



EXPRESSION OF INTEREST - EVENT ORGANISER

Cyclocross National Championships

Introduction:

Cycling New Zealand (CNZ) invites applications for an Event Organiser to deliver the **Cyclocross National Championships**.

Event Overview:

The Cyclocross National Championships are the pinnacle event on the domestic CX calendar for competitive riders. Held annually, the event currently attracts 100-200 riders per year, awards national jerseys, UCI points and national championship medals. This event includes grades from U15 through to Elite, through to all Masters grades.

The event date is provisionally scheduled to be mid-August as determined by the UCI. Any organisers submitting an Expression of Interest should be confident that they can deliver the event around this date.

Event Organiser Responsibilities:

It is important before applying to review the resources 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.

The successful organiser will be required to take on the overall responsibility (operational and financial) for 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 organiser and provide some support.

Responsibilities include but are not limited to:

- Managing all income and expenditure.
- Provision of all venues.
- Courses in accordance with UCI Guidelines (for approval by Chief Commissaire).
- Accommodation, flights and/or fuel reimbursement and meals for Commissaires attending the event; (the number of Commissionaires will be decided by the CX Technical Panel)
- 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.
- Photography with images shared with CNZ to share and promote.
- 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 as required.
- Medals and Medal Presentation material (podium, backdrop etc.)
- Preparation and rollout of an agreed Marketing and Comms Plan, Technical Guide, Health and Safety Plan and adequate Risk Registers.
- Supply of all equipment required in the 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.
- Prize money payments, where applicable 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 CNZ and RTX.
- The organiser will be required to provide CNZ with regular updates through scheduled meetings to maintain event expectations.
- 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 CNZ sponsors.
- 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.

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 CNZ 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).

CNZ's Responsibilities:

- To support and maintain event information as agreed through website (www.cxnationals.nz), newsletters, media and social media.
- To supply the official event logo.
- To coordinate the appointment of commissaires through the technical panel.
- To input entry lists and results into the UCI system; Dataride, to enable UCI categories to collect UCI points.
- To check all entrants' licences and support riders to obtain the correct licence.
- To order medals for placegetters in the UCI Categories as agreed, the cost to sit with the Event Organiser.
- To order National Jerseys for winners in the UCI Categories, the cost to sit with the Event Organiser.
- To notify the Sport Integrity Committee (formerly Drug Free Sport NZ) of the event.

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

For further information please contact: events@cnz.kiwi