



**2021 Victorian  
Human Powered Vehicle  
Grand Prix Series  
Race 1 Kilsyth Grand Prix  
Handbook**

**ALL Enquires to  
Casey Cardinia HPV & Cycling Club**

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# **The 2021 Victorian Grand Prix Series Races**

## **Race 1 - Kilsyth Grand Prix**

Sunday 29th August

6 hour Race Commencing at 10 am

Track Length: 1.1km

Entry Fee: \$300 exc. GST

METEC Driver Education Centre

## **Race 2 - Lang Lang Grand Prix**

Sunday 24th October

6 hour Race Commencing at 10 am

Track Length: 1.1km

Entry Fee: \$300 exc. GST

Lang Lang Rec Reserve

Welcome to the 2021 Victorian HPV Grand Prix Series (hereafter called The Series), This booklet, along with regular emails, Facebook, Instagram and Website updates we will provide you with all necessary information you need to compete in the fastest-growing HPV Series across Victoria.

This Series is organised by the Casey Cardinia HPV & Cycling Club Inc. and is not affiliated with any other race organisation.

Any questions or concerns regarding non-Series events should be directed towards those event organisers.

This year there will be only 2 events. Each event will be stand alone and there will be no overall Series Winner for 2021. This is due to the small number of races we have on the calendar this year.

While this information is correct at the time this handbook is published. Changes may need to be made to ensure that every event is covid safe and complies with all current restrictions. Please make sure that you make sure you check for any updates regularly.

Any individual deemed to be bringing the sport or event into disrepute will be asked to leave the event by Event Management and Security.

## **Aims**

We, the Event organisers, aim to:

- Provide participants, young and old, with the opportunity to race competitively in a controlled, safe and friendly environment.
- Provide entrants with a racing environment to test new designs.
- Provide participants with the opportunity to improve their riding ability throughout the series.

## HPV Categories

The 2021 Victorian HPV Series has the following Categories:

- Junior Class (Yr 5-6) (including all female teams)
- Junior Open (Yr 5-6)
- Middle Secondary (Yr 7-9) (including all female teams)
- Middle Open Secondary (Yr 7-9)
- Senior Secondary (Yr 10-12) (including all female teams)
- Open Secondary (Yr 7-12)
- Community Open (including all female teams)
- Community Mixed (minimum 1 female rider)
- Masters (age 35 and over & minimum 1 female rider)

## HPV Teams

- All riders who are listed on the submitted team sheets must ride during the race
- No rider is permitted to be less than 10 years of age at the date of the event they are competing in any category.
- Any rider from Grade 4 needs the approval to ride from race organisers prior to the day of the event

**Junior:** Teams must have a minimum of 4 girls.

Min 6 riders, *Max riders 10*

**Junior Open:** There is no gender ratio requirement.

Min 6 riders, *Max riders 10*

**Middle & Senior:** At least half the members of the Middle and Senior class entries must be Female.

*Min 6 riders, Max riders 8*

**Middle Open Secondary:** There is no gender ratio requirement.

*Min 6 riders, Max riders 8*

**Open Secondary:** There is no gender ratio requirement.

*Min 6 riders, Max riders 8*

**Community:** There is no gender ratio or age requirement.

*Min 4 riders, Max riders 8*

**Community Mixed:** Teams must have at least 1 Female rider.

*Min 4 riders, Max riders 8*

**Masters:** Teams consist of riders with a minimum age of 35 years at the time of the event and must have 1 female rider.

*Min 4 riders, Max riders 8*

You will see there has been a reduced Max number of riders this is to limit the amount of people we have at each venue to comply with COVID rules.

The team must have at least one nominated Team Manager over the age of 18 years of age.

Riders are not permitted to ride for multiple teams at a single event.

Teams cannot change categories after the start of the Race.

## **Registration**

2021 registrations will open on 22nd of June at 10am.

Teams will be issued an invoice after the registration process.

All tracks have maximum vehicle numbers. Teams will be placed on a waiting list in the order they are received if the limits are reached.

In the event that the series is in a position to have to cancel the event, or the team for a legitimate reason needs to withdraw from the event a full refund will be provided to teams.

## Points Allocation

There will be no points awarded for any race this year as there is no Series Winner.

## Scrutineering

Scrutineering will take place before each race

All vehicles must be presented to scrutineers at the allocated time slot.

Vehicles must be presented in a race-ready condition.

Failure to appear at your allocated time slot may mean you will not be permitted to race.

No race day scrutineering

Any represented scrutineering, teams must attend the allocated time's failure to do this will result in this taking place after race start.

