



**EVENT MANAGEMENT SPECIFICATION FOR**

**triathlonscotland**

**CHAMPIONSHIP SERIES 2008**

## **1.0 INTRODUCTION**

The following specification represents the **MINIMUM OPERATING CRITERIA** with the tenders showing how organisations intend to meet and exceed these requirements. Tenders are invited for one or more of the following events;

**Scottish National Aquathlon Championships.**  
(Distances 750m Swim 5km Run)

**Scottish National Duathlon Championships.**  
(Distances 10K Run 40K Bike 5K Run)

**Scottish National Sprint Triathlon Championships.**  
(Distances 750m Swim 20K Bike 5K Run)

**Scottish National Standard Triathlon Championships.**  
(Distances 1500m Swim 40K Bike 10K Run)

**Scottish Long Distance Triathlon Championships.**  
(Distances 1900m Swim 90K Bike 21K Run or 3800m Swim 180K Bike 42K Run)  
**Scottish Youth Triathlon Championship**  
(Distances 400m Swim 16Km Bike 3.5K Run)

**Scottish Youth Duathlon Championship**  
(5K Run 20K Bike 2.5K Run)

**Scottish Schools Triathlon Championships**  
(Distances as per age group guidelines)

## **2.0 MANAGEMENT STRUCTURE**

The Organisation should be able to demonstrate a personnel structure with key individuals identified in the Planning, Organisation and Operation of the race. An organisational structure must be submitted within the tender document, as a guide this should include;

**Event Director** – Responsible for the overall coordination and smooth running of the event.

**Registration Coordinator** – Responsible for ensuring the smooth operation of the event check in process.

**Technical Coordinator** – Responsible for ensuring all technical aspects for the race are followed and liaison with the nominated Race Referee.

**Transition Coordinator** – Responsible for the set up and breakdown of transition areas and race day marshalling/coordination. Thus will include input into the main race hazard documentation.

**Swim Coordinator** - Responsible for the set up and break down of the swim course including safety coverage and including input into the main race hazard documentation.

**Bike coordinator** - Responsible for the set up and break down of the bike course including safety coverage and including input into the main race hazard documentation.

**Run Coordinator** - Responsible for the set up and break down of the run course including safety coverage and including input into the main race hazard documentation.

**Event support Coordinator** - Responsible for changing facilities, catering, parking etc

### **3.0 MARKETING AND PROMOTION**

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. Appropriate links from the **triathlonScotland** web site will be provided. It is not intended to stipulate the content of the Web Site in full. However, the site should be comprehensive and the PRIMARY POINT of reference.

As a minimum, the site should include:-

- An On Line Race Entry process
- A REFUND POLICY for competitors wishing to withdraw including a timeframe
- Travel advice/directions with Map Links
- Full Race route descriptions with Map links
- Standard Safety Advice for competitors, including reference to competition rules
- Local Accommodation advice/Links
- A clear closing date for all entries.
- Externally to the web site an off line entry process must be provided.

#### **Venue Dressing and set up**

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, flags etc to dress the site are to be encouraged and details of this should be included in the bid.

**triathlonScotland** have some banners available and these should be displayed appropriately at the event.

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. A

suitable podium for presentations would enhance the feel of the event.

#### **4.0 RACE ENTRY PROCESS**

An up to date Competitor List must be provided on the Web Site 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 INSTRUCCIONES **10 Days** prior to each event – either by e-mail or hard copy.

A procedure must be in place for responding to competitor enquiries within 24 hours of receipt.

Each race must include an elite and an age group wave, subject to sufficient entries being received to justify this. The age group categories must be concurrent with triathlon Scotland categories. The elite wave will consist of juniors (aged 16 to 19) and seniors (20+). Applications by Elite seniors must satisfy the **triathlon**scotland Director of Performance that they are at an appropriate level. Junior elite entries must also be approved by the **triathlon**scotland Director of Performance. Preferably, the elite wave will permit drafting on the cycle part of the race however the governing body recognises the difficulties in attaining drafting courses and will not dismiss Non drafting bids for elite waves. The age group wave must not be permitted to draft, which must be enforced.

#### **5.0 RACE REGISTRATION**

Clear indication of Registration times must be communicated on the Competitors Race Notes, which in turn should be posted on the web site.

Competitors should be given the opportunity to Register for each of the races on the evening **prior** to the events. However it is appreciated this issue will be subject to competitor numbers and race start times.

#### **6.0 CHANGING FACILITIES**

There are expected to be adequate and appropriate facilities for competitors to change prior to the race and shower following the race.

#### **7.0 RACE EXPO**

**triathlon**scotland would be looking to see the opportunity for suppliers associated with the sport and event exhibiting their products to competitors and their friends/families. Opportunities to showcase the sport and sell triathlon to non participants must be subjugated.

#### **8.0 MEDICAL ATTENDANCE**

Appropriate qualified medical cover must be in place at each event, the type and

quantity of cover should be stipulated in the bid. Paramedic ambulance cover should be provided, medics where present should have some qualification or experience relevant to the event (i.e. sports medicine, trauma etc)

## **9.0 RACE TIMING & RESULTS**

A competent and efficient timing system at each race must be deployed and be capable of reproducing all split times including transitions.

