



Welsh Triathlon

**National Championship and National Series
Events**

Tender Process for 2018 season

1 Introduction

This document is intended for event organisers interested in hosting an event that form part of the Welsh Triathlon National Championships series for 2018.

These events should be the best races that Wales has to offer, attracting our best athletes. Athletes who win these events are able to call themselves Welsh National Champions.

Welsh Triathlon Events are designed to provide well organised, safe, sustainable, high quality, enjoyable races for athletes, allowing them to achieve their personal triathlon goals.

The calendar for the 2018 Welsh National Championship Series is intended to span all regions of Wales, to promote nationwide participation.

As well as being standalone National Championship events, these races will also form part of a national series, further raising the profile and quality of field in our national championships.

2 Background Information

Welsh Triathlon Events are typically organised by club, commercial or individual event organisers on behalf of the National Governing Body.

Welsh Triathlon calls for bids on an annual basis. Bidders (Event Organisers) are encouraged to develop proposals that not only provide safe and fair competition for competitors, but those that also show commitment to enhancing the experience for everyone involved in the event and to sustainability - providing social, economic and environmental benefits.

Welsh Triathlon exclusively own the rights to the listed events and enters legally binding contracts with the successful bidders for the delivery of the events to agreed standards. The terms of the Event Management Agreement with Welsh Triathlon can be found at the end of this document.

3 Organiser Eligibility

Event Organisers wishing to bid must be in good standing with British Triathlon and Welsh Triathlon, and have at least one year's satisfactory permitting history with Welsh Triathlon.

Any Event Organiser wishing to bid must follow and comply with the standard permitting process of British Triathlon.

4 Welsh National Championship Events for 2018

Listed below are the events Welsh Triathlon would like to offer its members as a National Championship for the 2018 season. Organisers may bid for more than one event.

1 Sprint Distance Triathlon

Swim 750m / Bike 20km / Run 5km

2 Standard Distance Triathlon

Swim 1500m / Bike 40km / Run 10km

3 Middle Distance Triathlon

Swim 1900m/Bike 90km / Run 21km

4 Aquathlon

Swim 750m / Run 5km

5 Cross Duathlon (mountain biking and cross country running)

Distances to be determined by the event organiser. Welsh Triathlon would prefer that this event take place between January to March 2018 or October to December 2018.

6 Two additional non-championship series races

Preferably these will be sprint distance races in order to allow the widest number of categories to have further opportunities to compete across the series. However, exceptional bids from other distances will be considered.

In an 8 race series, the best 4 results would score points towards the final standings.

Further information on race distances are available in the British Triathlon's Competition Rulebook of January 2017.

The 2018 Welsh Duathlon Championships

The Sprint Distance Duathlon Championships has been awarded to the Harlech Duathlon on a 3 year bid, ending in 2019.

Multi-year championship bids have now been discontinued as a Welsh Triathlon policy.

5 Athlete Eligibility

To be eligible to win a Welsh Triathlon medal, athletes must have valid membership of Welsh Triathlon. British Triathlon Competition Rules January 2017 states 24.4 a ii,

“Individuals who wish to compete for Home Nation Association National Championship must ensure their race license is valid no later than by 5pm, 3 days prior to the championships. (i.e. 5pm Wednesday before a Sunday event).

We will ask the race organiser to close the race entry before this time, and then to forward the entry list to Welsh Triathlon, who will then compare the entry list to Welsh Triathlon’s Membership Database.

6 Time Line

The following time line will be followed in allocating the National Championships

Time Line	Action
Monday 1 st August 2017	Tender documents issued
Friday 25 th August 2017, 5pm	Deadline for submission
	Welsh Triathlon will contact the Event Organiser for further information, clarification if necessary Any clashes of dates, then Event Organisers will be contacted directly to see if alternatives are possible
Monday 18 th September 2017	Event selection process completed
Tuesday 19 th September 2017	Event Organisers Informed of Outcome
Thursday 28 th September 2017	Calendar announced via Welsh Triathlon website <i>Please note that until Welsh Triathlon formally announces the Calendar for 2017 on our website, all organisers must keep the details of this process confidential, including any event awards. Failure to do so may result in any event offers made to an organiser being withdrawn.</i>

The bids will be evaluated by the events committee against a predetermined set of standards and criteria, based on the event selection criteria outlined in part 12 of this document.

7 Bid Format

To compare fairly bids submitted as part of this process must be completed using the blank template provided.

