

## Scottish National Championship Events Bidding Guidance

Bidding is now open to host a Scottish National Championship event in 2018 and 2019. Triathlon Scotland is trialling a new initiative where successful events will host their awarded national championship(s) for two consecutive years. Bidding is therefore open to event organisers for one or more of the following events;

**Scottish Aquathlon Championships.**

(Distances 750m Swim 5km Run)

**Scottish Duathlon Championships.**

(Distances 10K Run 40K Bike 5K Run)

**Scottish Cross Triathlon Championships.**

(Distance range c1000m Swim c20-25km Bike c6-8km Run)

**Scottish Sprint Triathlon Championships.**

(Distances 750m Swim 20K Bike 5K Run)

**Scottish Standard Triathlon Championships.**

(Distances 1500m Swim 40K Bike 10K Run)

**Scottish Middle Distance Triathlon Championships.**

(Distances 1900m Swim 90K Bike 21K Run)

**Scottish Youth Triathlon Championships.**

(Distances as per Tri Star age guidelines)

**Mixed Team Relay Triathlon Championships**

(Distances c300m Swim / c5-7km Bike / c1.5km Run)

Triathlon Scotland encourages bids from all areas of Scotland as long as the race organiser can demonstrate that they have run a safe and efficient triathlon / duathlon / aquathlon race at least one year previously at their intended venue, before they submit a championship bid.

This document will help race organisers to complete the championship bidding process although if you have any questions about the process, or this document, please do not hesitate to contact Events & Marketing Manager Gemma Simpson at 01786 466903 or [events@triathlonscotland.org](mailto:events@triathlonscotland.org)

## Why bid for a championship event?

The primary reason is to create additional prestige at your event. Championship events are popular among the Scottish triathlon community and most championship events receive a greater number of entrants than similar non-championship events. Winning championship bid events will also receive additional support from Triathlon Scotland and you may also find that your event is more attractive to potential sponsors and partners.

In addition to this, Triathlon Scotland offers the following support to successful championship bids

- permission to use the title ‘Scottish <insert type> Championships’ on their event literature and promotional materials
- permission to use the Triathlon Scotland logo and links to [www.triathlonscotland.org](http://www.triathlonscotland.org)
- Triathlon Scotland branding to enhance the look and feel of championship events
- support from official Triathlon Scotland sponsors and partners (subject to no conflicts of interest from existing event partners)
- allocation of a qualified Technical Official team and where applicable, Moto Officials
- prize money pot of £1,400 for overall 1-2-3 male and female Scottish championship winners (excluding youth / schools and relay championships)
- cash contribution of £700 towards event organising costs (schools, youth & relay championships only)
- Triathlon Scotland trophies for overall championship winners
- engraved crystal keepsake glasses for all overall and age group winners
- engraved medals for all overall and all age group championship winners (1<sup>st</sup>-3<sup>rd</sup> place)
- Triathlon Scotland presence to conduct championship ceremonies
- Triathlon Scotland support pre-event (additional marketing / profile / guidance)
- press releases and race reports post event, including high quality event video and photographs for use on social media and websites

Each championship event is run to the British Triathlon Federation competition rules and regulations. These can be found on the Triathlon Scotland web site section [‘competition rules’](#).

### **IMPORTANT:**

Each championship event will operate at the expense of the host organisation. The host organisation will be required to pay Triathlon Scotland race levies and will then retain any profits accruing or bear any losses arising. Championship levies also incur an additional £1 per participant levy. Levies are under review annually, and the current levy guidance document is available to view on the Triathlon Scotland web site section [‘event organiser support’](#).

## How to complete the bid submission template

### Section 1: Event Organiser Details

Please complete this section in full. The event must have a lead contact who Triathlon Scotland can contact after the bid has been submitted. Please include a copy of your organisational structure. If your organisational structure will change or be different in year 2, please outline the event management succession plan.

