

# EXPRESSION OF INTEREST HOST CLUB 2023 Age Group Road National Championships

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## INTRODUCTION:

Cycling New Zealand invites applications for a Host Club or Centre (Host) and venue (location) for the **2023 Age Group Road National Championships**. The 2023 event is scheduled to take place over three days with the provisional/preferred date being Friday 14 – Sunday 16 April 2023.

Cycling New Zealand are looking for a Host in an attractive location with great riding potential, challenging courses across age groups, suitable event HQ facilities, convenient traveller access, and passionate volunteers to support the delivery of the event.

The Age Group Road National Championships rotates between the North and South Island on the preferred schedule below.

Year	Host Island
2022	South Island
2023	North Island
2024	North Island
2025	South Island

Applications are invited from Cycling New Zealand Affiliated Clubs or Centres in either island although additional weighting will be given to **North Island hosts (based on the preferred rotation scheduled above)**. Applications should include:

- Confirmation of Club and Centre support (Club and/or Centre President)
- Confirmation of community/council support (does the region/community support cycling events, will the council 'in principle' approve the proposed courses?)
- Summary of other events held in the venue/region over the proposed date/period
- Relevant Club/Centre event delivery experience
- Summary of the local support services available to support riders and spectators (accommodation, travel, food and entertainment etc)
- Proposed courses (see Event Courses)
- Proposed event location/HQ (see Event Courses)
- Nominated key personnel (main liaison with Cycling New Zealand)
- Demonstrated ability to attract required volunteers over the event duration including set-up and break-down
- Indicate funding opportunities (council or local trust funding or corporate support) that may/would assist the event (Note Cycling New Zealand will make any applications)
- Demonstrated ability to support the Event Objectives
- Identification of key Club/Centre reason for apply and outcomes wanting to be achieved.

A contract will be issued with the successful Host Club or Centre and Cycling New Zealand will work with the successful Club/Centre on a more detailed project plan and to ensure full clarity of roles and responsibilities is provided.

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## KEY PURPOSE OF HOST

The purpose of the Host is to identify a safe and fair race course circuit within the guidelines and a suitable event HQ for consideration and approval by Cycling New Zealand. The Host must also provide volunteers and marshals to fulfil required positions in the lead up and on the day to support the event delivery (as determined by Cycling New Zealand). The Host will enable and open contacts for Cycling New Zealand with local suppliers and provide the necessary introductions.

## EVENT OVERVIEW

The Age Group Road National Championships are the pinnacle event on the Road and Track Calendar for Age Group riders. Held annually the event currently attracts over 600 riders per year.

The event is open to any licensed member of an affiliated Cycling New Zealand R&T Club and is run over 3-days. The 2023 event is proposed to take place over three days from 14 - 16 April 2023. This date is provisional and will be confirmed with the successful host club.

The event includes one day of individual time trial racing and two days of road races. Age Categories are available from U15 through to Master 10 riders (80+).

The event is run under UCI and Cycling New Zealand Road and Track Rules and Regulations, the standards and guidelines contained within these and any others as set by Cycling New Zealand. Cycling New Zealand own and maintain the Event Marketing and Communications and manage all the financial aspects of the event.

For more on the event see here <https://roadnationals.nz>

## ORGANISATION STATEMENT

Cycling New Zealand is responsibility for all aspects of event organisation unless specifically agreed with host club. **The Host club primary role is to provide the required number of volunteers to fulfil the event marshals, volunteers and support vehicles as determined by Cycling New Zealand.**

## FINANCIAL STATEMENT

Cycling New Zealand retain all financial responsibly for the event. All income and expenditure is the responsibility of Cycling New Zealand. The Host will receive a donation of \$2000 for their time and volunteer resources. Cycling New Zealand retain all sponsorship and marketing rights.

## EVENT OBJECTIVES

- To deliver a safe and fair event
- To support and deliver best practice event delivery standards
- To establish strong working relationships with key local stakeholders
- To provide legacy benefits for cycling to the Host
- To showcase competitive cycling
- To increase spectator attendance
- To recognise performance and encourage participation
- To increase rider satisfaction
- To deliver outcomes for all stakeholders

