

# Draft

## TEMPORARY TRAFFIC MANAGEMENT FOR SPORTS AND OTHER EVENTS

### Introduction

1. The Code of Practice for Temporary Traffic Management (CoPTTM) states:

***This Code of Practice shall be applied to any activity that varies the normal operating conditions of any road.***

Any organisation or individual running an event, which takes place on a road, must comply with the code, or the relevant temporary traffic management code required by the local authority. Events are generally a 'hazard' since they vary the normal operations of the road and hence organisers have a responsibility to ensure that events are properly managed.

Additionally, organisers have duties under the Health and Safety in Employment (HSE) Act 1992 and the Health and Safety in Employment Amendment Act 2002 which require those in control of workplaces (including highways) to take *all practicable steps* to protect employees (people working for the organiser, paid or unpaid) and others (e.g. the traveling public) from harm.

2. These notes are designed to inform event organisers and temporary traffic management trainers of the issues and give some direction on the event problems and possible solutions.

### General Requirements

3. Sports and other events need to be managed at critical points. These critical points will occur when either the spectators or participants undertake an activity, which takes them onto the road and causes them to vary the normal operating condition of the road.

### Knowledge Requirement

4. To meet the requirements of the COPTTM, **Event Organisers** need to know about the following:
  - The principles and details of temporary traffic management layouts,
  - The responsibilities of the parties involved,
  - How to draw up a traffic management plan (TMP), and
  - How to submit and gain approval of a TMP.

### Specific Methodologies

*This is a draft document, written comments are welcomed. They can be sent to Stuart Fraser, Transit New Zealand. Contact details: - Phone: 04 496 6698 Fax: 04 496 6666  
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5. Event managers may be required to use static or mobile closures. These can involve the shoulder, the lane or the whole road. The following notes are designed to provide suggestions for temporary traffic management of events.

## Parades

6. Parades usually involve the whole road. The parade (participants) normally occupies the lanes of the road, while the spectators line the footpath on the parade route. It is normal to organise a full road closure for this type of event. Traffic control is necessary to close the road and this is normally done with barriers and signs to warn “normal” road users that the road is closed. An example of a typical set up for a road closure can be seen at layout E2.30 in the CoPTTM. In an event situation the TW1 (roadworks) signs are replaced by TW2 (other hazard) signs. There are now a number of official signs for sport but not for parades.
7. Such events include civic units such as Police, Fire brigade and local service clubs eg Lions Rotary and the Legion of Frontiersmen
8. A parade is a low speed activity, hence the safety risk is low. Traditionally there is no fence separating the spectators from the parade. It is recommended that the parade be organised so that each vehicle has “officials” walking beside the vehicle to ensure that no children run out to the vehicles.
9. It is important to note that most road controlling authorities have a requirement for early notification (application) to enable the public to be adequately notified. The process for road closure of State Highways through Transit New Zealand requires 42 days public notification using the Transport Act, Road Closures – 1965. Closure of roads other than state highways should be arranged through the Local Authority, this may be done at shorter notice.
10. Organisers should also have appropriate planning for the forming up and disbanding areas of the parade.

## Sports Events

11. Sports events may vary from a fun run / fun walk to a serious road race or a cycle race. The way each is approached will depend upon the needs of the event.
  - a. Mass Walk/Run Events, Running Races.

These events often involve large numbers of people spreading out over the entire road, particularly at the start of the event. At this point a road closure may be the best option. Later as the line of runners and walkers thins out other forms of closure including lane closure may be more appropriate. A

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lane closure may require a detour to be installed, and the entire length of the lane closure must be coned.

Section 51 of the Traffic Regulations 1976 states that:

*Every pedestrian walking along a road where a reasonably adequate footpath is available shall keep to the footpath*

This means where there is a footpath it should be used, however if the numbers are too great for the width of the path, organisers should plan for either a lane closure or a road closure. A frequently used method in city streets is to supplement the footpath by coning the parking lane and placing out RP 1 no parking signs. The road controlling authorities permission is required to carry this out.

In situations where there is no footpath runners should run on the right hand road shoulder so they can see the oncoming traffic. As there is no footpath there is no legal requirement to cone the runners off from the vehicles, if, however, there is a sealed shoulder for the runners to run on, it is advisable to cone this off, particularly at corners and at the brow of a hill, as motorists do sometimes travel on the sealed shoulder.

Crossing points and intersections provide another area of risk. At crossing points the organiser should provide for a place to either stop the contestants until the way is clear, or stop the traffic while the contestants cross. In both cases there needs to be careful thought, planning and execution to ensure that people stop when they are required to. A proper stop/go paddle arrangement with ample positive traffic control is needed.

## b. Cycling

Traffic management for road cycling events and may require a number of layouts:

- Static Layouts for Start and Finish – this would also apply to the transition area in multisporting.
- Road Closures for time trial /criterium
- A mobile operation for a large tour race i.e. advance pilot, rear pilot with appropriate signs. (What would be required for a small club race where the bunches are inclined to be small, a brief such as normal road rules apply, some warning signs at critical points, the cyclists may be required to give way)
- A static site with or without stop/go paddles for intersections
- Spectator and support team arrangements (these will vary depending on the size and importance of the event)
- What about the various fun bike tours such as Taupo, etc, here we need static sites for start finish, intersections, also a cyclists brief.

