



COVID-19 RETURN TO SPORT REQUIREMENTS FOR ROAD & TRACK CYCLING

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We encourage all attendees of Cycling NSW events to respect social distancing of 1.5m at all times. Whenever social distancing cannot be adhered to, please consider using a face mask.

SECTION	AREA	ACTIVITY	COVID-19 MANAGEMENT
1	Course & Venue Setup	<p>Host volunteers and Traffic Controllers to setup the course with cones, signage, barricades etc.</p> <p>Volunteers to set up host areas with tents, tables, chairs, power supply (or within venues) for event team, VIPs, First Aid, Commissaires, Event timing etc.</p>	<p>Set up course in accordance with the NSW Government COVID-19 Safety Plan that has been submitted to council or other authority. A completed template was provided from Global Compliance on behalf of Cycling NSW.</p> <p>Set up the event following and referring to the relevant sections in this matrix:</p> <ul style="list-style-type: none"> ● Patron Areas – Refer to section 8 ● Spectator areas – Refer top section 9 ● Start/Finish line area – Refer to section 10 & 16 ● Registration area- Refer to section 11 ● Warm up Zone – Refer to section 12 ● Commissaire Vehicle Marshalling – Refer to section 15 ● First Aid – Refer to section 25 ● Rider equipment return – Refer to section 27 ● Presentations – Refer to section 29 <p>Racecourse Route</p> <p>Plan out course routes as per normal, taking into account the above areas that need to be established and segregated.</p> <p>Follow all council and venue owner guidelines when setting up the course.</p>
2	Timing Setup	Timing Contractor team to set up timing equipment at finish line and various sites as well as timing base.	<p>The following controls are:</p> <ul style="list-style-type: none"> ● Request copy of timing contractor’s COVID-19 Safety Plan or COVID-19 policy ● Set up area specifically for only the time keeping

			<ul style="list-style-type: none"> • Ensure that these areas are clearly marked with barricades/hats so that the area is secured. Suggestion of hats or barricades around the perimeter of the secluded area so that it prevents public and spectators entering the area • Ensure that social distancing of 1.5m is maintained within this area. For example – ensure enough space is allocated as per number of time-keepers – work on 4m² rule • Signpost the area as a ‘Restricted’ area and ensure only timekeepers can enter this area
3	Coffee & Food	Vendors to arrive and bump in or existing permanent vendors to open shop. In most instances, canteen or BBQ run by the host club.	<p>Coffee and food handling are to be avoided where possible. All attendees must be self-sufficient as per Government recommendation</p> <p>Contracted food vendors for event must have submitted COVID-19 safety plan to event promoter prior to event</p> <p>If coffee and food service is required, by club the following must be implemented:</p> <ol style="list-style-type: none"> 1. Create and submit the NSW Government Covid-19 Safety Plan for Restaurants and Cafes. (Click here for a copy) 2. Follow plan as required. <p>Please contact scott@global-compliance.com.au for help in setting up this plan</p>
4	Amenities	Open access to Toilets and Change Rooms. Portable Toilets to be bumped in if remote.	<p>Please ensure the following controls are implemented for each area:</p> <p>Fixed Toilets</p> <ul style="list-style-type: none"> • To be inspected prior to use for cleanliness • Ensure sufficient soap and dry wiping material is available • Place sign at entry stating number of persons allowed in the toilets following 4m² rule • Place ‘How to wash hands’ poster above or next to the wash basins in each of the toilets • Ensure all line ups to toilets follow the 1.5 m distance rule. Suggest that an event personnel are assigned to manage this as

			<p>needed</p> <ul style="list-style-type: none"> • Ensure regular inspections are conducted throughout the day by COVID-19 Safety Coordinator • It is strongly encouraged a hand sanitizing station is placed in the immediate vicinity of portable toilets <p>Changerooms</p> <ul style="list-style-type: none"> • No change rooms are to be used <p>Portable Toilets</p> <ul style="list-style-type: none"> • All portable toilets to be placed at least 1.5 metres apart. • Place 'How to wash hands' poster above or next to the wash basins in each of the portable toilets • Ensure sufficient soap and dry wiping material is available in each portable toilet • Ensure all line ups to portable toilets follow the 1.5 m distance rule. Suggest that an event personnel are assigned to manage this as needed • Ensure regular inspections are conducted throughout the day by COVID-19 Safety Coordinator • It is strongly encouraged a hand sanitizing station is placed in the immediate vicinity of portable toilets
5	Venue access	Access to permanent venues such as halls, schools, function centres, toilets etc	<ul style="list-style-type: none"> • Seek approval from venue prior to hosting event • Ensure that all event owner protocols are implemented • Ensure 4m² rule is reviewed and place signs at all access points stating number of personnel allowed in the venue building • Place hand sanitiser at each entry/exit point • Ensure that social distancing measures are put in place inside the building such as barricades, signs and walkways to ensure 1.5m rule is followed
6	Traffic Control/management	Traffic Control Plans with marshals in place to manage event traffic and local traffic	<ul style="list-style-type: none"> • Contracted Traffic Controllers for event must have submitted COVID-19 Safety Plan to event promoter prior to event