## KEY RELATIONSHIPS FOR HOST

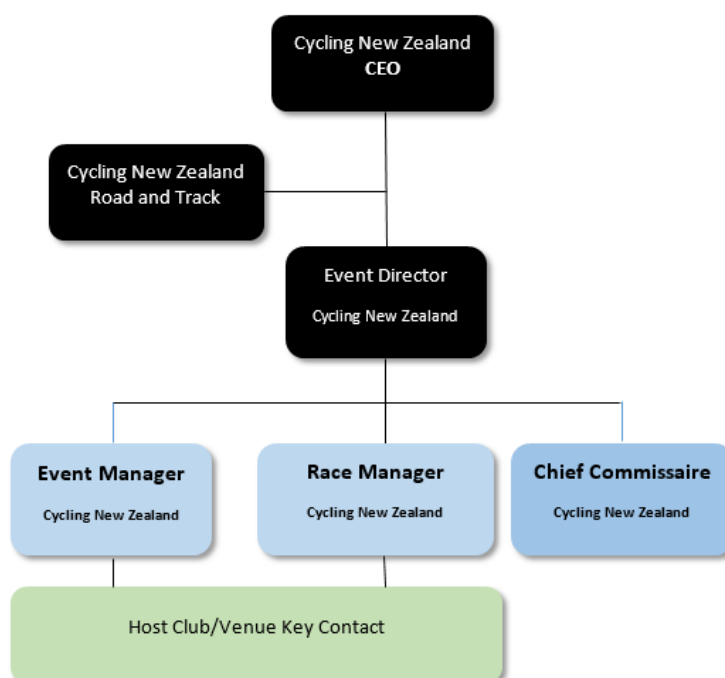
- Cycling New Zealand – Event Manager
- Cycling New Zealand – Race Manager

## KEY ROLES

Role	Responsibility	Provided by
Event Director	Overall Responsibility for the event	Cycling New Zealand
Event Manager	Oversees the Administration, entry, communications, medal presentations, Timing/Results.	Cycling New Zealand
Race Manager	Oversees all operational aspects of the race including course approval, TMP, First Aid, vehicle movement.	Cycling New Zealand
Chief Commissaire	Oversees the Commissaires and any decisions regarding the rules and regulations of the event.	Cycling New Zealand
Host Club Key Contact	Key contact to Cycling New Zealand during the planning stages. Reporting to both the Race Manager and Event Manager, they will ensure that the required number of volunteers are recruited in the required roles and are available for a briefing as directed by the Race Manager.  Arrange the use of vehicles to be used as race support as determined by the Race Manager	Host Club
Marshalls	Recruited by the club to fulfil marshal positions as determined by the Race Manager.	Host Club
Volunteers	Recruited by the club to fulfil general volunteer positions as determined by the Race and Event Manager.	Host Club
Other Roles	Other key positions required to be fulfilled by the club as requested by Cycling New Zealand	Host Club

## EVENT STRUCTURE

Cycling New Zealand is the Event Organiser and provides the key staff to enable event planning and delivery. The Host will effectively provide the volunteer and marshal requirements and will in all cases report to the Event Director, or via delegation to the, Event Manager and Race Manager.



## **EVENT COURSES/HQ**

The Host will be required to present proposed courses and HQ area for consideration and approval by Cycling New Zealand. Once approved, Cycling New Zealand will work with local authorities to gain permits and consents and work to get the Traffic Management Plan written and approved.

It is a preference that the event HQ remains the same throughout the weekend and that the associated event infrastructure remains in place. It is a requirement to have parking for the riders and supporters and their vehicles and to have the space to set up the required infrastructure to represent an 'Event Village' such as a finish line platform and arch, medal ceremony area, information tent/building, sufficient toilets, club tents, food and drink vendors and sponsor activations. It is preferable that the area has some permanent facilities such as buildings and toilets and power supply and internet and should be able to support spectator opportunities such as live streaming and a first aid triage area.

The whole course and the HQ should have sufficient cell phone, radio and internet coverage to support event communications.

It is accepted that there will be variations to suit the difficulty of the course and the logistics involved in managing the races, including (but not limited to) running multiple events on a circuit, available support resources, field size, combined grades and traffic management requirements.

Planning and consideration should also be given to contingency options for both the course and HQ if inclement conditions exist.

### **The following lap distance options are required for the Time Trial events held on the Friday.**

- a. 15km
- b. 25km

### **The following options are required for the Road Race events held on Saturday and Sunday.**

- a. 25km (Para)
- b. 35km
- c. 40km to 50km
- d. 50km – 60km
- e. 50km – 75km
- f. 75km – 100km
- g. 80km to 100km
- h. 90km to 100km
- i. 100km to 125km

Review the 2022 event distances and courses here: <http://roadnationals.nz/>

For further information please contact Charlotte Pearson, Cycling New Zealand, 021 292 0563 or email [charlotte.pearson@cyclingnewzealand.nz](mailto:charlotte.pearson@cyclingnewzealand.nz). **Applications close 30 May 2022** and should be emailed through.