

EXPRESSION OF INTEREST HOST VENUE & ORGANISER Elite Road National Championships

INTRODUCTION:

Cycling New Zealand invites applications for a Host Venue (Host) and Local Organising Committee (LOC) for the **2024 – 2025 Elite Road National Championships**. A two year is ideal however a single year is an option.

Our ideal Host is situated in a great location with excellent riding potential, convenient traveller access, volunteer capacity and passion, and the capability of delivering a high quality event experience. Cycling New Zealand is looking to award a two year contract, enabling the Host to develop capability over a period of time, fully engaging with regional authorities and strengthening local partnerships.

For more information on the event see www.eliteroadnationals.nz

EVENT OVERVIEW:

The event is owned by Cycling New Zealand. 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.

The event has established itself as the highlight of the New Zealand road cycling calendar for both riders and fans. Holding this event presents an opportunity to showcase the host community, elite cycling and commercial partners through the delivery of a world class cycling event that ensures challenging yet safe courses, engaging spectator opportunities and festive activities.

The event is the pinnacle event on the Road and Track Calendar for New Zealand's elite road riders with coveted National Champion Titles and Jerseys. Held annually on the second weekend of February, the event currently attracts around 140 elite riders and provides a significant opportunity to work with the local community and attract cycling and sports fans from across the country.

The event includes races for Elite and U23 men and women. The event includes one day of individual time trial racing (Friday) and one day of road races (Sunday). In addition, Cycling New Zealand are also happy to discuss the inclusion of U19 Championship races (Time Trial on Friday, Road Races on Saturday)

KEY PURPOSE OF HOST

The purpose of the Host is to take on the overall responsibility (operationally and financially) of the event with support from Cycling New Zealand and supporting the Event Objectives.

They will do this by identifying a safe, fair and appropriately challenging race course circuit, working collaboratively and in partnership with Cycling New Zealand, attract a strong supporting sponsor family, work with the local community to create strong community and spectator support and engage a world class event delivery team to deliver these outcomes.

FINANCIAL STATEMENT

The details in this Expression of Interest are based on the successful Host taking on the overall responsibility (operational and financial) in the organisation of the National Championships. If you are presenting an alternative arrangement, please detail this in the application.

SPONSORSHIP

Cycling New Zealand is the sole and exclusive owner of sponsorship and marketing rights for the Championships. Where Cycling New Zealand does not provide a sponsor, these rights may be passed to the Organiser at the sole discretion of Cycling New Zealand.

The Organiser agrees to accept without financial compensation (unless specified otherwise) any Naming or Associate Sponsors delivered by Cycling New Zealand and any category exclusives that come with these sponsors.

Cycling New Zealand can confirm that they relinquish Naming Partner, Major Sponsor and Local Sponsor rights to The Organiser.

Cycling New Zealand associate sponsors must be offered First Right of Refusal in their exclusive categories (see below):

Sponsor	Category	Designation	Status
Skoda	Vehicle	Official Vehicle Partner	First right of refusal

EVENT OBJECTIVES

- To work in strong partnership with Cycling New Zealand
- 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 community;
- To showcase competitive elite cycling;
- To increase spectator attendance and community support;
- To recognise performance and encourage participation;
- To increase rider satisfaction;
- To deliver outcomes for all stakeholders;

APPLICATIONS:

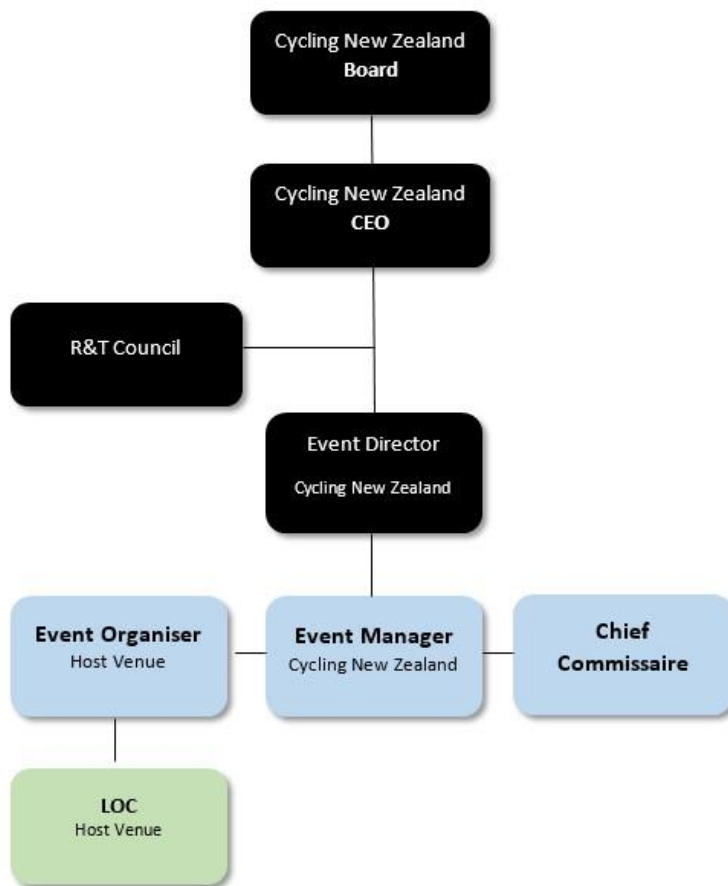
The following information should be included in your application:

