



National Series and National Championships 2010  
Bidding Document  
V1.0

Triathlon Ireland

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## ***Executive Summary***

This document outlines the process and criteria for races wishing to bid for the Triathlon Ireland National Series for 2010. Races that are successful in bidding for the National Series will also be able to apply to host the Triathlon Ireland National Championships.

This process will be run in tandem with applications for non national series races for inclusion on the full 2010 TI race calendar. Separate guidelines and closing dates will apply and be published for non National Series Races.

This document details the following:

- Events
- Timeline and deadlines;
- Bid document format;
- Requirements and obligations of the event; (Race Criteria)
- Triathlon Ireland support;
- Fees;
- Race contract.

## ***Events***

This document is for races wishing to bid for a place in the National Series for 2010. It is also for races who wish to bid for National Championships Status.

National series races must be one of the following:

- Sprint distance triathlon;
- Standard distance triathlon;
- Middle distance triathlon.

Races are able to bid for the following National Championships in 2010:

- National Standard Distance
- National Sprint Distance
- National Middle Distance
- National Club Relay Championships
- National Club Championships
- National Junior Aquathon
- National Standard Distance Duathlon
- National Sprint Distance Duathlon

If you wish to bid for a Championships then please put this in your bid document.

### ***Timeline and Deadlines for applications***

<b>Date</b>	<b>Item</b>
Wed 09/09/09	Start of invitation for applications for all races inclusion on the 2010 race calendar.
Fri 30/10/09	Applications for National Series close (accepted up to 4pm).
Mon 09/11/09	Applications for non national Series race close (accepted up to 4pm).
Mon and Tue 9th and 10th/11/09	Events for National Series and Championships selected and organisers notified.
Fri 13/11/09	2010 National Series and Championship Event Calendar announced.
Fri 27/11/09	Final 2010 Event Calendar (including all National Series and Non-National Series announced. (Subject to agreed date changes and race clashing re-arrangement)

Please note that these deadlines are final. Any applications for the National Series or National Championships received after 4pm on Friday, 30 October 2009 will not be considered. Any applications for non-National Series races, to be included on the 2010 TI Race Calendar, will be accepted after Monday the 9<sup>th</sup> November.

For all accepted races on the 2010 TI Calendar there will be limited provision for necessary changes to dates at Triathlon Ireland discretion.

## ***Race criteria***

The criteria below will be used to decide which races are awarded National Series status, and National Championships status. Your formal Bid Document (see template in appendix B) should provide any details relevant to the criteria below. The criteria below are a minimum that you should provide.

### **Previous events**

- The event must have been held in the proposed format at the proposed 2010 venue during the last two years.
- The report from the TI technical official for the previous event(s) should indicate no major issues, or that any issues can be fully addressed and successfully mitigated for in the 2010 event.
- Previous permit fees, day licenses, and any other fees for previous events should have been paid within specified times.
- Previous race results should have been provided in the required time and have been accurate.

### **Mandatory**

- All one day licenses must be purchased through the Triathlon Ireland on line system.
- You must provide online entry (either through the TI system, a through a third-party, or your own system).
- State race entry opening and closing dates.
- Provide a clear transfer and refund policy (a sample is available from TI) (Refund is not mandatory but preferable, transfer of place options up to at least 1 month before race day is required)
- Reserved places for Triathlon Ireland members (60% up to 1 month from race closing date).
- Agreement to hold 25 places for Triathlon Ireland to purchase for up to one month from the race opening date.
- Agreement to run the race in accordance with Triathlon Ireland rules including full cooperating with the TI race sanctioning process.
- Evidence that the race has engaged a chip timing company.
- Details of website for event.
- Evidence of ample, adequate and suitable car-parking within walking distance (10 minutes) of the race start, that does not obstruct or impact any aspect of the race route or finishing area.
- Evidence of a secure transition area (only open to competitors).
- Well defined finish area with suitable barriers, finish chute and publicity (PA announcing finishers).
- Full detailed draft event safety and management plan (as per TI guidelines), to be fully formalised 3 months prior to race date, including contingency plan to accommodate for forced alterations to race course or race format due to adverse weather conditions or unforeseen events.
- All race directors must have attended a Triathlon Ireland race director training course at least 3-4 months before race day.
- All National Series and National Championships must have motorbike (or cars if the cycle course has sufficient room) draft busters, with ratios as per TI Manual of Guidance. One

driver and one additional draft buster (2 persons) per vehicle (motor bike and car) are required. Races should comply with TI insurance directives on motor bike marshals.

### **Other notes**

The National Series represents races that are safe, and fair, but also well-run and that offer a full and enjoyable 'event experience'. Whilst many races offer a fair and safe race, Triathlon Ireland wish to work with race organisers who wish to offer more than this. Competitors should feel valued and that they get value for money. There should be good quality facilities for competitors and spectators e.g. changing, showers, post race food, activities for children, and services for spectators. The National Series will consist of races that wish to be full events for all stakeholders.