Results for prize giving should be available no later than 60 mins after the last participant finishes the event.

Results **must** be on the Race Web Site within **24 hours** of the completion of each Race. Results must be available on the day for presentation and media purposes. All competitors must have access to a full copy of the results in hard copy or electronic form within three days post event.

The results must show:-

- Overall Race Results
- Full Category Results - including placement within discipline.
- Split times for Swim - Bike - Run, T1 and T2 and overall Time.
- For Duathlon; Run - Bike - Run T1 and T2 and overall Time

**triathlon**scotland would wish to see a positive move towards the provision of electronic timing for each event. At the very least the tender should demonstrate that the organisation is working towards using electronic timing for each event by providing costing. If chip timing only becomes viable when entries exceed a certain number then an indication of this should be given.

## **10.0 INSURANCE**

Each event will be sanctioned by **triathlon**scotland and therefore benefit from **triathlon**scotland's insurance cover, if so required.

## **11.0 FINANCES, RACE ENTRY CHARGES AND FINANCIAL RISK**

Each Event will operate at the expense of the Organisation who will retain any profits accruing or bear any losses arising.

The Bid Summary **must** indicate Entry Fee Parameters by clearly stating the range of Charges intended. (**triathlon**scotland recognise there may be some variables which are unable to be quantified at the Bid Stage, but would expect to be fully informed to sanction the **entry cost**.)

The Organiser may wish to submit a Finance budget for each race to justify the Entry Charges – but this is not obligatory.

## **12.0 RACE NUMBERS AND TRANSITION**

Reference given to the championship status of the event must be printed on all race numbers.

**triathlon**scotland can provide contacts for triathlon/duathlon specific racking that is available for use in Scotland, which will save time for volunteers and also raise the profile of the championship event series.

### **13.0 PRIZE SCHEDULE & RACE MEMENTOS**

The bid must be accompanied by a proposed Prize List Schedule showing an outline of what will be awarded in each Age Group category. **triathlon**scotland will use its best endeavours to support the races financially by making contributions towards prizes or securing sponsorship. In the latter event, the organisation must comply with the sponsorship agreement. Each finisher must receive a t-shirt including the **triathlon**scotland logo in the format advised by **triathlon**scotland in print equal to the largest other print on it.

The opportunity for competitors to purchase photos of themselves at events is something we would like to see introduced at championship events.

### **14.0 RACE RULES**

Each event must be run within the **triathlon**scotland Competition Rules and Regulations. These can be found on the **ts** web site.

### **15.0 RACE MARSHALLS AND RACE REFEREE**

The Organiser must submit a Risk Management Plan for marshal positioning and associated emergency action procedures to the Director of Championship Events **four weeks** prior to each race. The Plan will include arrangements proposed for safety crafts in Open Water. This should form part of the Event Risk Assessment and is an essential requirement of the sanctioning process.

The Organiser should indicate in the proposals how and what methods will be used for communications between the event team on the day, including course marshals and first aid staff. If motorcycle marshals are to be used then they must be members of the SMEG (Scottish Motor Cycle Escort Group)

### **16.0 RACE BRIEFING**

Each race must be preceded by a **Thorough and Competent** Safety Briefing. Please refer to the "Race Organiser's Manual" for full details of content.

### **17.0 PROVISION OF CATERING**

The Organiser should indicate his proposals the provision of catering following the race.

This must include whether it is the intension to provide Cafeteria Vouchers, a Goodie Bag (E.g. Water, Chocolate Bar & Sandwich etc) or any other appropriate catering arrangements inclusive of the competitor's entry fee.

## **18.0 PHOTOGRAPHY**

Some form of photography registration system must be used at events, to clearly identify those who have registered to take photos on the day.

**triathlon**scotland have recording sheets and badges that can be used for this process.

## **19.0 RACE DISTANCES**

Race distances must be accurately measured (please state method used) and within 8% of the distances specified for the event at the top of this document. The 8% should be applied to each individual discipline and not the event distance in total.

## **20.0 BID 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**

Create a written proposal for your event that will address the following key details about the event.

- Proposed and alternative date
- Venue
- Transition and Course maps
- Risk Assessment outline including event safety plan
- Maximum Field size
- Proposed entry fee
- Facilities available
- Accommodation arrangements
- Hospitality
- Technical Support
- Trade and affiliate stand details
- Prize Fund and memento details
- Results Service
- Pre and Post events services
- Medical support
- Transition design and security
- Distances and accuracy of course
- Sponsorship
- Local Authority and Police Support
- Forecast budget and obtaining of additional funds

Supporting photographs and References will be welcome

**Step 3**

Detailed written offers to undertake this position should be forwarded to the Director of Championship Events at the **triathlon**scotland office;

**triathlon**scotland  
Director of Championship Events  
Championship Series Tender  
Glenearn Secretarial  
Glenearn Cottage  
Edinburgh Road  
Port Seton  
EH32 OHQ

By 30<sup>th</sup> June 2007. References may be required. Notification of the preferred bidder will be announced at the triathlonscotland 2007 AGM in October and in writing by the end of December 2007