



## **EXPRESSION OF INTEREST – EVENT DELIVERY PARTNER**

### **North Island School MTB Championships South Island School MTB Championships National School MTB Championships**

#### **Introduction:**

Cycling New Zealand Schools (CNZS) invites applications for Event Delivery Partners (EDP) for three CNZS events; **North Island, South Island and National School MTB Championships.**

We invite applications from North Island hosts and South Island hosts for respective events.

#### **Event Overview:**

The three MTB Championship events are held annually, and are part of 13 sanctioned events across Road, Track, Cyclocross and MTB. The events are required to be in accordance with CNZS Rules, MTB Technical Regulations. Each event is open to all riders from affiliated schools from Year 7 – 13.

Find the CNZS Rules [here](#).

Find the MTB Technical Regulations [here](#).

The dates below have been endorsed by CNZS and SSNZ and are the preferred dates for these events.

Event	Date
North Island School MTB Championships	Summer Tournament Week (typically end of March)
South Island School MTB Championships	Summer Tournament Week (typically end of March)
National School MTB Championships	Term 3 School Holidays (typically late September, early October)

The successful EDP will need to deliver the following disciplines:

- Downhill (DH)
- Enduro (END)
- Cross Country (XCO)
- Cross Country Team Relay (XCR)

The following grades guidelines should be considered when designing and submitting courses:

- DH should be a Grade 4/5 level
- END should be a Grade 3/4 level

### **CNZ and CNZS Overview:**

CNZS is a Member Organisation of Cycling New Zealand (CNZ), and its elected Council represents the interests of Schools Cycling. CNZS 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 (SSNZ) for cycling events.

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

Both CNZ and CNZS, 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 both 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 purpose of CNZS is igniting a lifelong passion for cycling.

The Vision of CNZS is creating a thriving schools cycling community that promotes enjoyment, participation and competition.

The Core Values of CNZS includes:

- Fun
- Balance
- Innovation
- Inclusion
- Respect
- Collaboration

Find more about CNZS here: <http://schoolscycling.nz/>

Find more about CNZ here: <https://www.cyclingnewzealand.nz/>

### **EDP Responsibilities:**

It is important before applying to review the resources and capability available to you as an EDP. To deliver a successful Championship event, it is essential you have key staff with strong event and sport delivery capability ready to help. The key staff will need to be supported by general volunteers and marshals required to ensure the event is safely and effectively delivered to the required standard. Planning and consideration should be given to the ability to access these roles prior to applying.

The successful EDP will be required to take on the overall responsibility (operational and financial) for the organisation of the Championships in accordance with CNZS and MTBNZ Rules and Regulations. CNZ will appoint a key contact along with a Chief Commissaire who will be available to liaise between the successful EDP and provide some support.

Responsibilities include but are not limited to:

- Managing all income and expenditure.
- Collect and pass on to CNZS a rider levy per rider participating, which is collected at the time of entry (this can be added or included to the event entry fee).
- Provision of all venues.
- Courses in accordance with CNZS and MTBNZ Guidelines (for approval by Chief Commissaire).
- Accommodation, flights and/or fuel reimbursement and meals for Commissaires attending the event; (the number of Commissionaires will be decided by the MTBNZ Technical Panel)
- 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.
- Provide electronic timing services.
- Photography with images shared with CNZS to share and promote.
- Changing rooms, adequate toilets for riders/officials.
- Catering, and any retail facilities for spectators.
- First aid facilities/personnel at all venues.
- Security at venue, car parking arrangements, spectator seating, public announcement systems and entertainment as required.
- Preparation and rollout of an agreed Marketing and Comms Plan, Event Manual, Health and Safety Plan and adequate Risk Registers to be submitted to SSNZ at least 8 weeks prior.
- Supply of all equipment required in the field of play, i.e. signage, vests, lap boards, Commissaire equipment etc.
- Directional signage at venues/courses.
- Any other items not listed that are generally considered standard for the delivery of an event to meet or exceed the Rules and Regulations and standards set out by CNZS and MTBNZ.
- The organiser will be required to provide CNZS with regular updates through scheduled meetings to maintain event expectations.
- All sponsors secured by the event organiser must be of good standing and be aligned with the values of the event and sport and not in direct competition with CNZS sponsors.
- Within two months of the conclusion of the event the event organiser must produce a full written report of their hosting of the event, including an medical summary, a summary of financial accounts and any recommendations to any future hosts.

### **Categories**

U13, U14, U15, U16, U17 and U20 across boys and girls for individual events (DH, END, XCO).

Junior (U16) girls, boys & mixed and Senior (U20) girls, boys & mixed for team event (XCR)

All competitors must be entered through their school using a platform that CNZS manage called Enter Now.

### **CNZS's Responsibilities:**

- To answer queries and provide support to schools wishing to affiliate and enter events.
- To set up the Enter Now entry system and help manage this.
- To help manage the event capacity process and allocate entries.
- To support and maintain event information as agreed through the events website, newsletters and social media.
- To supply the official event logo.
- To provide medals to all placegetters.
- To coordinate the appointment of commissaires through the technical panel.
- To provide CNZS branding to be displayed at the event.

### **Sponsorship:**

CNZS reserves the right to assign a naming sponsor to the event with no direct cash contribution to the organiser. This sponsorship enables CNZS to continue to support the Schools Cycling Programme and provide benefits to the organisers such as medals, the entry platform and other marketing and administration support.

The organiser will agree to apply any reasonable requested benefits at the event (e.g. erection of provided signage etc.)

The remaining sponsorship properties are assigned to the organiser (but must not be in conflict with naming sponsor) including the opportunity for a Presenting Partner sponsor which will feature in the event logo and naming configuration.

### **Event Objectives:**

- To deliver a safe and fair event.
- To encourage participation and school pride.
- To support and deliver best practice event delivery standards.
- To establish strong working relationships with key local stakeholders.
- To increase spectator attendance.
- To recognise performance and encourage participation.
- To increase rider satisfaction.
- To deliver outcomes for all stakeholders.

For further information please contact: [schools@cnz.kiwi](mailto:schools@cnz.kiwi)