7	Venue Parking	Parking allocated with respect to Course setup and location	<ul style="list-style-type: none"> • Event promoter must inform all patrons prior to event whether venue parking will be separate to patron area or combined. • Ensure that all parking is permitted by event venue owner or councils • Where event is at risk of large numbers of cars to arrive at the same time, it is recommended staggered entry and protocols are in place. For example – placing barricading so all personnel arriving at event follow set pathways, maintain 1.5 m and prevent patrons congregating
8	Patron Areas	Areas allocated to riders for stationary warm-up/warm-down, coaching, bike prep, team area etc, usually alongside parking	<ul style="list-style-type: none"> • Ensure that social distancing of 1.5m is maintained within each area. For example – ensure enough space is allocated as per number of riders. Use the 4m² rule as a guide • Signpost the area as ‘Restricted’ area and ensure only riders can enter this area • All riders must use hand sanitiser before and after each race. Set up a stand with this in that area • All riders must use hand sanitiser before and after each race. Set up a hand sanitizing station with this in that area. • If parking area is same as patron area for the event: Utilize parked vehicles to help maintain social distancing • If parking area is same as rider area. Always leave 1.5m space between vehicles and rider areas/setup structures
9	Spectator Areas	Areas for spectators to congregate, usually along the finish straight and at major course junctions or busy local intersections	<ul style="list-style-type: none"> • Spectators to be discouraged from attending through pre-event communication. For junior riders, riders and parents are asked beforehand that each rider be accompanied only by one parent or carer, with no other spectators • Recommend to set up designated areas for viewing allowing for the 1.5m rule to be maintained • Signpost these areas for public viewing • Place, where possible barricade/hats/signage for viewing areas • COVID-19 Safety Coordinator to ensure spectators maintain social distancing, particularly at sign on areas and start/finish areas

			<ul style="list-style-type: none"> • Where possible, stay in patron area to spectate event. • If venue parking area is shared with patron areas: it is encouraged to spectate event sitting in vehicle
10	Finish Line Area	Finish line for racing, inherently higher risk due to increased activity and nature of racing	<ul style="list-style-type: none"> • Ensure that these finish line areas, which will normally be shared with event officials and timing, are clearly marked 'Restricted' with barricades/hats etc. • Ensure that social distancing of 1.5m is maintained within each area. For example – ensure enough space is allocated as per number of riders. Use the 4m² rule as a guide and consider ground markers
11	Registration Area	Zone for late registrations, signing in (submitting membership card), collection of event bibs and transponders, hub of information for the event	<p>All registrations and payments recommended be completed online through a portal.</p> <p>For collection of rider equipment (I.e. bib numbers and timing transponders) consider the following process:</p> <ul style="list-style-type: none"> • Set up specific entry and exit points for area • Ensure that the Registration Area is clearly marked with barricades/hats so that the area is secured. Suggestion of hats or barricades around the perimeter of the secluded area so that it prevents public and spectators entering the area • Place hand sanitiser at entry point. Ensure that all attendees sanitize hands prior to entering area. Utilize signage. • Ensure that social distancing of 1.5m is maintained within each area. Sign post the area as 'Restricted' and/or 'Entry for riders only' area and ensure only riders can enter this area • Designate times for bib collection based on grade/division/age category • Provide registration desk. Staff are to be wearing gloves and face masks. Ensure that there is either of the following: <ul style="list-style-type: none"> ○ Perspex screen set up on the desk or