Post-Race scrutineering may also take place at the conclusion of each race.

This may be for the top 3 vehicles in each class and for randomly selected vehicles.

## Scrutineering Dates and Times

### **Race 1 - Kilsyth Grand Prix**

Saturday 21st August -

Tom Flood Velodrome Bendigo 9am-11am

Casey Fields Crit Track 9am-12pm

### **Race 3 - Lang Lang Grand Prix**

Saturday 16th October TBC

Tom Flood Velodrome Bendigo 9am-11am

Casey Fields Crit Track 9am-12pm

## Documentation

### The following forms must be submitted prior to commencement of the Scrutineering process.

- Team Manager Declaration
- Consent & Indemnity form
- Rider Registration Forms
- Team Manager Checklist

All forms will be available for download from the Team Managers page on our website.

**This year we will be doing something different.** Rather than our traditional way of handing in our paperwork at scrutineering we will be uploading all paperwork to a new online system we are running.

We have done this as part of a few aspects of our event that we are trying to improve, this will help us reduce the amount of common touch surfaces teams that event management have to handle, as well as by keeping all documents online. This will reduce our carbon footprint which is something that we are very cautious of.

All forms for each team will need to be emailed to [vichpvpaperwork@gmail.com](mailto:vichpvpaperwork@gmail.com) by **9pm on the 12th of August**, this is a Thursday the week before scrutineering, hence 2 weeks before our event.

This will need to be in the form of scanned files or forms having been completed online, PDF preferred. The only requirement is that if you have multiple teams/entries within a school or organisation that you send these in separate emails clearly stating which forms are for what team/entry.

Within this email there will need to be a **team managers declaration, form 2A , Rider List** and **all rider forms** (for everyone in that team). And we ask that you do not send this email until you have all of these forms as we will **not** be accepting emails that do not have all of this.

**Any team who chooses not to submit their paperwork to the above email before 9pm on the 12th of August will unfortunately not be able to participate within our event on the 29th.** This is not something we have decided lightly however it is expected that this is done as there is plenty of time and notice to make this occur.

## **Vehicle Specifications**

In 2021 the National Vehicle Specifications booklet has been released. Please make sure you read this book and understand any changes that may need to be made to your vehicle.

## **Transponders**

All teams will be issued a transponder on race day for each vehicle. This is for teams to install to record the vehicle laps during the race. Teams are responsible for the installation of this. Transponders remain property of the event timer and must be returned at the conclusion of the event. Failure to return these post event may incur a fee.

## **Number Panels**

Each team will be given a set of number panels, numbers and coloured stickers at the start of the team's first race of the year. They are to be used at all races for the series.

The Numbers are to be stuck in the larger box with the coloured sticker in the smaller box on the top.

Colours are as follows

White - Junior & Junior Open

Yellow - Middle Secondary

Orange – Senior Secondary

Green - Open Secondary

Blue – Community

If you require an extra set of numbers and or panels at a cost of \$15 please email [vichpvsecretary@gmail.com](mailto:vichpvsecretary@gmail.com) . This must be done 2 weeks prior to any race.

## **Event Schedules**

These will be released prior to each race via the website, email and Social Media.



## Trike/Rider Hygiene

### **Pre Event**

- Trikes should be clean/disinfected prior to the event using soap/water and an appropriate disinfectant (which is suitable for the material being cleaned)
- All equipment that has been shared previously (Helmets, Shoes, Glasses etc) should be clean disinfected prior to the event
- All riders must have their own (or allocated) helmet, shoes, glasses (if required), seat foam/pad, water bottle and riding attire. There is to be no sharing of equipment.

### **During event**

#### **At each rider change**

- Participants are to wash hands with soap and water or use hand sanitizer before they enter and after they exit the trike.
- Rider must use their own seat pad
- High touch points need to be sanitised, including but not limited to:
  - o Steering Handle (brake levers, horn)
  - o Seat/Seat belt/buckle
  - o Neck Rest
  - o Speedo
- Ensure riders change over any personal equipment (water bottles, shoes, glasses, helmets etc)

### **Post Event**

- Trikes should be clean/disinfected at the conclusion of the event using soap/water and an appropriate disinfectant (which is suitable for the material being cleaned)
- Any equipment which has been shared (Helmets, Shoes, Glasses, tools etc) should be Cleaned and disinfected.

## Rider Safety

Please ensure that all relevant paperwork is completed and submitted for each event before the due date. While the event management committee ensures we take every precaution to make the series as safe as possible, we cannot take responsibility for individual teams.