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## Route Hazard ID

A route analysis is an important tool for assessing risk. Initially this can be done from a map, but it is important that the event organiser travels the route to discover any additional hazards such as road works or modifications to existing intersection layout.

### Step 1:

Select Route, note left turns are often easier to manage than right turns, so choose an anti clockwise route.

### Step 2:

Progress the route looking for hazards

- Start – have you ample room for participants and spectators to assemble off the road? Think about parking as well.
- Pedestrians and cyclists not involved in your event, they are often overlooked
- Sharp bends – visibility issues
- Left turns – intersection
- Right turns – intersection
- Pedestrian crossings
- Intersection with or without priority (eg Give Way)
- Road surface problems
- One-way bridges
- Narrow roads
- Schools, McDonalds or other facility that may attract people
- Note timings, organise your event to avoid any peaks
- Other

### Step 3:

Decide how to handle the hazard – it may mean rerouting sections of the course. It will usually require some traffic control using cones and signs.

List the quantity of cones and signs required for each hazard. This second stage is best done by visiting the hazard sites and measuring to assess the amount of equipment.

### Step 4

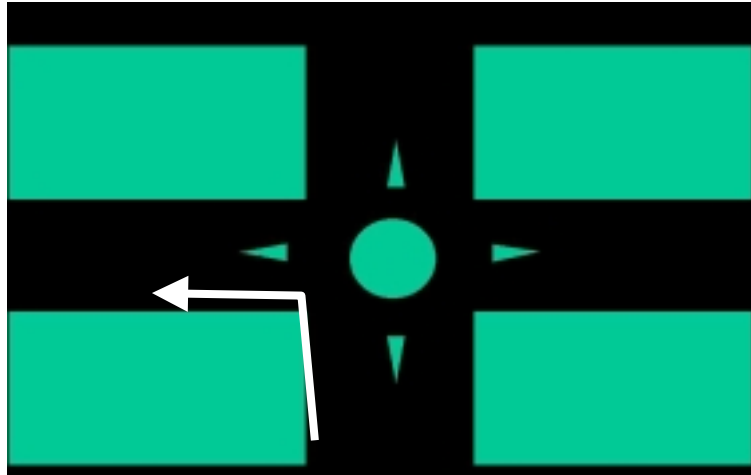
Once your route is sorted, your equipment needs for each hazard listed you have the basis of your plan. Prepare a TMP by:

- Use the plan format from the COPTTM Appendix A
- Copy a suitable map and mark in your event course
- Draw a diagram for each hazard showing how you intend to set up, (you will need this detail for your helpers to follow).

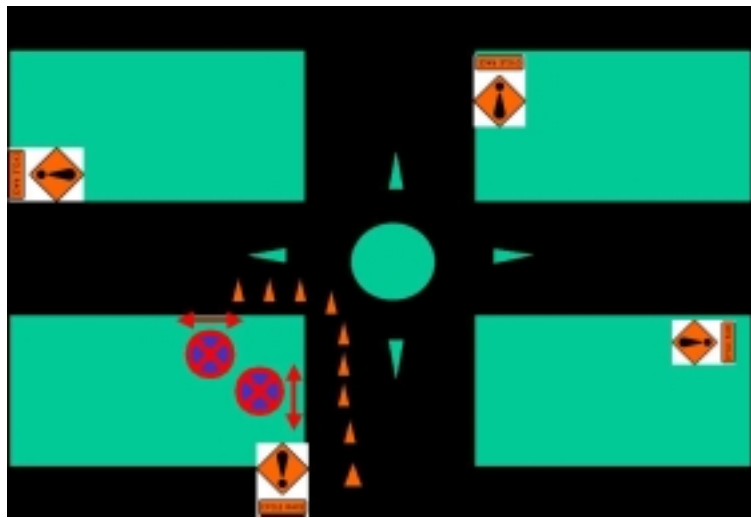
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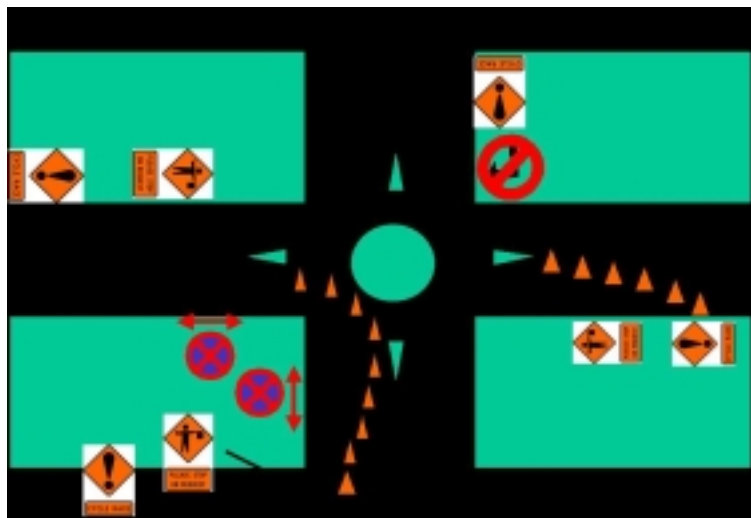
Example of a  
Left Turn at a  
Roundabout



Simple situation  
where the  
participants are  
not racing -  
partial control of  
the intersection



Complex situation  
eg a race - where  
it is necessary to  
control traffic



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