*Website further details* - It is essential that a dedicated race website or dedicated page on an existing website is produced to which all prospective competitors or interested parties can refer. As a minimum, the site should include:

- an online race entry process and clear closing date
- details of age categories eligible for prizes
- a fair refund policy, timeframe and how to apply
- an event timetable
- travel advice/directions with map links
- local accommodation advice/links
- full race route descriptions with map links
- standard safety advice for competitors
- a reference or link to the British Triathlon competition rules
- a reference that only Triathlon Scotland members are eligible for Championship prizes, and that individuals who wish to compete for a Scottish Championship title must ensure their race licence is valid no later than by 5pm, 3 days prior to the championships. (i.e. 5pm Wednesday before a Sunday event).
- A clear notice that information provided by the competitor when registering for the event will be shared with Triathlon Scotland for monitoring and marketing purposes.

An up to date competitor list must be provided on the website or the sign up portal once the entries are open. This update should be regular, and no less than weekly. A waiting list policy must be in place and communicated on the web site in the event of the race becoming fully subscribed.

All competitors must be sent final race instructions seven days prior to the event.

### Section 2: Event Overview

Please complete this section in full, providing an overview of your event.

### Section 3: Event Details

Please provide some more details about your event.

*Entry fee further details* - there must be two entry fees noted, one for members of Triathlon Scotland / England & Wales, and a higher fee for non-members. For adult events, the difference must be at least the cost for a day licence.

*Normal Operating procedures* - this is a document all event organisers must prepare to detail all of the tasks that must be required to ensure the event is a success. It is also a reference to all event staff so that they are fully appraised of their job role and their duties at the event. In this document you should outline what methods will be used for communication between the event team on the day, including course marshals and first aid staff.

It is important to note that each race must be preceded by a thorough and competent safety briefing. This should be provided verbally before the event, and should also be available in print for those with hearing impairments.

*Risk Assessment and Course Maps* - if your risk assessment has significantly changed from the year before please include a separate copy of your risk assessment and course maps.

Please note race distances must be accurately measured (please state method used) and within +/- 5% of the distances specified for the event at the top of this document. The +/- 5% should be applied to each individual discipline and not the event distance in total. The only exception to this is Cross Triathlon bids where the distances have a larger range to accommodate availability and speed of suitable trails.

*Emergency Action Plan* - this is a document all event organisers must prepare to help in the event of an emergency. For more information about preparing an emergency action plan, please contact [events@triathlonscotland.org](mailto:events@triathlonscotland.org).

*Competitor notes* - this is the information that is sent out to competitors in advance of their race. Please include the current or previous race notes.

Medical provisions - if not included in your normal operating procedure, please provide information outlining the event medical provision. For more information about medical provision please contact [events@triathlonscotland.org](mailto:events@triathlonscotland.org).

*Timing company* - Please state your timing company. It is important that a competent and efficient timing system is used at each championship race. The timing system must

- be an electronic chip timing system
- be capable of reproducing all split times including transitions
- produce full results within 30 minutes of the last competitor finishing
- be capable of rectifying errors identified post event in a timely manner

The results service for overall and championship results must be made available to

Triathlon Scotland on race day for preparing the presentations and must also be submitted to Triathlon Scotland within 48 hours of the completion of the event.

All competitors must have access to a full copy of the provisional results in hard copy or electronic form within 24 hours of the race finish, but no later than three days post event.

The results submitted to Triathlon Scotland must be in Excel format and must include

- The name, gender and club (if applicable) of each competitor
- Triathlon Scotland membership numbers
- Full category results - including placement within discipline and gender/team.
- Split times for
  - For Triathlon: Swim - Bike - Run, T1 and T2 and overall time
  - For Duathlon: Run - Bike - Run T1 and T2 and overall time
  - For Aquathlon: Swim - Run T1 and overall time

*Volunteer source and welfare* - if not included in your normal operating procedures, please provide information outlining your volunteer resource, your volunteer welfare policy and reward plan.

*Measures taken to reduce environmental impact* - the event should have a plan for recycling, should discourage littering and offer information about public transport options. If not included in your normal operating procedures, please provide information outlining your environmental policy.

*Measures taken to protect vulnerable groups further details* - If not included in your normal operating procedures, please provide information outlining your policy to protect vulnerable groups.