First Aid facilities will be available on the day at all events to provide medical attention if the need arises. It is also suggested that each organisation have a First Aid kit in their pit area.

**Helmets:** Team Managers must ensure that helmets meet the latest Australian Standards requirements (AS2063.1, AS2063.2, AS/NZS2063, AS1698, AS/NZS1698 or SNELL B95), with tag still attached). Helmets that are “scalped out” do not meet Australian Standards and are not to be used. Helmets must be properly fastened and adjusted correctly at all times. Caps, hats, beanies, hoods or other items must not be worn under helmets. All helmets must only be worn by 1 individual during the event, there is to be no sharing of helmets.

**Gloves:** Shall be worn at all times when riding. Gloves are required and must be of a strong fabric.

**Safety glasses:** Shall be worn at all times in open top vehicles and with vehicles where windscreens have been removed or large holes created

**Shoes:** Riders must wear shoes that provide full foot coverage. There is to be no sharing of shoes between riders during the race. Riders should have individual shoes, if shoes must be shared, they must be sanitised/disinfected between uses.

**I-Pods (or similar) cannot be used.**

Riders must not wear personal listening devices while on the track.

**Rider attire:** All riders are required to wear appropriate clothing and covered shoes at all times whilst riding. Upper body clothing is to cover the rider’s shoulders and upper arms. Singlets and tank tops are not allowed. All Attire must only be worn by the individual, there is to be no sharing of clothing.

Marshals along pit lanes will be checking these items vigorously on race days

## HPV Track Rules

To ensure a high level of rider behaviour and track safety the following rules will be enforced during the event. It is the Team Manager's responsibility to inform riders of the rules before the event.

Riding of vehicles (trikes) anywhere on the circuit prior to competition start is not permitted.

This is a Smoke Free event.

- Vehicles must stay to the left of the track unless overtaking another vehicle
- Vehicles must endeavour to overtake on the outside (right-hand side) of the track.
- When overtaking, a rider must ensure that they:
  - Check their mirrors to ensure it is safe for them to overtake.
  - Sound their horn until they have passed the vehicle they are overtaking.
  - Ensure there is a safe distance (approx 3m) before moving back across the track.
- Blocking, weaving or forcing a way past a vehicle is not permitted and examples of such driving/riding will be penalised. Experienced riders should set an example for younger riders
- When a caution (yellow) flag/light is displayed on the track, all vehicles must slow and not continue at race pace.
- If aggressive behaviour and abusive language are observed, the teams in question will be penalised. These types of actions will not be tolerated.
- A vehicle shall only enter pit lane by the pit entry. Only in exceptional circumstances shall an alternative entry not be seen to be a breach of the rules and incur a penalty.
- If a vehicle becomes disabled (i.e. chain falls off or flat tyre) on the track, riders are to pull over to the side of the track. If the rider cannot rectify the problem, help from an official should be sought.
- All rider changes must be completed in their allocated pit area
- Upon entering Pit Lane, riders must ensure that they are travelling at no more than **10kmh** (a **slow** walking pace). This speed must be maintained through the entire distance of the Pit Lane.
- Vehicles must come to a stop under their own power when stopping in pits (ie no "catching" a vehicle to bring it to a halt)
- A vehicle must leave the pit area under its own power

- Portable music / electronic devices (e.g. i-pods, mp3 players, i-phones etc) are not permitted to be used while riding. Any rider found to have earphones on while in the trike constitutes a safety hazard and will be stopped immediately.
- All riders are required to wear appropriate clothing and covered shoes at all times whilst riding. Upper body clothing is to cover the rider's shoulders and upper arms. Singlets and tank tops are not allowed. Gloves are required and should be of a strong fabric. Safety Glasses are to be worn at all times in open-top vehicles and with vehicles where windscreens have been removed or large holes created.

## **FLAGS/LIGHTS**

### **Australian National Flag**

Competition Start

### **Green Flag/Green Light**

Conditions normal race speed

### **Yellow Flag/Flashing Yellow Light**

This is the signal for danger – there is a hazard on track ahead. It may be in the form of another vehicle, debris or a marshal on the track. SLOW DOWN and be prepared to take evasive action. Any overtaking or riding within the yellow flag area prior to the next green flag that causes concern to officials will be report and penalties will be enforced at the discretion of the organising body.