The template can be downloaded as an editable MS Word format, please complete the template to the best of your ability and return electronically to Welsh Triathlon admin@welshtriathlon.org by the given deadline.

Only bids sent in electronically will be accepted, hand written documentation is not acceptable.

If you cannot complete some sections this does not mean that you can't submit a bid, simply leave those sections blank.

If you wish to provide additional information to support your bid, you can do so by sending these documents with your bid.

8 Requirements

Your event must have been successfully staged for at least one year.

All events within this process must provide the following as a minimum:

- Compliance with British Triathlon Rules
- Compliance with Welsh Triathlon's permitting procedures
- Chip Timing
- Event website including an event information pack for competitors
- Display Welsh Triathlon Eligibility criteria clearly on the event website
- Online entry process which states whether competitors are current Welsh Triathlon members and wish to take part in the National Championship competition
- Entry processes must collect the required data by British Triathlon including DOB and Home Nations' membership numbers. Agree to share anonymised equity data with Welsh Triathlon for insight purposes.
- On-site / near car parking
- Disabled access (spectators, volunteers)
- Secure transition area, with numbered racking
- Well defined finish area using a hard barrier chute
- Event safety plan, including swim safety plan and overall medical plan (must show provision of first aid personnel)
- Event refund policy
- Offer a priority discount window for Welsh Triathlon members.

- Due regard for the environment, minimising the impact of the event
- Race Entry List sent three working days prior to the event sent to Welsh Triathlon
- Results submitted to Triconnect

9 Fees

Event organisers are expected to permit/sanction their events as normal, and pay the associated fees. There are no additional rights fees for hosting any of the events detailed in this document.

10 Triconnect

All events appointed through this process are required to provide results from their event in the correct format and with the correct permissions, so that they can be uploaded into British Triathlon's member results database "triconnect". Organisers are encouraged to provide results to Triconnect for all events they organise.

11 Event Selection Criteria

The following criteria will be used by Welsh Triathlon to assess bids. These criteria will be weighted equally:

- 1 Quality of safety documentation, including risk assessments, emergency planning, traffic management, Safety Advisory Group documentation
- 2 Event permitting history for this event, and the organisers overall record
- 3 Officials report from previous year's event
- 4 Appropriate event capacity for developing the national championships and series
- 5 Water quality and temperature records satisfactory (triathlons only)
- 6 Course design, in respect of safety and competitor experience
- 7 Entry fee that represent good value for money
- 8 Quality of athlete experience and services provided to them
- 9 Quality of spectator experience
- 10 Quality of event marketing plans
- 11 Long term event development plans
- 12 Geographic location – Welsh Triathlon is committed to ensure a fair geographic distribution across Wales of its events
- 13 Event date. We wish to spread the events across the race season and bids should provide a level of flexibility on date(s) where possible

12 Judging Panel

The bidding process will be judged by a Sub-Committee of Welsh Triathlon's Development Management Group.

13 Welsh Triathlon Event Support

If your event is chosen to host a Welsh Triathlon Event, Welsh Triathlon will provide the following support:

- Listing on the events page of our website
- News articles on Welsh Triathlon website, twitter and face book
- Pre & Post Race Event report on www.welshtriathlon.org (if provided by the organiser)
- Welsh Triathlon Event Branding
- Event management support from Welsh Triathlon if required
- Attendance by a member of Welsh Triathlon staff to answer queries on behalf of Welsh Triathlon
- Championship Medals
- Attendance by Welsh Triathlon Board Member to award medals, subject to availability

14 Contractual agreement

If you are successful in your bid, you will be required to sign an Event Management Agreement with Welsh Triathlon. This agreement will detail the rights relating to the event, the obligations of the organiser to Welsh Triathlon, and Welsh Triathlon's obligations to the organiser.

No event will be formally awarded to an organiser until a signed copy of the agreement has been returned to Welsh Triathlon.

15 Contact Details

If you wish to have an informal discussion about any part of this process, please contact:

Will Kirk
Development Manager
Welsh Triathlon
Sports Wales
Sophia Gardens
Cardiff
CF11 9SW

Tel 0300 300 3128

Mobile 07824 145 080

Email willkirk@welshtriathlon.org

Appendix A –Terms of Agreement

Part A – Event Organisers' Obligations

General

1. The Event Organiser shall organise the Event to a high standard, in a timely and professional manner, to the best of its ability and in accordance with best practice in the sports event industry.
2. The Event Organiser shall not do anything (or permit anything to be done) which in British Triathlon's or Welsh Triathlon's opinion is or might be prejudicial to the name and image of the Event, the Sport or British Triathlon or Welsh Triathlon or which may bring any of them into disrepute.
3. The Event Organiser shall comply at all times with all applicable laws and regulations (including without limitation Health and Safety laws and regulations), the rules and regulations of British Triathlon from time to time and British Triathlon's or Welsh Triathlon's other reasonable requirements relating to the Event.
4. The Event Organiser shall be responsible for all costs associated with the organisation and hosting of the Event unless expressly stated in this Agreement. Any profits from the event will also accrue to the Event Organiser.

