Tracking Station Scratch Road Races - Saturday 06 March 2010

Aim.

1. To provide a challenging, well-run, safe cycling race for CCC members and other registered riders.

Execution.

2. Taskings.

- 3.1
  - Race Director (RD)
  - Coordinate marshals – exchange mobile numbers
  - Conduct Marshal and Race Briefs
  - Direct race in accordance with CCC Marshal Instructions
  - First Aid director
  - Submit race results to Canberra Times ([sport@canberratimes.com.au](mailto:sport@canberratimes.com.au)), CCC Webmaster ([allan.sieper@gmail.com](mailto:allan.sieper@gmail.com)), Canberra Roadies ([canberra-roadies@googlegroups.com](mailto:canberra-roadies@googlegroups.com)) and Race Committee on Saturday ([davidmdeery@gmail.com](mailto:davidmdeery@gmail.com), [jemegross@bigpond.com](mailto:jemegross@bigpond.com), [jpparkes@three.com.au](mailto:jpparkes@three.com.au), [emilywalshe@grapevine.com.au](mailto:emilywalshe@grapevine.com.au), [henry04@tpg.com.au](mailto:henry04@tpg.com.au)).
  - Complete race acquittal (enclosure 6) and forward to treasurer with takings

3.2 Marshals

- Each to collect from van; radio, vest, signs, witches hats and stop/go sign as per enclosure 4.

3.2.1 Marshal 1 – confirmed?

**Tasks:**

- Attend 7.45am Marshal Brief at Tidbinbilla Tracking Station car park
- Tidbinbilla Tracking Station turn around point marshal (refer to map at enclosure 1)
- This turn around point is adjacent the 60 km/h sign near the carpark
- Set up course between 8am – 8.40am (see enclosure 4)
- In location and set up by 8.55am
- Radio / Ring RD when in location and set up
- Prevent cyclists from congregating on the road before starting
- Stop traffic coming from the tracking station when groups are rolling out
- Stop traffic to allow riders to turn
- Warn cars entering the course of the bike race
- Once last rider finishes, assist with pack up

3.2.2 Marshal 2 – confirmed?

**Tasks:**

- Attend 7.45am Marshal Brief at Tidbinbilla Tracking Station car park
- Paddys River Road – Discovery Drive marshal (refer to map at enclosure 1)
- Set up course between 8am – 8.40am (see enclosure 4, signs on right-hand side of road only)
- In location and set up by 8.55am
- Radio / Ring RD when in location and set up

- Stop traffic on Paddys River road (coming from Cotter direction) when cyclists are turning left from Discovery Drive onto Paddys River Road
- Direct riders on Paddys River road (coming from Cotter direction) to turn left into Discovery Drive
- Once last rider turns left into Discovery Drive, radio RD to confirm, pack up and follow that rider back to the Tracking Station

### 3.2.3 Marshal 3 – confirmed?

**Tasks:**

- Attend 7.45am Marshal Brief at Tidbinbilla Tracking Station car park
- Point Hut turn around point marshal (refer to map at enclosure 1)
- This turn around point is just before the descent into the Point Hut intersection
- Set up course between 8am to 8.40am (see enclosure 4)
- In location by 8.55am
- Radio / Ring RD when in location and set up
- Stop traffic to allow riders to turn
- Warn cars entering the course of the bike race
- Once last rider turns, radio RD to confirm, pack up and follow that rider back to the Tracking Station

### 3.2.4 Marshal 4 – confirmed?

**Tasks:**

- Attend 7.45am Marshal Brief at Tidbinbilla Tracking Station car park
- Flints Reserve Crossing turn around point marshal (refer to map at enclosure 1)
- This turn around point is on a straight flat bit of road at the bottom of a couple of hills (there is two houses to the north - one overlooking the turn on the river side of the road and the other looking north on the mountain side of the road). When you head south there is a little sharp climb of about 200-300 metres.
- Set up course between 8am to 8.40am (see enclosure 4)
- In location by 8.55am
- Radio / Ring RD when in location and set up
- Stop traffic to allow riders to turn
- Warn cars entering the course of the bike race
- Once last rider turns, radio RD to confirm, pack up and follow that rider back to the Tracking Station