### **Red Flag/ Flashing Red Light**

STOP IMMEDIATELY AS NEAR AS PRACTICABLE TO THE LEFT-HAND SIDE OF THE TRACK. If red flag conditions continue for an extended period, teams may be directed to return to their pit. When directed to move, vehicles are to return to their pit in single file. NO OVERTAKING PERMITTED

### **Black Flag**

Waved directly at a single vehicle. Vehicle is required to stop at Race Control on the following lap. The Black flag may be shown in conjunction with a vehicle number

### **Chequered Flag**

## End of competition

Breaches of the above rules or riding in a manner that, in the opinion of the event management, is in breach of the spirit of the 2021 Victorian HPV Grand Prix Series will result in disciplinary action. This could be in the form of warnings, time penalties or loss of laps at the conclusion of the event.

### **PENALTIES**

Teams who are found to be in breach of any of the Series rules risk penalty. If any team behaviour is deemed not to be in the spirit or best interests of the event, penalties will be imposed on the team and/or individual.

The Chief Marshal in conjunction with the Race Director will receive and investigate reports of dangerous riding for consideration of penalty.

The Race Director has the discretion to impose penalties for any conduct that is considered not to be in the spirit of the event or seen as bringing the event into disrepute.

Decisions of the Race Director will be final and the relevant team managers will be informed of any penalties imposed.

### **Forms of Penalties**

- a. Caution
- b. Time penalty
- c. Exclusion of individual members (substitution not allowed)
- d. Exclusion from results
- e. Team disqualification from competition
- f. Exclusion from future events

### **TRACK MARSHALLING**

All teams will be advised of their allocated track marshalling time and location via the website.

All teams are required to ensure they have at least 2 appropriately trained track marshals in accordance with the Track Marshal Training Program and additional awareness of the COVID-19 Track Marshal Guidelines.

Failure to appear at the rostered time and location will result in team penalties. Track Marshals must arrive at their position five minutes prior to their allocated time.

Track Marshals will be provided with radios, high visibility vests, flags/lights and rubbish bags.

All equipment used (except hi viz vests) must be sanitized using disinfection wipes prior to being passed to the next marshal at changeover.

At the end of each Track Marshal shift that Track Marshal must return their Hi Viz Vest to race control (for cleaning/sanitising). There will be sufficient clean vests at each Track Marshal Station to allow for each Track Marshal to wear a clean vest.

Track Marshals must not leave their position until relieved.

Track Marshal taking up the position must radio in at changeover.

The final Track Marshal on each point must return all equipment to Race Control at the conclusion of the event.

## **Covid Marshals**

### **ROLE OF THE TEAM COVID MARSHAL**

Each team must have a trained a team member Undertake Covid Marshal Training([Click Here](#))

Oversight of the implementation of the teams voluntary Covid Safe Plan and adherence to event and current government guidelines

Ensuring that each person signs in via your unique QR code and/or the sign in sheet on entry to your pit area

Ensuring density and distancing requirements are adhered to wherever possible in your pit space

Ensuring adequate cleaning of frequently touched surface in your pit space (hourly)

Ensuring compliance with the HPV cleaning requirements and the limiting of shared equipment wherever possible.

## **Pit Rules**

Vehicle must stop well off pit lane to ensure that the lane is kept clear at all times

One team member is permitted to stand and signal to vehicles from the pit lane barriers but must move back immediately after signalling their vehicle.

## **Pit Area**

Each School / Group entering the event will be allocated at least one pit area upon registration on the day. It is suggested that a tent/marquee be used in the back areas of your pit bay to provide protection for riders and their riding gear whilst not riding. If a team uses carpet for their pits it must be removed at the end of the day by that team. Teams are expected to keep their areas tidy during the event and utilise rubbish bins provided and Teams must clean up their immediate area prior to departure

Any damage to trees or vegetation must be reported to the Event Manager.

There is no power to the pits. However, if you plan on supplying your own generator please ensure that all power boards and power leads have in date compliance tags and are clearly labelled. An “in date” fire extinguisher (MINIMUM of 2.1Kg ABE type) must be within 2m of the generator at all times and observe safe procedures when refuelling.

There is to be no welding or angle grinders (or any equipment that creates sparks or flame) to be used on-site at any time.

Attention must be paid to all fire restrictions in force on that day

No open fires may be lit in the area.

Individuals should remember that they are a member of a team and ultimately responsible for the actions of all their team. Team Managers should brief their team accordingly.

Teams and all individual must ensure compliance with all reasonable instruction (verbal/written/signed) by event staff and authorised persons (Covid Marshal, METEC Staff, Track/Pit Marshal, security)

Compliance with all event and current Government Covid-19 guidelines and directions

### **Car Parking**

Please follow the directions of the parking personnel.

