

EXPRESSION OF INTEREST HOST CLUB

2021 Cycling New Zealand Schools Road National Championships

INTRODUCTION:

Cycling New Zealand Schools invites applications for a Host Club or Centre (Host) and venue (location) for the **2021 Cycling New Zealand Schools Road National Championships (event)**. The 2021 event is scheduled to take place in the South Island over three days with the date being set as 2 – 4 October 2021.

Cycling New Zealand Schools (CNZS) are looking for a Host in an attractive location with great riding potential, appropriate courses across age groups, suitable event HQ facilities, convenient traveller access, and passionate volunteers to support the delivery of the event.

The event rotates annually based on the following schedule.

Year	Host Island
2018	South Island
2019	North Island
2020	North Island
2021	South Island
2022	North Island
2023	North Island

Applications are invited from Cycling New Zealand Affiliated Clubs or Centres in the **South Island**. Applications should include:

- Confirmation of Club and Centre support (Club and/or Centre President)
- Confirmation of community/council support (does the region/community support cycling events, will the council 'in principle' approve the proposed courses?)
- Summary of other events held in the venue/region over the proposed date/period
- Relevant Club/Centre event delivery experience
- Summary of the local support services available to support riders and spectators (accommodation, travel, food and entertainment etc)
- Proposed courses (see Event Courses)
- Proposed event location/HQ (see Event Courses)
- Nominated key personnel (main liaison with Cycling New Zealand)
- Demonstrated ability to attract required volunteers over the event duration including set-up and break-down
- Indicate funding opportunities (council or local trust funding or corporate support) that may/would assist the event (Note Cycling New Zealand will make any applications)
- Demonstrated ability to support the Event Objectives
- Identification of key Club/Centre reason for applying and outcomes wanting to be achieved.

A contract will be issued with the successful Host Club or Centre and Cycling New Zealand will work with the successful Club/Centre on a more detailed project plan and to ensure full clarity of roles and responsibilities is provided.

CYCLING NEW ZEALAND SCHOOLS

Cycling New Zealand Schools is a Member Organisation of Cycling New Zealand, and its elected Council represents the interests of Schools Cycling. Cycling New Zealand Schools oversees the delivery, administration and governance of the NZ Schools Cycling programme, including; the delivery of its endorsed events, the membership of the students and schools, and acts as the official organisation reporting to School Sport New Zealand (formerly NZSSSC) for cycling events.

In 2016, a Memorandum of Understanding (MOU) was signed, which now sees Cycling New Zealand overseeing the management and delivery of the NZ Schools Cycling programme.

Both Cycling New Zealand and Cycling New Zealand Schools, have a shared ambition of maximising the growth in participation of competitive cycling in schools (intermediate and secondary schools), and intend to use the knowledge, skills, expertise and resources collectively across our organisations to achieve this outcome. Through this partnership, it will be possible to further connect the competition pathways, enhance best practice event delivery, and increase and build stronger relationships with schools and their riders.

The overarching ethos of schools cycling events is participation, achievability and entry point competition options, and having an environment that supports school comradery.

For more on Schools Cycling see here <https://schools.cyclingnewzealand.nz/about-us/>

KEY PURPOSE OF HOST

The purpose of the Host is to identify a safe and fair race course circuit within the guidelines and a suitable event HQ for consideration and approval by CNZS. The Host must also provide volunteers and marshals to fulfil required positions in the lead up and on the day to support the event delivery (as determined by Cycling New Zealand). The Host will enable and open contacts for CNZS with local suppliers and provide the necessary introductions.

EVENT OVERVIEW

The event is the pinnacle event on the Schools Cycling Road calendar. Held annually the event offers a team time trial, road race and points races across Y7 – Y13 and currently attracts over 600 riders per year.

The event is open to school aged riders from Cycling New Zealand affiliated schools is run over 3-days. The 2021 event is proposed to take place over three days from 2 – 4 October 2021 in the South Island.

The event includes a team time trial (Saturday 2 October), road races (Sunday 3 October) and a Points race on Monday 4 October (historically held on a closed motor racing circuit).

The event is owned by CNZS and is organised by Cycling New Zealand on their behalf. The event is run under Schools Rules, the standards and guidelines contained within these and any others as set by Cycling New Zealand. CNZS own and maintain the Event Marketing and Communications and manage all the financial aspects of the event.

For more on the event see here <https://schoolscycling.nz>

ORGANISATION STATEMENT

CNZS is responsible for all aspects of event organisation unless specifically agreed with host club. **The Host club primary role is to provide the required number of volunteers to fulfil the event marshals, volunteers and support vehicles as determined by Cycling New Zealand.**

FINANCIAL STATEMENT

Cycling New Zealand retain all financial responsibility for the event. All income and expenditure is the responsibility of Cycling New Zealand. The Host will receive a donation of \$2000 for their time and volunteer resources. Cycling New Zealand retain all sponsorship and marketing rights.

