



Procedure Name:	Live Circuit Policy
Procedure Number:	POL-RID-006.2
Associated Documents:	PRO-HAS-001 Incident and accident reporting and investigation
Guiding Documents:	None
Annexures:	None
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Purpose and Scope

This policy establishes the terms and conditions governing access to and use of the closed road circuit (“the Circuit”) during periods of live activity. Its purpose is to safeguard the health, safety, and welfare of all persons on site and to ensure that the Circuit is operated in accordance with applicable safety legislation, venue regulations, and insurance requirements.

This policy applies to all individuals present within the venue, including but not limited to cyclists, participants, coaches, officials, event organisers, contractors, employees, media personnel, and spectators. It governs all activities occurring when the Circuit is designated as “live,” being any period during which cyclists, pedestrian, or other authorised participants are in active motion upon the circuit.

Definitions

Live Circuit	refers to any period when the Circuit is in active use by cyclists, pedestrian, or other authorised participants.
Circuit Marshal	refers to any person designated by Cyclopark Management to supervise safety, control access, and enforce compliance with this policy. A Circuit Marshal shall wear a hi vis vest whilst assisting with the movement of vehicles.

Access Restrictions:

No person shall enter or remain on the Circuit or its infield areas during live operation without express authorisation from Cyclopark Management. Access shall be granted only through designated entry points and, where applicable, under the supervision of a Circuit Marshal.

Spectators are restricted to designated viewing zones and are prohibited from crossing or entering the Circuit during live operation. The placement, movement, or removal of any equipment, signage, barriers, or materials on the Circuit during live sessions is strictly prohibited unless authorised by Cyclopark Management.

Only vehicles that are operationally essential or responding to an emergency may be authorised to enter the Circuit while it is live. Such vehicles include, but are not limited to, medical response units, safety or recovery vehicles, and authorised venue maintenance vehicles.

All vehicle movements must be approved and coordinated by Cyclopark Management in advance, except in the case of an emergency where immediate access is required to protect life or prevent injury. When vehicles are operating on a live Circuit, the following requirements apply:

- The vehicle must display appropriate identification and hazard lighting at all times.
- The vehicle must travel in the designated direction of the circuit unless otherwise instructed, and at a speed suitable to conditions and consistent with safety requirements.
- A Circuit Marshal or escort vehicle may be required to accompany or precede the vehicle to warn participants.
- Cyclopark Management may declare the Circuit neutralised or cold, as appropriate, prior to any vehicle entry if required for safety.

Operational vehicles engaged in logistics, deliveries, or event support must not enter the live Circuit area under any circumstances unless expressly authorised and supervised by Cyclopark Management. Where vehicle movement is necessary on event sites adjacent to the Circuit during live activity, access routes must be clearly separated from the Circuit boundary, controlled by marshals or barriers, and communicated in the event's operational plan.

Under no circumstances shall unauthorised or unsupervised vehicles move within or across the Circuit while it is live. Failure to comply with these provisions will be regarded as a serious breach of venue safety policy and may result in disciplinary action, suspension of event operations, or removal from the site.

Signage to be placed at entrance gates that access:



Mixed and Non-Cycling Use:

Alternative activities, including but not limited to running, driving, filming, or corporate events, may only occur with prior written approval from Cyclopark Management. Where mixed-use sessions are proposed, a documented risk assessment and separation plan must be approved by Venue Management before activity begins. Transition between cycling and other uses may occur only after the Circuit is declared clear and confirmed safe for re-entry.

Reporting:

Any incident, injury, hazard, or unsafe behaviour shall be reported immediately to Cyclopark Management for assessment and action in accordance with PRO-HAS-001 Incident and accident reporting and investigation.

Emergency Procedures

In the event of an incident, the Circuit may be closed and activities will be required to cease. Emergency response personnel shall be deployed as required. The Circuit shall remain closed until clearance for recommencement is issued by the Safety Officer or Cyclopark Management

Enforcement and Disciplinary Measures

Non-compliance with this policy constitutes grounds for removal from the venue. Cyclopark Management reserves the right to impose suspensions, exclude individuals from future participation, or refer matters for disciplinary or legal action where appropriate. Serious or repeated breaches may result in permanent exclusion from the facility.

Review Details

Document Number	By Whom	Findings of Review	Amendment Date	Next review due date
POL-RID-006.1	Toni Mounsear-Wilson	Creation of new document		30.10.2026
POL-RID-006.2	Toni Mounsear-Wilson	Highlighting of text regarding movement on life circuits	21.10.2025	