

# **CYCLING TIME TRIALS**

The national governing body for CYCLING time trials  
[www.ctt.org.uk](http://www.ctt.org.uk)

## **SOUTH DISTRICT COUNCIL**

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**&**

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**P303**

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# CYCLING TIME TRIALS - SOUTH DISTRICT COUNCIL

## COURSE NUMBER: P303

Distance...10 miles      Short Description...Kingston – B3347 – Sopley – Bransgore – North Kingston

### GUIDANCE NOTES FOR PROMOTING SECRETARIES

#### DUTY OF CARE

##### 1. The Riders

The Primary “Duty of Care” rests with the Riders. It is their responsibility to:

- comply with traffic law and regulations; the Highway Code and the Risk Assessment. Failure to comply renders a Rider liable to disqualification and possible further disciplinary action.
- observe the measures taken by the Highways Authorities to reduce risks and conflict with other road users.
- ride in a manner that is safe for themselves and all others.
- accept they participate at their own risk and must rely on their own ability and judgement in dealing with all hazards.

##### 2. Other Road Users

Other Road Users, particularly drivers, have a “Duty of Care”. It is their responsibility to:

- comply with traffic law and regulations and to obey the Highway Code.
- observe the measures taken by the Highways Authorities to reduce risks and conflict with other road users.
- drive in a manner that is safe for themselves and all others.
- accept that cyclists have a *legal* right to use the Highway.

##### 3. The Highways Authorities

The Highways Authorities have a “Duty of Care” to provide a *Safe Road Infrastructure*.

It is their responsibility to:

- identify locations where there is a potential for conflict between road users.
- reduce conflict by the use of signs, road markings or physical systems such as traffic lights and roundabouts.
- reduce risks caused by hazards such as sharp bends, steep hills and narrow sections of road, wild life and vulnerable people by signing and road markings.
- decide speed limits and implement traffic calming measures to reduce accidents.
- repair defective road surfaces, cut back vegetation, remove abandoned cars and fly tipping.

##### 4. The Governing Body for Cycle Time Trials

The District Council of the Governing Body has a “Duty of Care”. It is their responsibility to:

- check what the Highways Authorities have done is suitable for cycle time trials by carrying out a Course Risk Assessment and introducing additional specific measures to make the road safer for Riders and other road users. If additional measures are not required this will be recognised and signified on the Course Risk Assessment by the words “No additional measures required”.
- instruct the Promoting Secretary (Event Organiser) on action to reduce all risks to “LOW”.

##### 5. The Event Organiser (or Promoting Secretary)

The Promoting Secretary (Event Organiser) has a “Duty of Care”.

He or she is responsible for:

- implementing the Measures to Reduce Risk identified in the Course Risk Assessment.
- completing an Event Risk Assessment to identify any additional risks arising shortly before the event and briefing Riders if appropriate, and taking measures to reduce new risks to “LOW”. This could include contacting the Highways Authority to eliminate hazards, eg; potholes, broken grids, and abandoned cars as part of the Authority’s “Duty of Care”
- submitting an Event Risk Assessment to the District Secretary of the Governing Body after the event. If there were no additional hazard, a Nil Return is required.

**RISK ASSESSMENT.** Promoting Secretaries should refer to the Course Risk Assessment and check that all measures to reduce risks have been covered.

Promoting Secretaries must complete an Event Risk Assessment to identify any additional risks arising shortly before the event, and brief competitors if necessary. Promoting Secretaries should still complete an Event Risk Assessment even if there were no additional hazards, and return it to the District Secretary.

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**FIELD PLACEMENT.** Whilst the underlying principle of field placement is to arrange the starting position of each rider to avoid paced and company riding, the overriding consideration must be the Safety of Competitors.