## 3.3 Additional Assistants

### 3.3.1 Jason Parkes and other Times 7 apprentices

**Tasks:**

- Attend 7.45am Marshal Brief at Tidbinbilla Tracking Station car park
- Set up registration desk by 8:00am
- Record entries and collect race entry fees, assist new members with day licenses and 3-ride permits
- Entries close at 8.45am
- After all grades have started, about 9:10am, set up the finish about 10 m back from the Tidbinbilla Tracking Station turn point (refer to map at enclosure 1)



- Assist with setup of Times 7 system where required
- Assist RD with Start / Finish

3.4 Malcolm Patterson(???)

**Task:**

- Take CCC Van to Tidbinbilla Tracking Station car park ready for 7.45am Marshal Brief
- Complete Race Acquittal Form and forward to treasurer with race takings (refer to Enclosure 6)

Timeline

- 4 Refer to Enclosure 2 for detailed Timeline.

First Aid

5. Refer to Enclosure 3 for Emergency / First Aid plan.

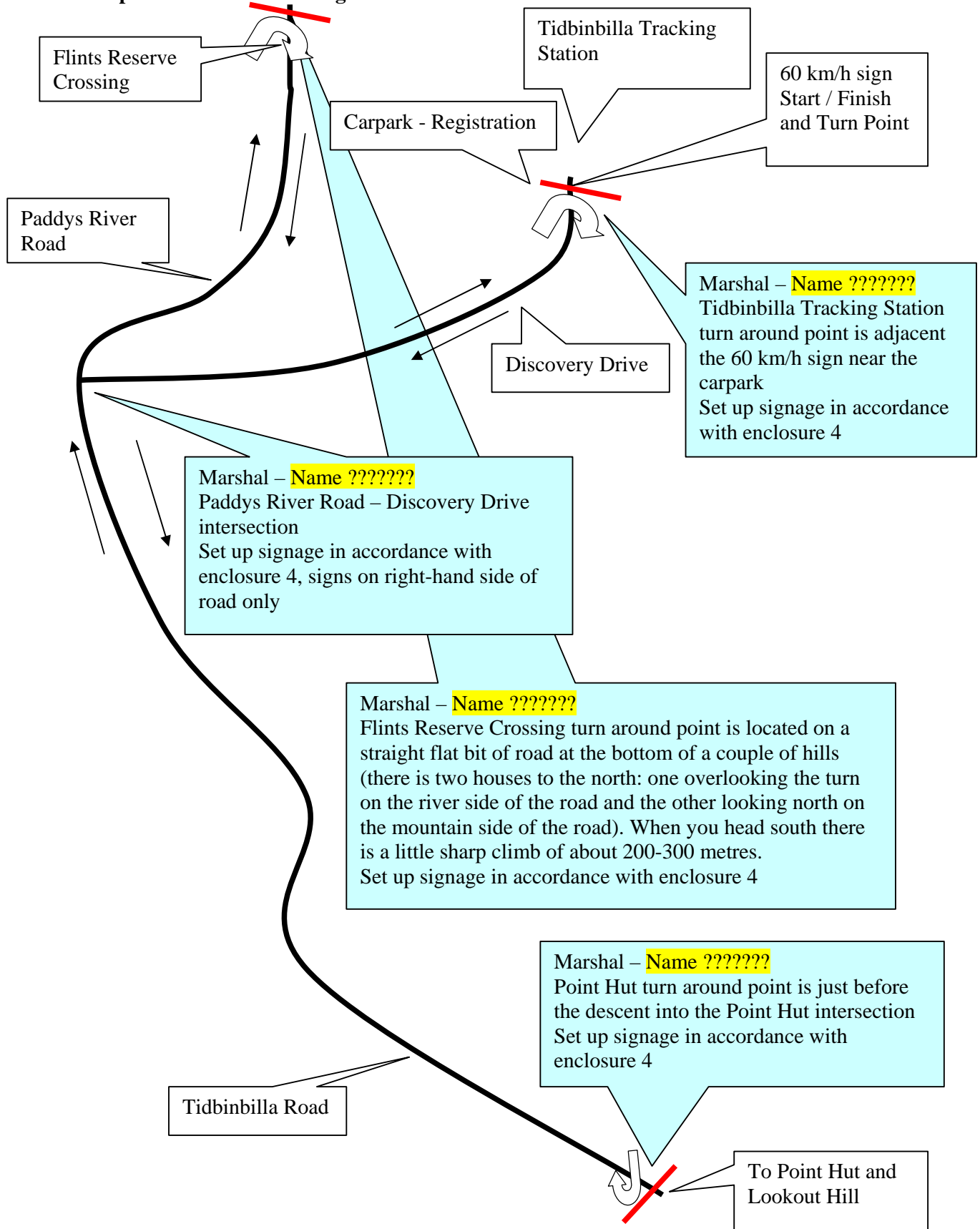
Administration

6. CCC Race Van will be taken to the race by Mal Patterson, fuelled, with float for entries and drinks in the esky. With the PA system charged.
7. Ensure you bring warm clothes (gloves, beanie and thermals), and wet weather gear (umbrella) for winter or sun protection (hat and sunscreen) and water for summer.
8. Please drive out. If you don't have a vehicle please let the RD know ASAP.

Contacts

9. Race Director – Malcolm Paterson, ph 02 6299 0638 or email malcolm.paterson@immi.gov.au.

**Map – Tidbinbilla Tracking Station Scratch Races**





**Timeline**

Ser	Time	Action	Lead	Comments
1.	7 days out	Notify and liaise with marshals	Race Director	
