

EXPRESSION OF INTEREST

Cyclo-cross National Championships

INTRODUCTION

Due to strong support from the Cyclo-cross community, Cycling New Zealand (CNZ) invites applications from Event Organisers to deliver the **2024-25 Cyclo-cross National Championships** (Championship). The event date is provisional scheduled to be **held in the second weekend of August** as determined by the UCI.

Cycling New Zealand are looking for an Event Organiser with experience in delivering national and international events who can demonstrate a strong knowledge of cyclo-cross, have access to appropriate courses with suitable event HQ facilities, is located within convenient travel access, can demonstrate a connection with the cyclo-cross community including access to passionate volunteers to support the delivery of the event.

Applications are invited by (but not limited to) affiliated Cycling New Zealand Clubs, Councils and event promoters. However, in order to build event capability within the sport all applications must provide a link with a local affiliated CNZ Club who will be required to form a key part of the organising committee. A list of affiliated clubs are available from CNZ if required.

A contract will be issued by CNZ to the successful organiser and must be agreed in writing before the agreement to stage these championships are considered final. Any details remain confidential until this time and any announcement will be managed and agreed by both parties.

Applications should include:

- Name and entity of event organiser (i.e. incorporated society, Limited Liability company etc)
- Proposed event location/venue
- Confirm if the dates of 10 -11 August 2019 are suitable
- Draft budget based on forecasted income through (but not limited to) entry fees, funding and sponsorship and expenses based on the requirements of the delivery standards as set out by Cycling New Zealand and UCI.
- Confirmation of venue support (e.g. if the venue is owned by the council or privately those stakeholders are in support)
- If applicant is an affiliated club, confirmation of Club support is required (e.g. Club President)
- Confirmation of adherence to UCI rules and regulations and the Cycling New Zealand Event Certification Program <https://www.cyclingnewzealand.nz/event-certification-programme>
- Demonstrate relevant event delivery experience

- Proposed courses (see Event Courses)
- Nominated key contact
- Demonstrated ability to attract required volunteers over the event duration including set-up and break-down
- Demonstrated ability to support the Event Objectives
- Key reason for application and outcomes wanting to be achieved.
- Summary of the local support services available to support riders and spectators (accommodation, travel, food and entertainment etc)

EVENT OVERVIEW

Cyclo-cross is a rapidly growing discipline of cycling. The Cyclo-cross community in NZ are advocating for a recognized National Championship event. This is supported by CNZ. A National Championships should be the pinnacle event on the sport calendar for competitive riders.

The designation of “National Championships” is owned by Cycling New Zealand on behalf of UCI. CNZ is responsible for the delivery of a safe and fair championships and to ensure the event is run under UCI Rules.

Key requirement of the Championships is to ensure all riders hold a valid license (as determined by CNZ), the organiser meets and completes the requirements of the Cycling New Zealand Event Certification Program and delivers the event to the level and requirements of the UCI Rules and Regulations. http://staging.uci.ch/docs/default-source/rules-and-regulations/part-v--cyclo-cross.pdf?sfvrsn=2eb79d46_8

The event date is provisional scheduled to be **the second weekend in August** as determined by the UCI. Any organisers submitting an Expression of Interest should be confident that they can deliver the event on this date.

The event should include a minimum of UCI categories (Elite and Junior) and can include non-UCI categories (U15 through to Masters) as part of the Championship to enable more participation and to support the Event objectives. National Medals and Jerseys will be awarded to the UCI Category winners.

This Expression of Interest is for the rights to event delivery and management. CNZ shall have no financial responsibilities relating to any aspect of the Event and shall retain all ownership of the designation of Championships.

The successful organiser will be responsible for all expenses incurred in the safe and high standard delivery of the event in accordance to the UCI Rules and Regulations. This includes the payment of UCI Registration Fees (if applicable), gender equal prize money and any fines imposed by the UCI.

EVENT OBJECTIVES

- To deliver a safe and fair event
- To support and deliver best practice event delivery standards
- To recognise elite riders and enable them to promote NZ on the world stage
- To establish strong working relationships with key local stakeholders
- To provide legacy benefits to the Host
- To showcase competitive cyclo-cross racing
- 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
- Chief Commissaire

Event Organiser Key Roles:

It is important before submitting an application to review the resource and capability available to you as an Event Organiser. To deliver a successful Championship event, it is essential you have key staff with strong event and sport delivery capability ready to help. The key staff will need to be supported by general volunteers and marshals required to ensure the event is safely and effectively delivered to the required standard. Planning and consideration should be given to the ability to access these roles prior to applying. Below are some key staff roles to consider confirming.

Role	Responsibility	Provided by
Event Director	Overall responsibility for the event (including the health and safety).	Host Club
Event Manager	Reporting to the Event Director, the Event Manager can oversee the website, social media, administration, entry, communications, medal presentations, timing/results, operational infrastructure procurement.	Host Club
Chief Commissaire	Oversees the Commissaires and any decisions regarding the rules and regulations of the event.	Cycling New Zealand

