



**2016 - 2018 New Zealand**

**Mountain Bike National Championships**

***Request for Event Management Services Tender and Bid Guidelines***

**Introduction:**

Cycling New Zealand are looking for a provider of Event Management Services in attractive regions with great riding potential, convenient traveller access, volunteer passion and events capability to deliver the 2016 - 2018 New Zealand Mountain Bike National Championship Event.

**Overview:**

Cycling New Zealand (CNZ) and Mountain Bike New Zealand (MTBNZ) are seeking bid submissions for the provision of event management services (Event Organiser) to host and deliver its 2016-2018 New Zealand Mountain Bike National Championships (NZMBNC).

The NZMBNC is a world class cycling event where riders compete for titles, medals and National Championship jerseys in three Mountain Bike disciplines. It is recommended that venues are rotated regularly over two to three years. Participation events to supplement the Championship race can and are encouraged to be included.

Unfolding over the course of the event, the NZMBNC will not only be a sporting competition open to elite athletes, but will provide the opportunity for competition and sport development from grassroots through to the elite level. The entire event is a visual spectacle that will inspire and motivate.

It is key that the status of this event continues to flourish through the provision of engaging spectator opportunities and festive activities.

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

All bid applications will be required to include a draft budget. We strongly recommend that the budget is peer reviewed prior to submitting the bid application. The successful bid will be responsible for all expenses incurred in the safe and world class delivery of the event in accordance to the UCI Rules and Regulations. This includes the payment of UCI Registration Fees (if applicable) and any fines imposed by the UCI.

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

The official event website and social media will be hosted by CNZ unless agreed otherwise. CNZ retain all ownership rights to this website and associated platforms.

**Event Objectives:**

1. Host a safe and fair competition of World Class standard.
2. Present an event that is attractive to sponsors, and/or, tourism authority, and is of benefit to Cycling New Zealand and MTBNZ objectives of developing the sport at a high level.
3. Maximise media exposure for Cycling and Cycling New Zealand nationally and globally.
4. Promote good spectator audiences.
5. Exhibit strong corporate support.
6. Engage public institution support.
7. Establish strong partnerships (Cycling New Zealand/MTBNZ/ LOC/Host City) and the related partners of Cycling New Zealand.
8. Ensure a strong emphasis on sport development with a provision of a legacy for the sport.
9. To provide opportunities for local volunteers to engage in the delivery of a World Class event and to build event delivery capability within the local club system.

**The Role of the Event Organiser:**

**The successful applicant/organisation will be required to take on the overall responsibility (operational and financial) in the organisation of the 2016-2018 NZMBNC.**

Major decisions will be made in consultation with CNZ and MTBNZ as the event 'owner'. CNZ will appoint a Relationship Manager 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.

**Guidelines for Tendering:**

Responses to this Tender (Bids) must be supported with letters of endorsement from leading national sports authorities, Government bodies, local councils and any other appropriate association that will support the organisers submitting the bid.

Bids are invited by (but not limited to) Councils, Sports Clubs, Community Groups or Private event promoters. However, in order to build event capability within the sport all bids must provide a link with a local affiliated CNZ and Mountain Bike New Zealand affiliated (MTBNZ) Clubs who will be required to form a key part of the organising committee. *A list of affiliated clubs are available from CNZ if required.*

**Contractual Guidelines:**

A legally prepared contract will be issued by CNZ to the successful tender and must be agreed in writing within the stipulated timeframes before the agreement to stage these championships are considered final. Any details remains confidential until this time and any announcement will be managed and agreed by both parties. The contract will cover the details in this document and any other pertinent matters thought necessary.

Upon signing and from that date there forward there shall be full consultation with CNZ in all matters pertaining to the Championships with the right to be represented at any meetings of the organising committee.

The initial organisational agreement will be for a 1 year term as the model may change from the initial year as CNZ work through their events and commercialisation strategy which is expected to be completed in 2016. For the benefit of consolidation and momentum, the event organiser will have the right to negotiate hosting the Championships for up to three years.

#### **Event Format:**

The event will need to include two days of competition in two mountain bike disciplines –Downhill (DHI) and Cross Country (XCO) and one separate day (with at least a week between the two events of competition in Cross Country Marathon (XCM).

There will be one additional day required for walking access viewing the course and inspections (downhill), and one training day and one competition day for each discipline.

#### **Dates of event:**

The dates of the event are set by CNZ and MTBNZ and are not negotiable. The dates for the 2016 event are yet to be confirmed however the event is likely to be held in the month of March/April in the year 2016. Any decision will be pending liaison with the UCI, Oceania Confederation, MTBNZ, Cycling Australia and Mountain Bike Australia.