2.	3 days out	Confirm marshals	Race Director	
3.	Day prior	Promulgate Admin Instr	Race Director	
4.	Sat, 6 March 10 7.45am	Marshal brief at Tidbinbilla Tracking Station carpark	Race Director	At Start/Finish
5.	8am	Rego set up / entries open	Jason and assistants	+ marshal 5
6.	8-8.40am	Race Course set up	Marshals	
7.	8.40-45am	Marshals move to their positions	Marshals	
8.	8.50am	Entries close, finalize grades	RD	Handicapper
9.	8.55am	Marshals in position	Marshals	Notify RD
10.	8.56am	Race Brief (enclosure 5)	Race Director	Scratch race
11.	9am	Men's A roll out / Call up Men's B grade	Race Director	Note exact start times for Times 7
12.	9:02am	Men's B grade rolls out / Call up C grade (MC, WA)	Race Director	As above
13.	9:04am	C grade (MC, WA) rolls out / Call up D grade (MD, WB)	Race Director	As above
14.	9:06am	D grade (MD, WB) rolls out / Call up E grade (ME, WC)	Race Director	As above
15.	9:08am	E grade (ME, WC) rolls out	Race Director	As above
16.	9:10am	Junior's race if applicable	Race Director	As above
17.	Approx 10:20am	D grade finish	Race Director	Times 7
18.	Approx 10:30pm	E grade finish	Race Director	Times 7
19.	Approx 11:10am	A grade finish	Race Director	Times 7
20.	Approx 11:15am	B grade finish	Race Director	Times 7
21.	Approx 11:20am	C grade finish	Race Director	Times 7
22.	Approx 11:30am	Results and presentation (enclosure 5)	Race Director	Times 7
23.		Pack up van	Race Director	+ marshals
24.		Race report to Canberra Times etc	Race Director	
25.		Forward Race Acquittal Form to treasurer with race takings	Race Director	



### **Emergency procedures - Race Director**

The Race Director is required to manage the situation in the event of an accident.

