

# EXPRESSION OF INTEREST

## Cyclocross National Championships

### INTRODUCTION

Cycling New Zealand (CNZ) invites applications from Event Organisers to deliver the **2024 Cyclocross National Championships**. The preferred event date will be **12<sup>th</sup> or 13<sup>th</sup> August 2023**. Please note that while this event is held in 2023, it is considered the 2024 National Championships by the UCI.

CNZ are looking for an Event Organiser with experience in delivering national and international events who can demonstrate a strong knowledge of cyclocross, have access to appropriate courses with suitable event HQ facilities, is located within convenient travel access, can demonstrate a connection with the cyclocross 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 12 - 13 August 2023 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

Cyclocross is a rapidly growing discipline of cycling. The National Championships is be the pinnacle event on the sport calendar for competitive riders. 2019 saw the first recognized Cyclocross National Championship event, organized by Southerncross CX, who then organised the event again in 2022. In 2021 the Championships was organised by Huttcross (after the 2020 event was cancelled due to Covid).

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.

Any organisers submitting an Expression of Interest should be confident that they can deliver the event on or around 12 - 13 August 2023.

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 cyclocross 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
- PCP (Chief Commissaire)

## 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 PCP 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 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;
- Medal Presentation material (podium, backdrop etc);
- Preparation and rollout of an agreed Marketing and Comms 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 Programme.

## EVENT COURSES

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

<https://www.uci.org/regulations/3MyLDDrwJCJJ0BGGOFzOat#part-v-cyclo-cross>

## 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 & U23  
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 in line 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 place getters 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.

**More information:**

Please send any applications or for further information please contact:  
[events@cyclingtonewzealand.nz](mailto:events@cyclingtonewzealand.nz)

**Applications close 31 October 2022** and should be emailed through.