Promotion

5. The Event Organiser shall ensure that the Event name is used in its full format, including (where applicable) reference to any event title sponsor. Welsh Triathlon reserves the right to enter into a naming agreement with a title sponsor for the series and individual championship races.
6. The Event Organiser shall use both the Logo, and any relevant Welsh Triathlon Partner(s) logo on all promotional materials relating to the Event, including without limitation websites, in accordance with Welsh Triathlon's requirements and subject to the terms of this Agreement. Use of the Logos is subject to receiving Welsh Triathlon's prior written approval.
7. All press releases relating to the Event must acknowledge Welsh Triathlon as the national governing body of the sport, and shall be subject to receipt of prior written approval from the Welsh Triathlon Executive Officer, before being released.
8. The Event Organiser shall allow any Welsh Triathlon appointed photographer full access to all areas of the Event.
9. If there is no Welsh Triathlon appointed photographer in attendance at the Event, the Event Organiser shall secure at least 5 suitable photos for Welsh Triathlon's use free of charge.

10. The Event Organiser will organise and operate the Event in accordance with British Triathlon rules and regulations and, where applicable, the rules and regulations of the ETU and ITU.

11. The Event Organiser shall ensure all relevant licenses, permits, insurances, risk assessments and right of use permissions are obtained, and shall provide evidence of such to British Triathlon or Welsh Triathlon upon request and comply with all permitting procedures outlined by the Home Nations.

12. The Event Organiser shall be responsible for safety at the event, of competitors, organisers and other event officials and volunteers. This includes without limitation the provision of medical cover in line with British Triathlon guidelines.

13. The Event Organiser shall provide full race results to Welsh Triathlon within 5 working days after the Event. The Event Organiser shall submit provisional results which should be submitted within 1 working day after the Event and published on the Event website.

14. The Event Organiser shall, at the point of competitor entry, ensure competitors are aware they are entering a national status event, and highlight that they must submit their membership number to be eligible for any Welsh Triathlon awards. Welsh Triathlon is responsible for checking the Welsh Triathlon Membership prior to registration to ensure it is valid.

15. The Event Organiser shall have in place and implement a clear and fair refund policy, available at the time of entry.

16. The Event Organiser shall procure for the duration of the Event, area(s) that Welsh Triathlon may use for a stand or exhibition.

17. The Event Organiser shall ensure that there are sufficient volunteers to support the Event and that they will be deployed and managed in such a way that the reputation of British Triathlon or Welsh Triathlon is not adversely affected.

18. The Event Organiser shall engage and use an electronic chip timing company; manual timing should also be in operation as a backup timing system

19. The Event Organiser must liaise with the Official appointed by Welsh Triathlon, to ensure suitable Technical Officials are in place to support the event.

Branding

20. To the extent that is within the Event Organiser's power to do so, the Event Organiser shall ensure the Event venue is free from commercial advertising, other than that authorised or required by this Agreement.

21. The Event Organiser shall provide a team to assist in erecting Welsh Triathlon Partner branding at the Event. Branding which is not branding of Welsh Triathlon or partners of Welsh Triathlon must not be displayed in conjunction with Welsh Triathlon branding, unless previously agreed.

22. The Event Organiser will use Welsh Triathlon barrier scrim and flags where provided by Welsh Triathlon at Welsh Triathlon's cost.

23. The Event Organiser will ensure that Welsh Triathlon or branding of Welsh Triathlon Partner(s) (as required by Welsh Triathlon and agreed with the Event Organiser) is applied and visible at the event in areas including but not limited to the following areas:

- . Start area
- . Event registration
- . Mount and dismount lines
- . Finish chute (50m in front of finish gantry)
- . Finish area

24. The Event Organiser will use a Welsh Triathlon branded inflatable arch on the finish line where provided by Welsh Triathlon at Welsh Triathlon's cost.

25. The Event Organiser will agree to supply Welsh Triathlon with participant data from the event, including non-Welsh Triathlon members, for membership promotion use only.