			<ul style="list-style-type: none"> ○ A barrier that ensures 1.5 metre distance from staff. Eg. A table in front of the registration desk so that participants maintain 1.5 metre distance ● COVID-19 Safety Coordinator to ensure all competitors follow registration procedure
12	Warm-up zone	Zone designated as the official warm-up area for riders, near enough to the start zone but without blocking access to parking or interfering with starting events. In most cases, the race course is the warm-up zone prior to the start.	<ul style="list-style-type: none"> ● Where possible, position a designated warm up zone separate from the event start/finish area ● Ensure that these areas are clearly marked with barricades/hats etc. ● Ensure that social distancing of 1.5m is maintained within each area. For example – ensure enough space is allocated as per number of riders ● Signpost the area as ‘Restricted’ area and ensure only riders can enter this area ● Ensure all competitors utilizing the warm up zone are moving at all times, and do not congregate when stationary within the zone ● Ensure no sharing of equipment, food or drink in this area
13	Volunteer briefing	Briefing of volunteers on their duties for the day. Formality may be overlooked where an event has longstanding volunteers.	<ul style="list-style-type: none"> ● Ensure that all volunteers and officials are sent the “notice to officials’ prior to attending the event ● Ensure that briefings are held outdoor and 1.5 m is followed between all participants ● Where possible hold any pre-event briefings in a virtual environment online. ● It is recommended all event officials complete the COVID Safe Sport Coaches & Officials Certification course online (30 min course)
14	Commissaire briefing	Briefing that takes place 1 hour prior to start involving all Commissaires allocated to the event	<ul style="list-style-type: none"> ● Ensure that all officials are sent the “notice to officials’ prior to attending the event ● Ensure that briefings are held outdoor and 1.5 m is followed between all participants. If they are held indoors, the 4m² rule applies ● Where possible hold any pre-event briefings in a virtual environment online ● It is recommended all event officials complete the COVID Safe Sport Coaches & Officials Certification course online (30 min course)

15	Official vehicles	Any motor vehicle involved in the organisation or running of event including commissaire vehicles	<ul style="list-style-type: none"> ● Setup and mark the area for official vehicle marshalling with 'Restricted' signage ● Recommendation of only one person per vehicle ● If a second person is required in the vehicle: it is strongly advised that the passenger sits in the rear of the vehicle and both occupants wear a mask ● Sanitiser in all official vehicles is strongly recommended
16	Rider marshalling/briefing	Area for riders to marshal prior to starting and for the race briefing to be delivered by the Commissaire	<ul style="list-style-type: none"> ● Set up dedicated area for these activities* ● Ensure that these areas are clearly marked with barricades/hats etc. ● Ensure that social distancing of 1.5m is maintained within each area before competition commences. Ensure enough space is allocated as per number of riders ● Signpost the area as 'Restricted' area and ensure only riders can enter this area <p><i>*Please note, these areas may be the same areas as other restricted areas such as the 'Warm up zone'</i></p>
17	Handlers	Parents, coaches or other helpers to hold up bikes in events that require standing start or for less experienced junior cyclists.	<ul style="list-style-type: none"> ● Ensure that those selected as handlers are registered and been sent the Notice to Officials' letter ● Only one handler per rider ● All handlers must use hand sanitiser at entry ● All handlers are to follow the 1.5 metre distance where possible
18	Commissaire equipment	Commissaires and other officials may require special equipment for use such as high-power radios, flashing car lights, hi-viz vests, stopwatches etc. This equipment is sometimes distributed by the club, CNSW (to be returned post event) or owned by the user.	<ul style="list-style-type: none"> ● All equipment must be wiped down or sprayed with disinfectant or similar product prior to using the equipment. It is also to be cleaned once finished and before return. ● Limit transferring of equipment between commissaires during events ● No interchanging of vests or other clothes ● No use of earpieces for radios shall be permitted