#### **Competitors & Categories:**

UCI race categories to be included are:

Cross country: Men's and Women's Elite; Men's and Women's U23; Men's and Women's Juniors (U19)

Downhill: Men's and Women's Elite

Cross Country Marathon: Men's and Women's Elite

Estimated participant numbers are as follows: DHI (100 –stim), XCO (120 - 160) XCM (tbc)

In addition there will be non-UCI categories 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.

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 Cycling New Zealand and MTBNZ in achieving their overall objectives.

#### **Courses:**

Ideally each course would be located at the same venue. Where more than one venue is being utilised the bid must demonstrate how the venues will ensure effective liaison between the venues and event village so that all of the venues reach a high degree of uniformity in pace and performance. All courses must be of a suitable standard of performance and must conform to the requirements of the UCI and are subject to the approval of CNZ and MTBNZ. See the course requirements:

### **Event Organiser Responsibility:**

The Event Organiser shall be responsible for all aspects of the event in order to meet and/or exceed the UCI Regulations and Guidelines [insert link] including all financial responsibility: These include but are not limited to:

- Provision of all venues;
- Presenting approved Courses;
- Accreditation for the range of attendees at the event;
- Accommodation and a vehicle for the Principal of the Commissaires Panel (PCP) (UCI Appointed) for the duration of their stay;
- Accommodation, flights and or fuel reimbursement and meals (including provision of water) for Commissaires attending the event (excluding flights for the PCP); (the number of Commissaires will be decided by CNZ and MTBNZ)
- Arrangements of practice sessions including allocation of any host clubs to individual teams;
- 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;
- Changing rooms, adequate toilets for riders/officials;
- Catering, toilet facilities and any retail facilities for spectators;
- First aid facilities/personnel at all venues;
- The content and production of the official event Programme in liaison with CNZ and the PCP in relation to certain content required by Oceania Confederation;
- The content and production of the official technical guide in liaison with CNZ and the PCP in relation to certain content required by Oceania Confederation;
- Security at venue, car parking arrangements, spectator seating, public announcement systems and entertainment;
- Transport between the venues (if required) and shuttles for riders and bikes (at no cost);
- Media Centre including dedicated facilities with adequate equipment/connections for phone, fax and internet, plus photocopying facilities;
- Event Office, which must be free from outside interference and include equipment/connections, computer, printer and photocopying facilities, with adequate phone, fax and internet;
- Opening and closing ceremonies;
- Medals and Medal Presentation;
- Preparation and rollout of an agreed Marketing and Coms Plan, Health and Safety Plan and adequate Risk Registers;
- Supply of all equipment required in field of play, i.e. signage, scoreboards, scoring indicators, Commissaire equipment etc.;
- Signage at venues/courses;
- Provision of drug testing requirements including facilities and testing in line with UCI requirements;
- Organisation and allocation of adequate accommodation for other travelling teams;
- Provision for VIP hospitality;
- Relevant insurance cover in consultation with CNZ;
- Prize money payments and allocation as per the UCI Regulations;
- UCI calendar fee for the registration of the event;
- 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.

### Other Considerations:

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.

All sponsors secured by the event organiser must be of good standing and be aligned with the values of the event and sport.

There will be no direct cash investment from CNZ or MTBNZ for this event.

The event organiser will be required to present CNZ with bi-monthly written progress reports relating to the organisation of the event during the period leading up to the event. These must include full financial updates.

The event organiser will be required to present on request to CNZ and MTBNZ appropriate documentation that supports best practice Health and Safety planning.

Within three 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, all results, a summary of financial accounts and any recommendations to any future hosts.

### Bid Contents and Format:

The following materials should be included to support your bid document, and presented in the following format:

<b>1</b>	<b>Executive Summary</b>
<b>2</b>	<b>Host City/locations/options:</b> Information on the Region, host City, detail of travel opportunities, accommodation options, transport, distance from the airport, transfers, facilities, tourism activities.
<b>3</b>	<b>Organisational Structure and Key Personnel:</b> <ul style="list-style-type: none"><li>Anticipated delivery structure/model and key personnel i.e. how this will event be delivered.</li></ul>
<b>4</b>	<b>Venue, locations &amp; facilities:</b> <ul style="list-style-type: none"><li>Include a detailed course maps for XC, XCO &amp; DHI, summary &amp; profile. Detail how this will appeal to riders?</li><li>How will you incorporate spectators?</li></ul>
<b>5</b>	<b>Operational Details:</b> Include details relating to race headquarters, accreditation centre, spectator areas, race administration & timing, medical & anti-doping access, parking, traffic management, public transport, risk management, accommodation, and access to volunteer base and corporate hosting opportunities.
<b>6</b>	<b>Marketing &amp; Communications:</b> <ul style="list-style-type: none"><li>Detailed marketing, communications and media plans.</li></ul> Benefits summary for potential sponsors and partners.