EVENT OBJECTIVES

- To deliver a safe, fair and fun event
- To support and deliver best practice event delivery standards
- To establish strong working relationships with key local stakeholders
- To provide legacy benefits for cycling to the Host
- To showcase competitive schools cycling
- To celebrate school spirit
- To recognise performance and encourage participation
- To deliver outcomes for all stakeholders

KEY RELATIONSHIPS FOR HOST

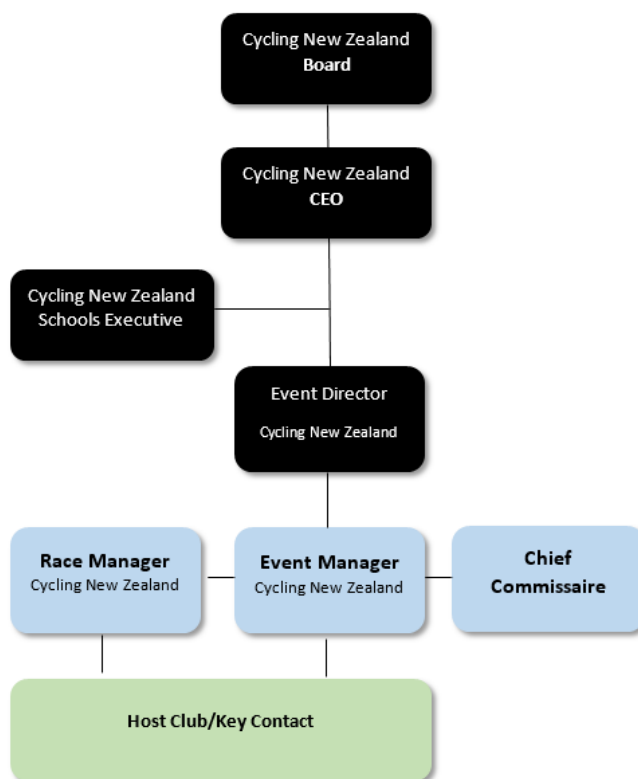
- Cycling New Zealand – Event Director
- Cycling New Zealand – Event Manager
- Cycling New Zealand – Race Manager

KEY ROLES

Role	Responsibility	Provided by
Event Director	Overall Responsibility for the event	Cycling New Zealand
Event Manager	Oversees the Administration, entry, communications, medal presentations, Timing/Results.	Cycling New Zealand
Race Manager	Oversees all operational aspects of the race including course approval, TMP, First Aid, vehicle movement.	Cycling New Zealand
Chief Commissaire	Oversees the Commissaires and any decisions regarding the rules and regulations of the event.	Cycling New Zealand
Host Club Key Contact	Key contact to Cycling New Zealand during the planning stages. Reporting to both the Race Manager and Event Manager, they will ensure that the required number of volunteers are recruited in the required roles and are available for a briefing as directed by the Race Manager. Organise vehicles to be used as race support as determined by the Race Manager	Host Club
Marshalls	Recruited by the club to fulfil marshal positions as determined by the Race Manager.	Host Club
Volunteers	Recruited by the club to fulfil general volunteer positions as determined by the Race and Event Manager.	Host Club
Other Roles	Other key positions required to be fulfilled by the club as requested by Cycling New Zealand	Host Club

EVENT STRUCTURE

Cycling New Zealand is the Event Organiser and provide the key staff to enable event planning and delivery. The Host will effectively provide the volunteer and marshal requirements and will in all cases report to the Event Director, or via delegation to the, Event Manager and Race Manager.



EVENT COURSES/HQ

The Host will be required to present proposed courses and HQ area for consideration and approval by CNZS. Once approved, Cycling New Zealand will work with local authorities to gain permits and consents and work to get the Traffic Management Plan written and approved.

It is a preference that the event HQ remains the same throughout the weekend (excluding if Monday is located a nearby race track) and that the associated event infrastructure remains in place. It is a requirement to have parking for the riders and supporters and their vehicles and to have the space to set up the required infrastructure to represent an 'Event Village' such as a finish line platform and arch, medal ceremony area, information tent/building, sufficient toilets, club tents, food and drink vendors and sponsor activations as well as an area for vehicle management and rider waiting areas. It is preferable that the area has some permanent facilities such as buildings and toilets and power supply and internet and should be able to support spectator opportunities.

The whole course and the HQ should have sufficient cell phone, radio and internet coverage to support event communications.

Planning and consideration should also be given to contingency options for both the course and HQ if inclement conditions exist.

The following (approximately) lap distance options are required for the Time Trial events held on the Saturday (ideally the same location as Sunday).

- a. 10km
- b. 16km

An approximate 20km circuit required for the Road Race events held on Saturday taking into account the following (ideally the same location as Saturday).

- a. Is safe for all stakeholders
- b. Provides accessible and challenging racing opportunities for all age groups
- c. Provides appropriate climbing, descending and cornering opportunities
- d. Supports the ability to have multiple races on the circuit at one time
- e. Has low volume traffic and no significant traffic management considerations
- f. Has an approximately a 500m pre finish line lead up and a 300m post finish line

The following options are required for the Points Race events held on Monday.

- a. A closed motor racing circuit is the preferred option or
- b. A road circuit approx. 3km in length, that public vehicles can be restricted through traffic management, is flat, allows for multiple sprints and is suitable for Para riders.

Review the 2020 event distances and courses here <https://schools.cyclingnewzealand.nz/events-and-results/national-school-road-championships/>

Please send any applications via email to schools@cyclingnewzealand.nz or for further information please contact Cycling New Zealand 07 823 0716 or email schools@cyclingnewzealand.nz

Applications close 30 August 2020.