<p>19</p>	<p>Spares vehicles/Spares area/Sag wagon</p>	<p>Spares Vehicles (which carry mechanics around the course with wheels), Spares Area (a dedicated space beside the course where mechanics wait with spare wheels), Sag Wagon (which picked up riders that have fallen outside the time limit of the event). Spare wheels are usually provided to the Spares Vehicle by riders/teams who then collect them at the conclusion of the event.</p>	<ul style="list-style-type: none"> ● No sharing of tools or equipment between riders <p>Spares vehicles:</p> <ul style="list-style-type: none"> ● Any spares vehicle following race must act as neutral spares ● Spares vehicles may only carry a maximum of 5 sets of wheels (front & rear) ● All spare wheelsets must be wiped down or sprayed with disinfectant before being placed in spares vehicle ● Spares vehicles may carry a maximum of two persons (driver & mechanic). It is strongly advised both persons wear masks ● Sanitiser in all spares vehicles is strongly recommended ● Mechanic must sit in rear left seat of vehicle and wear gloves which must be disposed of and changed between mechanical incidents ● It is strongly recommended that riders must conduct any wheel changes or mechanical repairs themselves. The mechanic is only to hand spare wheel to rider and take back punctured wheel ● Wheelsets must be wiped down or sprayed with disinfectant before being returned to owner <p>Spares area:</p> <ul style="list-style-type: none"> ● Mechanic must wear gloves which must be disposed of and changed between mechanical incidents ● It is strongly recommended that riders must conduct any wheel changes or mechanical repairs themselves. The mechanic is only to hand spare wheel to rider and take back punctured wheel <p>Sag wagon:</p> <ul style="list-style-type: none"> ● It is strongly advised sag wagon carry a minimum of two sets of wheels (front & rear) ● Riders are to be only be picked up by sag wagon in exceptional circumstances where they cannot make it to the finish unassisted ● It is strongly recommended face masks and hand sanitiser is carried in sag wagon, and used by any riders being picked up
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20	Technical Regulation compliance (including officials equipment checks)	All juniors are subject to roll-out rules at their events. All riders are also subject to bike measurements when competing in time trial type events. All measurements are performed prior to racing, and placegetters re-measured post-race.	<ul style="list-style-type: none"> ● Set up dedicated area for these activities ● Ensure that these areas are clearly marked with barricades/hats etc. ● Ensure that social distancing of 1.5m is maintained within each area ● Signpost the area as 'Restricted' area and ensure only riders can enter this area
21	Police	Some event involves a Police presence. Police to be briefed with in the Commissaire Briefing.	<ul style="list-style-type: none"> ● Include Police in the Commissaire briefing controls
22	Volunteer Gear/Setup	Volunteers sometime require gear for their respective roles, such as sun shades and chairs for corner marshals.	<ul style="list-style-type: none"> ● All volunteer equipment is to be only used by that volunteer ● Ensure that all equipment hired or brought on to site is cleaned prior to use
23	Adverse Weather preparations	Setup of tents, shades, spray showers and industrial fans to provide relief from adverse weather for riders, officials and spectators	<ul style="list-style-type: none"> ● Ensure that all equipment hired or brought on to site is cleaned prior to use ● Ensure that tents are spaced at least 10 metres apart to prevent social gatherings ● Avoid the use of industrial fans, spray showers, common drinking fountains etc.
24	Finish chute	Length of road allocated to allow for riders to overshoot the finish and roll off speed. Marshalled due to inherent dangers	<ul style="list-style-type: none"> ● Ensure that finish chute is barricade off and social distancing of 1.5 metres for marshals is followed
25	First Aid	First Aid provider to the event. Sometimes passively allocated as one or two members of the host volunteer team. At larger events, a first aid officer is designated with placement at the finish line with ability to drive the course if called by officials. Some events also stage secondary first aiders on course at riskier sections of the course.	<ul style="list-style-type: none"> ● Any contracted First Aid providers for event must have submitted COVID-19 Safety Plan to event promoter prior to event ● A first aid must be set up in a designated area, preferably outdoors if possible ● This area must be signposted and in a clearly separated zone ● All first aid officers must wear gloves and must when interacting with personnel ● Hand sanitiser must be available for in first aid area