<b>7</b>	<p><b>Event budget &amp; marketing offer:</b> Include a detailed budget with any local government or commercial partner support, outlining levels of interest or engagement with local government and commercial sponsors.</p>
<b>8</b>	<p><b>Local government, local tourism authority or commercial partner support:</b></p> <ul style="list-style-type: none"> <li>• Outline levels of interest or engagement and letters of support from local government, local tourism authorities and commercial sponsors.</li> </ul>
<b>9</b>	<p><b>Event Management:</b> Provide a detailed list of the event organisers' events portfolio, references, experience, CV's of other events delivered by the party.</p>
<b>10</b>	<p><b>Letters of Support to Include:</b></p> <ul style="list-style-type: none"> <li>• A host city letter of commitment including assurance of police support for the required road closures (if applicable), confirmation from venues, commitment from key suppliers and other financial commitments.</li> <li>• Letters of support from local funding agencies &amp; sponsors with detailed levels of support.</li> <li>• Commitments from media.</li> </ul> <p>Detailed reference for past delivery of events, local clubs/support, government authorities, tourism sites, key funders &amp; sponsors.</p>

**Bid Evaluation:**

1. Cycling New Zealand and Mountain Bike New Zealand will evaluate each bid 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 organisation; and their demonstrated capability to deliver high quality events
  - b) Geographical location and the courses, attractiveness to riders & spectators;
  - c) Commitment of the city and other public agencies;
  - d) Marketing, media and promotions plan;
  - e) Sponsorship plan and secured sponsor agreements;
  - f) Access to a suitable volunteer base.
2. After the Bid Documentation Submission Deadline, Cycling New Zealand may visit all new Venues/Cities that have sent all the propriety documentation to Cycling New Zealand.
3. Cycling New Zealand may eliminate bids that are not in line with the criteria as laid out in this bid document. Cycling New Zealand will only shortlist a bidder if it is convinced that the bidder has the capability and resources to stage a Oceania Championship event at the quality required, and to fulfil all the obligations set out in the agreement by the UCI, Oceania Cycling Confederation, MTBNZ & Cycling New Zealand.
4. The decision on the selection of the host city will ultimately be made by the Cycling New Zealand.

### Process post Bid Acceptance:

Once the bid to host the event is accepted and a contract has been signed the successful organiser shall:

- Be required to appoint an Organising Committee comprised of individuals considered, by the Executive of the host, to possess the required skills and experience in order to cover the range of requirements relating to the event; A member of the local affiliated Cycling New Zealand and MTBNZ Club and a representative appointed by CNZ must form a part of the Organising Committee.
- The Committee will be required to submit a detailed timeline and operations plan (including Health and Safety Plan and Risk Register) to CNZ for approval.
- Provide a copy of Insurance Certificate as requested by CNZ;
- Provide an event timeline and checklist including key milestones;
- The Committee shall deal with all matters relating to the event including all enquiries and arrangements, including for competing teams, those officiating at the event, relevant National and International Officials etc.;
- Provide further documents reasonably requested by CNZ;

The Committee shall liaise with the Cycling New Zealand appointed Relationship Manager at all times during this period.

### Submitting Bid Documents:

The bid documents and supporting materials to be sent via email in PDF format to [events@cyclingtonewzealand.nz](mailto:events@cyclingtonewzealand.nz)

### Bid Process Timings:

Date	Event
<i>3rd June 2015</i>	Opening of bid process
<i>15th July 2015</i>	Closing date for submission of bid documents
<i>16th – 22nd July 2015</i>	Bid evaluation period by Cycling New Zealand
<i>25th July 2015</i>	Selection of preferred event organiser, agreement and signing
<i>29th July 2015</i>	Announcement of organiser and host venue

For more information please contact Gina Bengé below.

Gina Bengé  
[gina.benge@cyclingtonewzealand.nz](mailto:gina.benge@cyclingtonewzealand.nz)  
+64 027 706 9850  
Event Co ordinator  
Cycling New Zealand