The event should be on the road for as little time as practicable, so that slower riders are not exposed to the danger of becoming left adrift by being placed at the end of the field. This will also reduce the duty of care placed on marshals and timekeepers who may not be aware that riders are still out on the course. The Safety of Competitors must be given priority over the *strict* application of the principle of field placement as per Guidance Note No.8. In order to reduce the danger to the slower riders, consideration should be given to placing faster riders at the end of the field even though their potential time might qualify them for a higher spot nearer the front of the field. The latter part of Guidance Note No. 8 may also be helpful in this respect

### NOTES TO BE INCLUDED ON START SHEETS/START CARDS or DISPLAYED AT SIGNING--ON

#### SAFETY INSTRUCTIONS

Riders must:

- \* not make U turns in the vicinity of the Start or Finish
- \* must not warm up on the Course.
- \* exercise care when leaving and returning to HQ, crossing the course .
- \* not stop at the Finish but continue to the Event Headquarters.
- \* Take Extra Care at:-
  - Avon Tyrrell Farm - sharp bend with possible gravel.
  - Avon Causeway - beware of traffic stopping to turn right or emerging from right.
  - Sopley One-Way System - note that traffic at junction is two-way, keep to left side of road.
  - Left turn at end of Derritt Lane - GIVE WAY - traffic from right has priority.
  - Right turn at North Kingston - Give Way to traffic coming towards you from the North.
  - North Kingston - HQ - riders leaving and returning to HQ and spectators in road.

**Any rider observed riding in a manner which may jeopardise his or her own safety, the safety of others and the future of the Sport will be disqualified and reported to the South District Council of Cycling Time Trials.**

#### SAFETY HELMETS

For events where helmets are not compulsory, the following should be printed on all Start Sheets: "In the interests of your Own Safety, Cycling Time Trials and the event promoters strongly advise competitors to wear a HARD SHELL HELMET that meets an internationally accepted safety standard. Cycling Time Trial regulations require all competitors under the age of 18 years to wear a Hard Shell Helmet". For events where helmets are compulsory, the notice should read "All competitors in this event are required to wear HARD SHELL HELMETS, which should meet an internationally accepted safety standard". Any rider failing to wear a Hard Shell Helmet in such an event **MUST** be disqualified and this must be stated on the Start Sheet.

#### SAFETY REAR LIGHTS

The following notice should be printed on all Start Sheets: "In the interest of your Own Safety, Cycling Time Trials and the Event Promoters strongly advise competitors that a working rear light, either flashing or fixed, is fitted to your machine in a position clearly visible to following road users". This is to alert motorists to the competitor's presence on the highway and give them time to make driving alterations if necessary.

#### SIGNING-ON SHEET & RACE NUMBERS

Riders must sign the Official Signing-On Sheet at the Event HQ to obtain their Race Number.

**USUAL HQ** – North Kingston Green

#### SAFE ROUTES TO START - CARE AS ROUTES TO START CROSS THE COURSE

Take Long Lane north to Crow Lane, turn left then at T-junction with B3347 turn left again to reach HQ.

#### SAFE ROUTES FROM FINISH

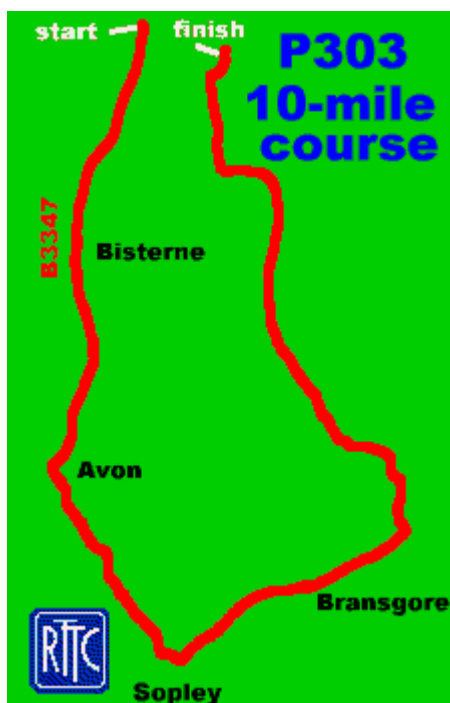
Continue past finish and turn **WITH CARE**, retrace past finish to return to HQ.