26	Incident management	When an incident occurs, injured riders are either taken back to the First Aid area for treatment or Emergency Medical is called. Measures to be taken include neutralising a race, pausing or restarting the race, or cancelling the rest of the day.	<ul style="list-style-type: none"> • When an incident occurs, the commissaire or coordinator is to decide whether to stop the race or not • The first aid personnel on site are to be notified • If possible, transfer injured participant to the first aid area • Commissaire and first aid are the only persons to attend to the injured person • First Aid administrators must wear appropriate PPE including gloves, masks and sanitize before and after treating patient
27	Equipment/return riders	At the conclusion of racing, riders return their bibs and transponders and collect their membership cards.	<ul style="list-style-type: none"> • An area must be set up for the collection of bib numbers and transponders. Suggest setting up a bin for riders to place items into. No transferring of bibs and other equipment to staff or other riders • Signpost the area as Bib Collection point • Set up multiple bin locations if social distancing cannot be met. For example, if you had 40 riders, it would be best to set up two bin locations. General rule of one bin per 20 riders
28	Equipment Return Commissaires	As Commissaires finish their duties, they return their equipment to CNSW or the Host, sometimes in piecemeal.	<ul style="list-style-type: none"> • All equipment must be wiped down or sprayed with disinfectant or similar product prior to packing up equipment • Pack down procedures must ensure social distancing is adhered to at all times
29	Presentations	Presentations for the winners, down to certain places and held with recognition of sponsors and supporters. Usually held at the end of the day, sometimes held at the end of each race or off-site.	<p>Onsite presentations are to be limited or not held wherever possible</p> <p>If podium presentations are held:</p> <ul style="list-style-type: none"> • All podiums are to be placed 1.5 metres apart. If not possible/applicable, personnel must stand 1.5 metres apart • No shaking of hands or physical contact • All prize money to be transferred electronically • No handing out of newsletters/results sheets. All communication is to be completed electronically
30	Prizes Handout	Prizes are usually distributed (cash or prizes) during or immediately after the presentations.	<ul style="list-style-type: none"> • No cash is to be used or transferred at any race venue or event • All prize money is to be transferred via EFT or similar method

31	Official Interactions	Communications may occur between riders and racers regarding results, disciplinary issues, questions regarding the race and course etc.	<ul style="list-style-type: none"> • Social distancing of 1.5 metres must be adhered to at all times. • If indoors, the 4m² rule must be followed • Where social distancing rules cannot be adhered to, it is strongly recommended that event officials wear masks
32	Pack-Down Bump-Out	At the conclusion of competition, host setup and vendors all bump-out. Food vendors sometimes bump out just before the end of racing.	<ul style="list-style-type: none"> • All equipment must be wiped down or sprayed with disinfectant or similar product prior to packing up equipment • Pack down must ensure social distancing is adhered to at all times • All waste is to be place is bin liners and taken off site or placed in approved locations as per the race event • Gloves are to be worn when removing waste or cleaning up areas
33	Rubbish Collection	Bins or bags for rubbish collection set up around high traffic areas (Finish Line, Food/Coffee, Registration)	<ul style="list-style-type: none"> • All waste is to be place is bin liners and taken off site or placed in approved locations as per the race event • Gloves are to be worn when removing waste or cleaning up areas
34	Drug Testing	Zone allocated for Sport Integrity Australia when they arrive unannounced for random testing	<ul style="list-style-type: none"> • Set up area for this as required • Ensure that these areas are clearly marked with barricades/hats etc. • Ensure that social distancing of 1.5m is maintained within each area • Signpost the area as 'Restricted' area and ensure only riders can enter this area
35	Media & Photos	Presence of Media and photographers documenting the event and partaking in interviews etc	<ul style="list-style-type: none"> • All contracted media personnel are to adhere to the same recommendations as given to event officials & where applicable submit COVID-19 Policy to event organiser • To avoid bringing the sport into disrepute, wherever possible photographers should remind subjects to observe social distancing and other safety requirements (e.g. asking subjects to stand apart) before taking photographs

36	Feeding	Provision of food/drink for energy during an event, at a pre-designated zone on course. Food/drink is sometimes contained within a small bag and usually a bag is collected and distributed amongst team members within a race	<ul style="list-style-type: none"> • No sharing on food or drinks permitted between competitors • Feed zones to be permitted depending on circumstances of event • Event organisers to implement a plan for feed zone to ensure social distancing measures are observed
37	Coaching	Some events (track) allow for areas for coaching during an event	<ul style="list-style-type: none"> • Where possible, position a designated coaching zone separate from the event start/finish area • Ensure that these areas are clearly marked with barricades/hats so that the area is secured. Suggestion of hats or barricades around the perimeter of the secluded area so that it prevents public and spectators entering the area • Ensure that social distancing of 1.5m is maintained within each area. For example – ensure enough space is allocated as per number of riders and their coaches • Only allow one coach per rider • Signpost the area as ‘Restricted’ area and ensure only riders/coaches can enter this area • Ensure all competitors utilizing this zone are moving at all times, and do not congregate when stationary within the zone • Ensure no sharing of equipment, food or drink in this area