Some form of photography registration system must be used at events, to clearly identify those who have registered to take photos and/or video footage on the day. For more information about protection of vulnerable groups at events, please contact [events@triathlonscotland.org](mailto:events@triathlonscotland.org).

#### **Section 4: Athlete and Spectator Services**

It is important that athletes and spectators have a great overall event experience and so some thought should be put into the services you will provide when people are not competing / spectating.

*Is the course suitable for disability participation?* So that as many people as possible can take part in triathlon, please consider and let us know how your event can accommodate participants with a disability.

*Any additional races or activities as part of your event?* Tell us what other activities are planned for competitors, spectators and families.

*Catering* - You should indicate proposals for the provision of catering for athletes and spectators. This must include whether it is the intention to provide cafeteria vouchers, a goodie bag or any other appropriate catering arrangements inclusive of the competitor's entry fee.

*Spectator provision* - Please indicate what facilities are available for spectators, including vantage points, facilities etc. In order to develop the popularity and prestige of the National Championships it is very important that the events have a strong identity. Organisers should endeavour to create a venue and site that reflects the status of the event. Transitions should be secure with appropriate barriers or fencing installed. The use of banners and flags to dress the site are encouraged and details of this should be included in the bid.

The event should have a proper finish area, with a finish gantry, barriers as appropriate and a PA system with background music and a commentator.

*Entrance gift / goody bag further details* - Triathlon Scotland encourages race organisers to provide all finishers with a race memento (for example a medal or t-shirt to commemorate the race experience, as well as items from your event partners). In the case of the race memento being an item that can be printed, the Triathlon Scotland logo must be included, equal to the largest other print on the item.

*Awards / prizes further details* - Triathlon Scotland will provide prizes for Scottish Championship winners. All winners must be members of Triathlon Scotland to be eligible for championship titles. Additional prizes must be made available by the race organiser for overall winners who may not be members of Triathlon Scotland. These must be presented at the prize giving ceremony.

## **Section 5: Event Marketing and Promotion**

*Marketing plan further details* - please attach your event marketing plan and let Triathlon Scotland know where we can help and add value for you.

## **Section 6: Sponsors**

Please provide details of all event sponsors and give details of trade stands expected to be present.

## **Section 7: Why should your event be selected?**

Please give any additional information, including competitor feedback, photographs or video links to illustrate why your event should be selected as a Scottish Championship event.

## Section 8: Declaration

Please let Triathlon Scotland know if your event has any special issues or foreseeable risks to the successful staging of your event.

### BIDDING PROCESS

Step 1: Read through this pack and ensure you understand what is entailed for the event you wish to bid for. This is the time to raise any queries which can be addressed at an individual level prior to the deadline for bids.

Step 2: Complete the submission template that goes with this documentation. Supporting photographs / videos and references will be welcome. *We do not need overly lengthy applications but as much information as you feel necessary to highlight your event is welcome. Please ensure that you attach all the additional documents requested.*

Step 3: Complete bid applications should be forwarded to the Events and Marketing Manager by 9am Monday 9 October 2017. Applications should be made by email to [gemmasimpson@triathlonscotland.org](mailto:gemmasimpson@triathlonscotland.org).

A panel of at least three representatives chosen from Triathlon Scotland's Event Working Group and Board will assess all championship bids. The panel will score each application and will consider the bidding documentation, technical official reports, member feedback reports, and the general standing of the organiser (payment of levies to Triathlon Scotland and willingness to work together) in determining the successful events.

Successful and unsuccessful bids will be notified as soon as possible in October 2017.

A championships contract will be issued by email for review and agreement, and public notification of the provisional championships awards will given in November 2017.

Following the award of Championship status to successful bidders, any changes to the event, or the key event delivery team, must be discussed directly with the Events & Marketing Manager as soon as they are known, as this may affect Championships status in year one and year two.

Good Luck!

## CHECKLIST

1. Organisational structure
2. Normal operating procedure
3. Risk assessment and course maps
4. Emergency action plan
5. Competitor notes

For points 6-12 on the application form, please provide information if not included in your normal operating procedure.