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### FULL COURSE DESCRIPTION FOR START SHEETS



START at drain at end of gravel layby opposite Elim Cottage approx. 100 yds north of Ringwood sign on B3347. (SU154035)  
 Proceed south to Sopley one-way system where LEFT (4.5m) into Derrit Lane to Bransgore (6.4m).  
 Turn left (CARE - Give Way) on unclassified road from Bransgore to North Kingston.  
 Proceed towards Crow TAKING CARE at right turn (sp Burley 5) to  
 FINISH opposite farm gate 20yds before TP8 (SU164032)

### COURSE RISK ASSESSMENT

Approved by the District Council for Time Trial Secretaries and Promoting Secretaries.

|    | Location                             | Details of Hazard                                                      | Risk | Measures to Reduce Risk                                                                                                               |
|----|--------------------------------------|------------------------------------------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------|
| 1  | General Requirements                 | Road Usage meets CTT standards                                         | L    | Traffic Counts /Time Restrictions                                                                                                     |
| 2  | Before START                         | Competitors riding from Event HQ to the start. Competitors warming up. | L    | No additional measures                                                                                                                |
| 3  | Area of START                        | Competitors waiting at side of road. Timekeepers vehicle only.         | L    | Cycle event warning signs on B3347 north of start. Instructions on start sheet on conduct at start.                                   |
| 4  | START on B3347 (SU154035)            | Competitors and/or Holder Up falling                                   | L    | No additional measures                                                                                                                |
| 5  | Minor Lane (SU152026)                | Minor road on left side                                                | L    | No additional measures                                                                                                                |
| 6  | Dragon Lane (SU148015)               | Minor road on left side                                                | L    | No additional measures                                                                                                                |
| 7  | Anne Lane (SY147998)                 | Minor road on left side                                                | L    | No additional measures                                                                                                                |
| 8  | Avon Tyrrell Farm (SY145992)         | Sharp Left Bend. May be gravel on road                                 | L    | Warning on Start Sheet / at sign-on.                                                                                                  |
| 8  | London Lane / Ayle's Farm (SY146988) | Minor road on left side                                                | L    | No additional measures                                                                                                                |
| 9  | New Queen Pub (SY146986)             | Pub car park on right side of road. Can be busy in evenings            | M    | Cycle event warning signs.<br><b>Evenings only</b>                                                                                    |
| 10 | Avon Causeway (SY150979)             | Crossroads minor lane on left. Busy road on right.                     | M    | Cycle event warning signs. In Avon Causeway warning traffic turning right onto B3347. Reminder to competitors on start sheet/sign-on. |
| 11 | Sopley One Way (SY157971)            | Start of one way system                                                | L    | No additional measures                                                                                                                |