Course Manager	Reporting to the Event Director and the Chief Commissaire, the Course Manager will ensure the courses are up to the required standard, appropriate length, are marked and any additional fencing/safety equipment is in place. They are jointly responsible for briefing and managing the marshals (with the Chief Commissaire), setting up start and finish line areas and managing any issues that arise on the course during setup, practice and racing. This person should have extensive experience with building courses/trails and previous event delivery experience.	Host Club
Site Manager	Reporting to the Event Director, the Site Manager will be on site to assist the setup of the temporary infrastructure (including toilets, fencing, gantry, other finish line equipment), will oversee riders and vendors to safely enter, set up and exit the venues.	Host Club
Timing Manager	Reporting to the Event Director, the timing manager should only hold this role. This is a vital role to ensure accurate results are provided.	Host Club
Volunteer Manager	Reporting to Event Director and working closely with both the Course, Site and and Event Manager, they will ensure that the required number of volunteers are recruited in the required roles and briefed in accordance with the Safety Management Planning.	Host Club
Marshalls	Recruited by the Volunteer manager to marshal positions determined by the Course Manager and Chief Commissaire.	Host Club
Volunteers	Recruited by the Volunteer Manager to general volunteer positions determined by the Event and Site Manager.	Host Club

Event Organiser Responsibilities:

The successful applicant/organiser will be required to take on the overall responsibility (operational and financial) in the organisation of the Championships in accordance with UCI Rules and Regulations.

CNZ will appoint a key contact along with a Chief Commissaire who will be available to liaise between the successful applicant/organisation and provide some assistance on day-to-day matters.

The Event Organiser shall be responsible for all aspects of the event in order to meet and/or exceed the UCI Regulations and Guidelines http://www.uci.ch/mm/Document/News/Rulesandregulation/16/61/43/5-CRO-20180626-E_English.pdf including all financial responsibility: These include but are not limited to:

- Obtaining and maintaining an Event Certification through the Cycling New Zealand Event Certification Program;
- Provision of all venues;
- Courses (for approval by Chief Commissaire);
- Accreditation for the range of attendees at the event;
- Accommodation, flights and/or fuel reimbursement and meals for Commissaires attending the event; (the number of Commissaires will be decided by CNZ)
- Timing and results management;
- Coordinate all volunteers for the event;
- Provisions for volunteers including briefings, uniforms, snacks or meals, water, appropriate breaks and any training identified;
- Provide electronic timing services;
- Changing rooms, adequate toilets for riders/officials;
- Catering, and any retail facilities for spectators;
- Provide non-championship category medals;
- First aid facilities/personnel at all venues;
- Security at venue, car parking arrangements, spectator seating, public announcement systems and entertainment;
- Media Centre including dedicated facilities with adequate equipment/connections;
- Medals and Medal Presentation material (podium, backdrop etc);
- Preparation and rollout of an agreed Marketing and Coms Plan, Event Manuals, Health and Safety Plan and adequate Risk Registers;
- Supply of all equipment required in field of play, i.e. signage, vests, lapboards, Commissaire equipment etc.;
- Directional signage at venues/courses;
- Provision of drug testing requirements including facilities and testing in line with UCI requirements;
- Provision for VIP hospitality;
- Prize money payments and allocation as per the UCI Regulations;
- Any other items not listed that are generally considered standard for the delivery of an event to meet or exceed the UCI Rules and Regulations and standards set out by the Cycling New Zealand Event Certification Program.

EVENT COURSES

Courses shall be designed in accordance with the UCI Rules and Regulations.

http://www.uci.ch/mm/Document/News/Rulesandregulation/16/61/43/5-CRO-20180626-E_English.pdf

FINANCIAL RESPONSIBILITY

The organiser will have all the financial responsibility and risk for the event. All income and expenditure is the responsibility of the organiser including all sponsorship and marketing rights.

For the avoidance of doubt CNZ will make no financial contribution to the event.

Categories:

UCI race categories to be included are:

Men's and Women's Elite
Men's and Women's U19 (Junior)

Non-UCI categories are permitted to enable a wider range of riders to compete. These events are supplementary to the UCI categories above and are intended to increase participation opportunities at grassroots of the sport.

All riders in all events will be required to hold a Cycling New Zealand licence

- All entrants in the UCI events will be required to hold an annual CNZ Licence – and be a member of a CNZ affiliated club (non-code specific) and have NZL as their nationality
- All entrants in the non-UCI events will be required to hold a minimum of a one-day CNZ licence– and be a member of an CNZ affiliated club (non-code specific)

The organiser is encouraged to add events which enhance the activity and participation at the Championships. We recommend that organiser hosts concurrent non-UCI category races and are open to discussion on activities which may add value to the event which will assist CNZ and the Organiser in achieving their overall objectives.

Other Considerations:

The official event website and domain will be hosted by CNZ unless agreed otherwise. The content and the maintaining of the content is the responsibility of the organiser inline with CNZ guidelines. CNZ retain all ownership rights to this website and associated platforms.

The official event Logo will be supplied by CNZ and any use of the logo requires the approval of CNZ. CNZ will require brand benefits at the event such as signage, VIP hosting, cross promotion of other events. Specifics level and placement to be agreed.

Medals for placegetters in the UCI Categories will be supplied by CNZ

National Jerseys for winners in the UCI Categories will be supplied by CNZ

All sponsors secured by the event organiser must be of good standing and be aligned with the values of the event and sport and not in direct competition with Cycling New Zealand sponsors.

The event organiser will be required to complete the Cycling New Zealand Event Certification Program.

Within two months of the conclusion of the event the event organiser must produce a full written report of their hosting of the event, including an executive summary, a summary of financial accounts and any recommendations to any future hosts.

This is an application for the hosting of the 2019 Championship. It is the view that if successful, further expression of interest document will be issued for the 2020 event. The host of the 2019 event is able to apply to host future championships.

More information:

Please send any applications or for further information please contact Chris Christensen, Cycling New Zealand, 027 644 8921 or email chris.christensen@cyclingnewzealand.nz

Applications close 31st October 2018 and should be emailed to chris.christensen@cyclingnewzealand.nz