1	Executive Summary – Including demonstrated ability to support the Event Objectives and identification of key reasons for applying and outcomes wanting to be achieved.
2	H&S - Outline the hosts approach to Health and Safety including a draft Risk Register.
3	Host Venue - Information on the Region, host venue, detail of travel opportunities/accessibility, accommodation options, transport, distance from the airport, transfers, facilities, tourism activities.
4	Organisational Structure and Key Personnel - Proposed delivery structure/model and key personnel (Local Organising Committee)
5	Courses - Include a detailed course map, summary & profile, draft race schedule and how this course is suited to supporting spectators' engagement.

6	Operational Details - Include volunteer recruitment plan, details relating to race headquarters, event village, spectator areas, race administration & timing, medical & anti-doping facility and access, parking, traffic management, public transport, risk management, accommodation and corporate hosting opportunities.
7	Marketing and Sponsorship - Summarise your marketing avenues and initiatives and any supporting sponsor support. Include any initiatives around a wider festival.
8	Supplementary Events – detail and proposed supplemental events to be included.
9	Event budget - Include a detailed draft budget including anticipated income and expenditure.
10	Endorsement and Support – Include endorsement from local council and other letters of endorsement including police and traffic control authority, business associations etc.

EVENT STRUCTURE:

The Event Organiser shall provide the key staff to enable effective event planning and delivery (Local Organising Committee – LOC) and will be supported by Cycling New Zealand and the Chief Commissaire. The reporting line goes through to the Cycling New Zealand Event Director to the Road & Track Council, Cycling New Zealand CEO and the Cycling New Zealand Board. The key relationships for the host include the Cycling New Zealand Event Director, Event Manager and appointed Chief Commissaire.



EVENT COURSES/EVENT VILLAGE

The Host will be required to present proposed courses and Event Village area for consideration and approval by Cycling New Zealand. Local authorities and key stakeholders (e.g. council, police, business and resident associations) should be consulted in the planning phase to ensure if the EOI is accepted and approved, there is the ability to gain necessary permits and consents e.g. TMP's, parking, event village location etc.

It is accepted that there will be variations to suit the challenges of the identified 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. In considering the course, consideration for the addition of future races and new categories should be considered to enable the event to grow.

The following courses (guideline distances) are to be available for the Time Trial events:

Course 1 - 25km (Women Elite, Women U23, Women U19, Men U19) Course
2 - 40km (Men Elite, Men U23)

The following courses (guideline distances) are to be available for the Road Race events:

Course 1 – 70 – 100km (Women U19)
Course 2 - 100km – 125km (Women Elite, Women U23, Men U19) Course
3 - 175km – 200km (Men Elite, Men U23)

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

It is a preference that the event village remains the same throughout the event. It is a requirement to have sufficient parking for the riders and supporters and their vehicles close by 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, team 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.

APPLICATION EVALUATION:

1. Cycling New Zealand will evaluate each application based on the following set of criteria, noting that allocated weightings of the respective criteria is at the sole discretion of Cycling New Zealand.
 - a) Experience of the LOC; and their demonstrated capability to deliver high quality events; **b)** The support of the event objectives;
 - c) The approach to Health and Safety;
 - d) The proposed financial and organisational model;
 - e) Geographical location, the course, attractiveness to riders & spectators;
 - f) Commitment of the city and other public agencies;
 - g) Marketing, media and promotions plan;
 - h) Sponsorship plan and secured sponsor agreements;
 - i) Access to a suitable volunteer base.
2. The decision on the selection of the host city will ultimately be made by the Cycling New Zealand CEO based on recommendations from the Cycling New Zealand Events team and the Cycling New Zealand Road & Track Council.
3. A contract will be issued by Cycling New Zealand with the successful host and will work with the successful host on a more detailed project plan and to ensure full clarity of roles and responsibilities are provided.

For further information please contact Chris Christensen, Cycling New Zealand, 027 414 2221 or email chris.christensen@cyclingtonewzealand.nz