## ***Triathlon Ireland event support***

- Triathlon Ireland will provide publicity through our website, press releases, and other media;
- A highlighted listing and extra information will be provided to National Series events in all printed and website race calendars;
- Triathlon Ireland will provide branding, podiums, and other items required for a post race presentation. The Event Organiser will establish and identify (names and contact details) a team responsible to collect, erect, dismantle and transfer to an agreed location, the Triathlon Ireland and Triathlon Ireland Partner(s) branding at the event;
- Triathlon Ireland will provide wrist bands for secure entry enforcement.
- Medals will be provided for National Championships events;
- Extra event and technical support will be given to National Series events, where required and resources permitting.

## ***Fees***

Event Organiser will be required to pay the standard event permit fees as decided by Triathlon Ireland from time to time. Any fees must be paid by the times specified by Triathlon Ireland and communicated to race organisers. Fees will be specified in the race contract.

## ***Contractual details***

If your bid is successful a race agreement must be signed by the race and Triathlon Ireland. This agreement will specifically list the obligations of the Event Organiser and Triathlon Ireland to each other.

## **Appendix A**

### **Event Organiser's Obligations**

#### *General obligations and standards of behaviour*

1. The Event Organiser will organise the event to the highest professional standard, to best practice guidelines, and in accordance with any standards published by Triathlon Ireland.
2. The Event Organiser will act at all times during the event to regard the name and image of Triathlon Ireland and not to permit any action that may discredit the event, sport or Triathlon Ireland's reputation in any way, or bring the sport of triathlon into disrepute.
3. The Event Organiser will comply at all times with the laws and regulations of Triathlon Ireland, all other statutory applicable laws and regulations, and any other reasonable requirements of Triathlon Ireland, its officers and appointed officials, or other authorities relating to the event.
4. The Event Organiser will be responsible for all costs associated with the event, unless expressly agreed with another party or stated in the race contract.
5. All races must ensure that their race director has attended a race director training course at least 3-4 months before their race.

#### *Organisation*

6. The Event Organiser will plan and operate the event in accordance with Triathlon Ireland rules and regulations and, where applicable, the rules and regulations of the ETU and ITU.
7. The Event Organiser must have all up-to-date relevant insurances, permits, licenses, risk assessments and the right of use permissions, land access permits, available for inspection by Triathlon Ireland upon reasonable request.
8. The Event Organiser will be responsible for safety at the event including provision of medical cover in accordance with Triathlon Ireland Guidelines. This includes competitors, organisers, volunteers and event officials.
9. The Event Organiser will ensure that there are sufficient marshals and volunteers who will be briefed and managed effectively for the event so as to conserve the professional reputation of Triathlon Ireland and the event.
10. The Event Organiser will appoint an electronic chip timing company for the event.
11. The Event Organiser must liaise with the appointed Triathlon Ireland referee to appoint any assistant referees required, including motorcycle referees and draft busters. Motorcycle and/or car draft busters must ensure that they comply with the guidelines for TI insurance cover.

### *Branding and Promotion*

12. The Event Organiser will ensure that the event name is used in its full format, with reference to any event title sponsor, if applicable.
13. The Event Organiser will use both the Triathlon Ireland logo and any relevant Triathlon Ireland Partner(s) logo on all promotional materials relating to the event, including the websites, in accordance with Triathlon Ireland's requirements. Pre-approval for use of logo from TI is required.
14. All advertising and promotion must be pre-agreed with Triathlon Ireland, the TI National Series Sponsors and any other additional race Sponsors. The Event Organiser will ensure, to the best of their ability that the venue of the event has the authorised National Series Sponsors of the event and as required by the race contract represented above any other commercial advertising.
15. The Event Organiser will ensure that the National Series sponsor's logo is used on all promotional material, including websites, briefing notes and correspondence.
16. All press releases relating to the event must acknowledge Triathlon Ireland as the national governing body of the sport.
17. The Event Organiser will allow Triathlon Ireland access to all areas of the event for publicity purposes, including photography and post race interviews.
18. The Event Organiser will use the Triathlon Ireland podium with Triathlon Ireland logo and branding for all the Race Prize-giving, where provided by TI.
19. The Event Organiser will establish and identify (names and contact details) a team responsible to collect, erect, dismantle and transfer to an agreed location, the Triathlon Ireland and Triathlon Ireland Partner(s) branding at the event.
20. If provided by Triathlon Ireland (at Triathlon Ireland's cost), branded race materials, such as race number, swim hat, wristbands or carrier bags must be used by the Event Organiser.
21. If provided by Triathlon Ireland (at Triathlon Ireland's cost), the barrier scrim and flags must be used by the Event Organiser.
22. If provided, the Event Organiser must use the branding of Triathlon Ireland or Triathlon Ireland Partner(s) in the following areas, unless otherwise agreed in writing before the event.
  - Start area
  - Event registration
  - Mount and dismount lines
  - Finish chute
  - Finish area