26. The Event Organiser agrees to include Welsh Triathlon promotional material and information about the governing body in email communications to participants about the event.

Part B – Welsh Triathlon Obligations

1. Welsh Triathlon shall provide a full breakdown of Welsh Triathlon equipment to be supplied to the Event no later than 1 month prior to the Event.
2. Welsh Triathlon shall provide a full schedule of Welsh Triathlon awards to be presented at the Event. The Event Organiser may also present event specific awards in these categories and cover categories not covered by Welsh Triathlon awards.
3. Welsh Triathlon shall appoint, through the British Triathlon Rules & Technical committee, the Lead Technical Official, no later than 1 month prior to the event, and inform the Event Organiser of the identity of this Official.
4. Welsh Triathlon shall display full event information on the official Welsh Triathlon website at www.welshtriathlon.org and promote the Event on the Welsh Triathlon websites.
5. Welsh Triathlon shall, where reasonably requested, provide reasonable marketing and organisational support to the Event
6. Welsh Triathlon shall ensure either a Welsh Triathlon Board member is in attendance to present Welsh Triathlon awards at the Event, subject to any prior commitments.
7. Welsh Triathlon will provide barrier scrim and a branded finish arch to be used at the event.
8. Welsh Triathlon will compare the entry list with its Membership Database to confirm athlete eligibility for the Championship Medals.
9. Welsh Triathlon will provide a list, to be displayed at Registration, detailing which athletes are eligible for the various age category medals. Welsh Triathlon will be responsible for dealing with any individual athlete enquiries.
10. For Welsh Championships status events, Welsh Triathlon shall provide support to the Event Organiser to ensure a speedy and accurate presentation.

Appendix B

Welsh Championships Awards Policy

Only current Welsh Triathlon Members will be entitled to win a Welsh National Championship Medal as detailed under the British Triathlon Competition Rules (January 2016) paragraph 24.4 (ii).

The Welsh National Championship Events are stand-alone races and an opportunity for members to become a Welsh Champion in the respective event. The category winners for each will receive a medal at the event presentation.

All Welsh Championships will be Age-Grouped according to athletes' ages on 31st December of the current year. Medals will be awarded for males and females in all Age-Groups as set out below.

Please note that this Awards Policy is specific to Welsh Triathlon National Championships. Welsh Championship events are usually incorporated into existing races which will have their own prize and awards policies as governed by the individual race organisers.

Eligibility for these awards will be checked with the Welsh Triathlon Membership Database prior to Registration.

Categories	Males	Females
Youth (15 – 16)	1st, 2nd, 3rd	1st, 2nd, 3rd
Junior (17 - 19)	1st, 2nd, 3rd	1st, 2nd, 3rd
Senior (20-39)	1st, 2nd, 3rd	1st, 2nd, 3rd
Veteran (40-49)	1st, 2nd, 3rd	1st, 2nd, 3rd
Super-Veteran (50-59)	1st, 2nd, 3rd	1st, 2nd, 3rd
Vintage (60+)	1st, 2nd, 3rd	1st, 2nd, 3rd
Super Vintage (70+)	1st, 2nd, 3rd	1st, 2nd, 3rd
Classic (80+)	1st, 2nd, 3 rd	1st, 2nd, 3rd

Appendix C

Welsh Triathlon National Championship Checklist for Race Organisers

Below is a summary of main requirements that your event must meet once awarded a Welsh Triathlon National Championship. This is not a comprehensive list and should be used in conjunction with Appendix A. A completed copy should be returned to Welsh Triathlon (WT) as proof that the requirements have been met.

Pre-event

- Correct event title used in all correspondence & websites
- WT event sponsor logo present (Briefing Notes, Website)
- Entry form – highlight requirement for membership number and request to be entered into the National Championship. Set up membership discount.
- Confirm format of results with WT for any presentations and ranking series
- Confirm Award Categories
- Confirm any stand and branding requirements with WT
- Submit risk assessments & copy of insurance to WT 2 months prior to event
- Confirm volunteer infrastructure (by total and subtotals for the different roles required)

During the event

- Provide an area for presentation to be set up, preferably with a podium
- Ensure results are supplied in the correct format with membership numbers and confirmation of Welsh Triathlon Membership to ensure an efficient presentation

Post Event

- Supply WT with a full set of results within 24 hours of the event
- Supply WT with post-race data, Technical Officials report and data on non-Home Nations members competing to include a contact email address.