One of the biggest issues we foresee will be car parking. We have spaces for up to 300 cars, buses and trailers inside the track. Unfortunately, these cars will be locked in until the end of the race (4.30pm). The front gate from Colchester Road will be shut at 8.30am as we need to reset the track to allow the race to

start at 10am with the grid at 9am. We will need your cooperation to try to car pool as much as possible and/or arrive as early as you can to the event site to park your car.

Once the main gate is shut at 8:30am, car parking will be in the surrounding streets and parking is at your own risk. The industrial estate reasonably close to the venue will not expect much traffic on a Sunday and is an option (Garden Street). Please allow extra time to walk to the venue.

There will be no parking available from Colchester Road to the front gate of the venue. This will be signed with NO PARKING signs. Vehicles that do park in this area will be towed at the owners expense.

There will be a separate area inside the track for cars with trailers as no trailers can be left in the pit area.

We will have an area set up as a “drop and go” area near the main gate of the venue. You will not be able to leave your car unattended in this area.

Please follow the directions of our traffic personnel on the day who will direct you to the parking spots available.

Can you please spread the word through your teams about this information as it will help with parking on the day.

A speed limit of 20kmph is enforced on the event site for all vehicles

## **INJURIES & MEDICAL TREATMENT**

Medical Edge will be present on-site for the duration of the event to facilitate the treatment of injuries. Team members are urged to have ambulance insurance cover in case travel to hospital is needed. Enquiries should be made into school student accident/medical insurance coverage.

In the event on-site treatment is required, the following procedure must be adhered to:

In the case of competition team members - as soon as practicable after the injury the Team Manager or delegate should accompany the rider to the First Aid treatment station.

The Team Manager or delegate must provide all available medical information required concerning the patient to assist with their treatment.



A vehicle that a rider has been injured in may be subject to re-scrutineering. If any rider is seriously injured the vehicle they were riding must not be repaired until scrutineers have had the opportunity to examine the vehicle.

No person may substitute for an injured rider in the team.

If a person is suspected of having symptoms relating to Covid-19 the following procedure should be followed:

1. Isolate the person
2. Advise the person to exit the premises and get tested at the closest Covid testing site
3. Conduct thorough cleaning of areas of likely contact.
4. Advise Vic Health of contact tracing details if/when required.

### **Sponsorship**

All entries are encouraged to display signage of their sponsors on their vehicle, providing that signage is not offensive and does not promote inappropriate material/activities (i.e. tobacco, liquor, gambling etc.). Should you require any clarification regarding your sponsorship, please contact the Event Management Committee.

### **Publicity**

The event organisers plan to provide regular emails to registered teams before events to keep them informed with all activities and issues in the lead up to the series. We will be promoting the Series through local print media and via our website, [www.vichpvseries.com.au](http://www.vichpvseries.com.au) and Facebook ([www.facebook.com/VictorianHpvSeries](https://www.facebook.com/VictorianHpvSeries))

To ensure consistent advertising, if you are planning to promote your team's involvement in the event, please ensure you refer to the event as the: **2021 Victorian HPV Grand Prix Series** and trending hashtags for 2021 will be: #vichpvseries2021

### **Catering**

A number of vendors will be at each venue to provide participants with food and drinks

Please ensure compliance with their Covid Safe Plan and any reasonable instructions by staff.

Note: Teams are not permitted to sell food at the event as a means of fundraising. Food may be brought on site individually packaged. Communal food is NOT allowed.

### **Drones**

There shall be no drones used at any events unless all required documents are provided and prior written consent from the organising body is granted. Any person using a drone will be asked to have this removed. For more information please visit [www.casa.gov.au/modelaircraft](http://www.casa.gov.au/modelaircraft)

### **Sanitising Stations**

Multiple sanitising stations will be placed throughout the venue to ensure proper hygiene.

Additional sanitising stations will be placed outside of toilets to be used prior to entry and upon exiting.

Each Pit Area must have their own sanitising station at the entry to the pit area and for frequent use throughout the event.

### **Extreme Weather**

In the event of a fire threat that has been declared, “code red” for the area, events may be cancelled.

If the temperature exceeds 33 degrees, the organisers reserve the right to implement a range of staged strategies to reduce the likelihood of heat stress. This includes compulsory breaks through to suspension of the trial for a period of time. The decision is the responsibility of the Clerk of Course and organisers.

Other adverse weather e.g. rain, wind, will be dealt with accordingly on race days.

Your full cooperation is requested during these times.