### *Entries*

23. The Event Organiser must provide online entry (either through the TI system, a through a third-party, or your own system). Opening and closing dates for entry must be clearly communicated to Triathlon Ireland and competitors. If using a third-party system the entrant must be able to submit their TI membership number. Correct capture of the number is a requirement to be allocated National Series points.
24. The Event Organiser will have available at the entry process, a clear and fair transfer and

refund policy. An example is available from Triathlon Ireland.

25. The Event Organiser will ensure that TI members can enter the event over non TI members up until 1 month before the entry closing date. At least 60% of total places should be reserved for Triathlon Ireland up to this time.
26. The Event Organiser must agree to hold 25 places for Triathlon Ireland to purchase for up to one month from the race opening date.
27. All one day licences should be purchased through the Triathlon Ireland on-line system.

### *Results*

28. After the Event Organiser will supply Triathlon Ireland with a breakdown of competitors into Place, Age Group and Gender categories in the specified format by Triathlon Ireland.
29. The Event Organiser will provide provisional results to Triathlon Ireland within 24 hours of the finish of the race. The final race results to be provided within 5 working days of the finish of the race. All results must be in the specified format.
30. The Event Organiser must provide results in within the specified time limits and in the specified format.
31. The Event Organiser must provide an electronic copy of results with 24 hours of event finish.

### *Prizes*

32. All prizes must be clearly specified in the bid document and must follow Triathlon Ireland rules on equality.
33. All races must have a prize giving within a reasonable time of the race finish. All age-groups must be presented with prizes, according to the TI guidelines on prizes for National Series Races.
34. The prize giving area must be branded with Triathlon Ireland branding.
35. A photo should be provided to Triathlon Ireland, within 24 hours of the prize giving, for each age-group at their prize giving. If there is not a Triathlon Ireland appointed photographer at the event, the Event Organiser will submit a photograph, at no charge, of the first three finishers in each age-group for both males and females, taken at the presentation, to Triathlon Ireland.

### **Triathlon Ireland's Obligations**

1. Triathlon Ireland will provide a comprehensive list of Triathlon Ireland equipment to be used at the event no later than 3 months before the event, and updated where necessary 2 weeks before the event.
2. Triathlon Ireland will provide a full list of Triathlon Ireland awards to be presented at the event. The Event Organiser may also provide awards to the categories that are covered and also categories not covered by Triathlon Ireland.
3. Triathlon Ireland will appoint, through the Triathlon Ireland sanctioning process, a race technical delegate, no later than 3 months before the event, and provide these details to the Event Organiser.

4. Triathlon Ireland will provide a list of merchandise and equipment suppliers who will provide items at a discount to National Series races.

## **Appendix B: Bid Document format**

The application should consist of a bid document with a covering page (see attachment). Guidelines for the format of the bid document are below (asterisked items are mandatory).

<p><b>Event details</b></p> <ul style="list-style-type: none"> <li>• Event name and venue (including course maps for swim, bike, and run) *</li> <li>• Requested dates (a preferred date and two alternative dates should be specified) *</li> <li>• Entry fees (if exact fees are not known then a range of not more than 10 euro should be given) *</li> <li>• Maximum proposed field size *</li> <li>• Medical provision *</li> <li>• Support confirmation from authorities (council, Gardai, land owners etc) *</li> <li>• Timing and results details (must be electronic chip timed) *</li> <li>• Competitor information</li> <li>• Environmental impact reduction and clean-up plan *</li> </ul>	<p><b>Athlete and spectator services</b></p> <ul style="list-style-type: none"> <li>• Athlete facilities and location (changing, showers) *</li> <li>• Transport links and directions *</li> <li>• Prizes awarded *</li> <li>• Local accommodation</li> <li>• Post event services – full details and any charges (food, massage etc) *</li> <li>• Pre event services (bike mechanic etc)</li> <li>• Proposed sport development (children's race etc)</li> </ul>
<p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>• Website details (or mock up)*</li> <li>• Marketing plan</li> <li>• Details of previous marketing initiatives (press cuttings, posters etc)</li> <li>• Previous years attendance *</li> </ul>	<p><b>Sponsorship</b></p> <ul style="list-style-type: none"> <li>• Agreement that you will meet the commercial requirements of Triathlon Ireland and TI commercial partners (details in contract)*</li> <li>• Comprehensive list of sponsors and their rights at your event</li> </ul>