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|    | Location                                                      | Details of Hazard                                                                                                                         | Risk | Measures to Reduce Risk                                                                                                                                      |
|----|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12 | End of Sopley One Way (SY157969)                              | Left Turn from one way into Derritt Lane two way . Minor lane. Two way traffic from right.                                                | M    | Marshal and/or Direction signs. Cycle event warning signs. Note on Start sheet/sign-on that turn is not all two way, + reminder to stay on own side of road. |
| 13 | Hapway Lane (SY163972)                                        | Minor crossroad                                                                                                                           | L    | No additional measures                                                                                                                                       |
| 14 | Narrow Bridge, New Barn (SY172978)                            | Narrow bridge riders have right of way. Oncoming traffic must give way.                                                                   | L    | No additional measures.                                                                                                                                      |
| 15 | Bransgore Village                                             | Minor roads & drive ways                                                                                                                  | L    | No additional measures                                                                                                                                       |
| 16 | Left Turn onto Ringwood Road(SY183982)                        | Left turn at T junction riders must give way to traffic from right and take care not to cross onto wrong side of road after exiting turn. | H    | Marshal and/or Direction signs. Cycle event warning signs. Note on Start sheet warning riders of danger.                                                     |
| 17 | London Lane / Prink's Wood (SY182989)                         | Minor road on left side                                                                                                                   | L    | No additional measures                                                                                                                                       |
| 18 | London Lane / Bragger's Rd Crossroads(SY180993)               | Minor cross-roads                                                                                                                         | L    | No additional measures                                                                                                                                       |
| 19 | Anne Lane / Martin's Copse (SY175995)                         | Minor road on left side                                                                                                                   | L    | No additional measures                                                                                                                                       |
| 20 | Minor Lane (SU170004)                                         | Minor road on left side                                                                                                                   | L    | No additional measures                                                                                                                                       |
| 21 | Dragon Lane (SU169019)                                        | Minor road on left side                                                                                                                   | L    | No additional measures                                                                                                                                       |
| 22 | Dragon Lane (SU164024)                                        | Minor road on left side                                                                                                                   | L    | No additional measures                                                                                                                                       |
| 23 | right turn (sp Burley 5) (SU163028)                           | Right turn from minor lane to another minor lane. Very little traffic & most traffic will turn right.                                     | M    | Marshal and/or Direction signs. Cycle event warning sign N or junction. Warning note on Start sheet /sign-on.                                                |
| 24 | North Kingston (SU164029)                                     | 1. Competitors' cars parked.<br>2. Competitors leaving and returning to HQ.                                                               | L    | Note on Start Sheet / sign-on.                                                                                                                               |
| 25 | <b>FINISH</b> opposite farm gate 20yds before TP8. (SU164032) | Finish area with timekeeper's vehicle only                                                                                                | L    | Chequered board/flag. Instructions on start sheet – no times will be given/no stopping/no U-turns at Finish                                                  |
| 26 | After FINISH                                                  | Competitors returning to HQ                                                                                                               | L    | Instructions on start sheet on safe route.                                                                                                                   |

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**TIME RESTRICTIONS ON USE OF COURSE**

| <b>Day(s)</b>        | <b>Months</b> | <b>Last Rider on Road<br/>(am events)</b> | <b>First Rider on Road<br/>(pm events)</b> |
|----------------------|---------------|-------------------------------------------|--------------------------------------------|
| Weekdays             |               |                                           |                                            |
| Saturdays            |               |                                           |                                            |
| Sundays              |               |                                           |                                            |
| (& Bank<br>Holidays) |               |                                           |                                            |

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**ORDNANCE SURVEY MAPS COVERING COURSE WITH GRID REFERENCE SQUARES**

**MAP DETAILS:**      Ordnance Survey - Landranger Series Sheet 195....  
Grid Square References : ...SU/SY.....

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**STREET MAPS to aid identification of Hazards**

**STREET ATLAS:**      Ordnance Survey for South Hampshire  
Scale 3.5 inches to 1 mile (5.52 cm to 1Km)  
  
Published by George Philip Ltd (Philip's)

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**EVENT RISK ASSESSMENT**

To be prepared by the Promoting Secretary to identify specific additional hazards and returned to the District Secretary.

**PROMOTING CLUB:.....**

**DATE OF EVENT: .....**

**DAY OF WEEK.....START TIME.....**

**SPECIFIC RISKS**

| Location | Details of Hazard | Risk<br>H/M/L | Measures to Reduce Risk |
|----------|-------------------|---------------|-------------------------|
|----------|-------------------|---------------|-------------------------|

**Signed.....Date.....**

**GUIDANCE NOTES for Promoting Secretary**

The purpose of this form is to forward details of any additional hazards or incidents that occurred during the event, that may require an amendment to the Course Risk Assessment and record any measures taken to reduce risks from additional hazards.

Location should include Ordnance Survey Grid Reference to ease identification of hazard.

Inspect the Course during the week before Race Day for additional hazards such as potholes, broken grids and abandoned cars and contact the Highway Authority to have them eliminated as part of their responsibility for “Duty of Care”. Also inspect the Course for other incidents and hazards such as temporary road works, diverted traffic, other local events, mud and parked vehicles.

Please record any measures you took to reduce risk including replacing marshals and any comments on additional measures that might be added to the Course Risk Assessment for future events.

A completed copy of this form should be sent to the District Secretary after the event even if there were no additional hazards to report.