In the event of an accident the Race Director must:

1. assess the situation and attempt to establish communication with the accident scene or send a marshal to liaise from the accident scene;
2. direct any certified First Aid Officer along with a First Aid Kit to the accident (the First Aid Kit is located in the club van);
3. if required, call for an ambulance (000) or if out of telephone range send a suitable person to a place in which a call can be made (a farm/property or to a place with mobile reception);
4. if required, call for police or another emergency service;
5. determine if the grade/race should be halted or how finish line arrangements will be covered if you and some marshals are managing the accident;
6. organise for a member of the club committee to attend the hospital to assist the injured member;
7. ensure that if required, injured riders are transported home after the event;
8. if a member has been taken elsewhere for treatment, ensure that the member's nominated emergency contact is advised and arrange for the transportation of the member's vehicle, bike and other personal items to the member's home; and
9. prepare an Incident Report for any accident involving attendance by a medical practitioner and/or an ambulance for presentation to the next club committee meeting.

#### *Emergency telephone numbers*

ACT Ambulance **000**

ACT Police 000 or 131 444

After Hours Emergency Clinics and Hospital Emergency Services

#### **Canberra Hospital (Southern Canberra)**

Emergency Dept

Woden

**Ph (02) 6244 2611**

#### **Calvary Hospital (Northern Canberra)**

Bruce

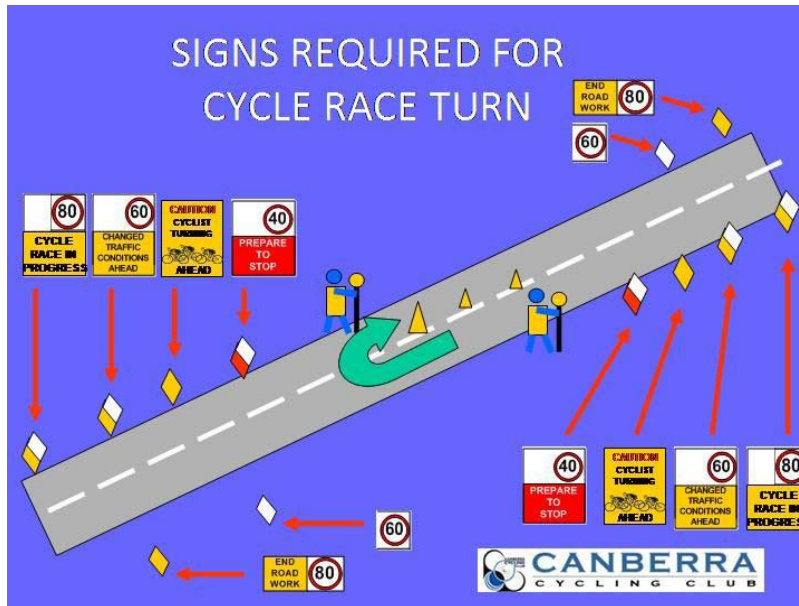
**Ph (02) 6201 6111**

#### **Tuggeranong Square Medical Practice**

Cnr Anketell & Reed Sts Tuggeranong

Ph 6293 2600 or 6293 2669

Marshal Set Up Diagram



 <b>40</b> <b>PREPARE TO STOP</b>	 <b>60</b> <b>CHANGED TRAFFIC CONDITIONS AHEAD</b>	 <b>80</b> <b>CYCLE RACE IN PROGRESS</b>
Sign 1 – 40 Kmh	Sign 2 – 60 Kmh	Sign 3 – 80 Kmh
 <b>END ROAD WORK</b> <b>80</b>	 <b>CAUTION</b>  <b>STEEP DESCENT</b>	
Sign 7 – end work	Sign 8 – Descent	

 <b>CAUTION</b> <b>CYCLIST TURNING</b>  <b>AHEAD</b>	 <b>CAUTION</b> <b>CYCLIST</b> <b>NEXT KM</b>  	 <b>CAUTION</b> <b>CYCLE RACE IN</b>  <b>PROGRESS</b>
Sign 4 – turning	Sign 5 – next	Sign 6 – race



### **Race Brief - Race Director**

Confirm race format: A, B and C grades - scratch race of two laps, approx 80 km.

D and E grades – scratch race of one lap, approx 40 km.

Announce that women's grades will be combined with men due to low numbers recently: WA to MC, WB to MD, WC to ME. If there is less than 10 riders in a grade, then combine according to [A, B and C] and [D and E].

Announce point score format: Top five men's in each race (10, 9, 8, 7, 6) and all women receive points according to finish order.

Races will start in above order, with bunches leaving two minutes apart.

Describe course and particular hazards:

- Start at the Tidbinbilla Tracking Station car park and proceed towards Paddys River Road
- Turn left (marshal) onto Paddys River Road and onto Tidbinbilla Road and proceed towards the Point Hut intersection
- Turn around (marshal) before descending into the Point Hut intersection and proceed back along Tidbinbilla Road and onto Paddys River Road and turn at Flints Reserve Crossing (marshal)
- Proceed back along Paddys River Road and turn left onto Discovery Drive and finish at the Tidbinbilla Tracking Station car park (one lap) 60 km/h sign
- Total distance per lap is approx 40 km
- Please stay for the presentation and results, which will be available soon after the race, and enjoy a coffee at the Moon Rock Café afterwards

Remind riders of the rules:

- Ride safely and beware of those around you
- Road rules apply, no crossing of the centreline
- Be aware of traffic coming from behind
- Warn slower riders when overtaking
- Sprint in a straight line
- Red flag indicates RACE STOPPED

### **Presentation - Race Director**

Thank the people that made today's race possible:

- Marshals and volunteers (name them)
- Riders, welcome visitors and first time riders
- Spectators and parents

If the race is a memorial or trophy race, make an appropriate comment about the story behind the trophy.

Announce the results starting with the lowest grade and moving up.

Announce the next event in Canberra and the next CCC event (race director, date, course, type of race and marshals).



**RACE ACQUITTAL FORM**

<b>Race and venue:</b>			
<b>Date:</b>			
<b>Race Director:</b>			
<b>Race Acquittal</b>			<b>Totals</b>
<b>1) Initial Cash Float</b>			\$.....
<b>Membership Takings</b>	<b>List of members</b>	<b>Fee</b>	
<i>3-Ride Permit</i>	1) _____ 2) _____ 3) _____ 4) _____ 5) _____	\$44	\$.....
<i>Day permit</i>	1) _____ 2) _____ 3) _____	\$25	\$.....
<i>Full licence</i>	1) _____ 2) _____ 3) _____	\$200	\$.....
<b>2) Total Membership Takings</b>			\$.....
<b>Race Takings</b>	<b>No. of Riders</b>	<b>Entry Fee</b>	
<i>Juniors</i>		\$2.00	\$.....
<i>Seniors</i>		\$5.00	\$.....
<i>Drinks</i>			\$.....
<b>3) Total Race Takings</b>			\$.....
<b>4) Prize Money</b>			\$.....
<b>5) Net Race Takings (3 less 4)</b>			\$.....
<b>5) Total Cash Balance in box (Sum of 1, 2 and 5)</b>			\$.....
<b>6) Amount left in cash box as float (\$50)</b>			\$.....
<b>7) Amount forwarded to Treasurer (5 less 6)</b>			\$.....

- Please forward the funds (item 7 above) to the Treasurer within 3 working days of the race being conducted.
- Funds can be forwarded in person or deposited into the Club's Account (St George Bank BSB: 112 908 Account No.: 040 016 541). When doing a funds transfer, please put "Race\_Date" in the description field (eg "Race\_25May09") and your name. Then email the Treasurer the funds transfer receipt and a copy of this acquittal form: Malcolm Cook ([malcolm.cook@deewr.gov.au](mailto:malcolm.cook@deewr.gov.au) or fax: 6276 7791).
- The van debit card can be used for fuel, drinks, ice and any other expenses associated with the race. Each purchase must be noted in the log book, dated, signed and the receipt kept in the folder pocket.