



EUROPEAN TRIATHLON UNION

TRIATHLON MIXED RELAY CLUB
EUROPEAN CHAMPIONSHIPS
BID DOCUMENT
2019

This document outlines the concept of, and the bid conditions for the European Triathlon Union (ETU) Triathlon Mixed Relay Club European Championships.

1. Introduction

1.1. This document is intended for ETU National Federations (NF'-s), Host Cities or Event Local Organising Committees (LOC'-s) interested in bidding to host an ETU Triathlon Mixed Relay Club European Championship.

1.2. ETU Triathlon Mixed Relay Club European Championships are designed to provide well organised events with a wide continental reach and high quality competitions for athletes.

1.3. ETU Triathlon Mixed Relay Club European Championships feature:

- a) An event for junior club teams. A team consist of 2 junior male and 2 junior female athletes;
- b) An event for elite club teams. A team consist of 2 male and 2 female athletes;
- c) The event will be on a mixed relay format for European clubs. Please note that if there are more than 25 clubs participating the event will be over a semi-final/final format;
- d) Significant prize purse for clubs racing at the elite level;
- e) Media and internet coverage, which makes hosting attractive for sport tourism and the global brand of the host cities.

2. International Triathlon Union-the world governing body

2.1. The International Triathlon Union (ITU) was founded in 1989.

2.2. ITU is the world governing body for the Olympic sport of Triathlon and is recognised by the International Olympic Committee (IOC), the International Paralympic Committee (IPC), the Association of Summer Olympic Sports (ASOIF) and Sportaccord, the Association of International Sport Federations.

2.3. ITU is the world governing body for triathlon and all related multisport such as Aquathlon, Duathlon, Long Distance Triathlon, Long Distance Duathlon, Cross Triathlon, Cross Duathlon, Aquabike and Winter Triathlon.

2.4. More information about ITU can be found at www.triathlon.org, "the official triathlon resource".

3. ETU-the European governing body

3.1. The European Triathlon Union (ITU) was established in 1984.

3.2. ETU is the European governing body for the Olympic sport of Triathlon and for all related multisport such as Paratriathlon, Aquathlon, Duathlon, Long Distance Triathlon, Long Distance Duathlon, Cross Triathlon, Cross Duathlon, Aquabike and Winter Triathlon.

3.3. ETU is recognised by the International Triathlon Union (ITU) as the Continental Confederation in Europe.

3.4. More information about ETU can be found at etu.com.

4. Triathlon Mixed Relay Club European Championships overview

4.1. General information

- i) ETU Triathlon Mixed Relay Club European Championships are contracted by ETU to a Local Organising Committee (LOC), in cooperation with its member National Federation (NF);
- ii) ETU calls for bids annually. NF'-s, host cities and LOC'-s are encouraged to develop visionary proposals that can enhance the scope, presentation and marketing of the events. Priority will be given to existing organizers that have followed the ideal development path of hosting a National event, Series event or Regional events and delivered a high quality event;
- iii) ETU exclusively owns the rights to the event and contracts the organisation of the Triathlon Mixed Relay Clubs European Championships to an individual LOC which can be made up of any combination of NF, Host City and/or recognized event organisers, as long as the NF is always a co-signatory to the contract;
- iv) LOC'-s must be fully aware of the concept, format, and scope of ETU Triathlon Mixed Relay Club European Championships, as envisioned by ETU and its partners as defined in this document.

4.2. ETU Objectives

- i) Host a safe and fair competition;
- ii) Present a European Championship that is attractive to sponsors, and/or, tourism authority, and is of benefit to the NF's objectives of developing the sport at a high level;
- iii) Maximise media exposure for the ETU Triathlon Mixed Relay Club European Championships nationally and globally;
- iv) Promote good spectator audiences;
- v) Exhibit strong corporate support;
- vi) Engage public institution support;
- vii) Establish strong partnerships (ETU/NF/LOC/Host City/and the related partners of ETU).

5. ETU Triathlon Mixed Relay Club European Championships Television and Media

5.1. Television Media

The LOC owns the domestic television rights for the event. ETU will do its best to generate international interest and create continental coverage provided that the LOC will give the images to ETU. Television production and domestic distribution costs are the responsibility of the LOC.

5.2. News Media

Online news distribution can be provided for the event if quality footage is delivered in real time by the LOC.

5.3. Online Media

The event will receive exposure on etu.com via news stories, photo galleries and results. Live timing and video may be published to etu.com at ETU's discretion, if provided by the LOC.

5.4. Print Media

- i) The event will receive the support of the ETU Media Coordinator, who will write and distribute releases via major continental wire services and be the point of contact for all media matters.
- ii) The LOC is welcome to invite the ETU Media Coordinator to attend the event to provide assistance in media operations and communication, in which case all costs including flight from home base, and costs under 6a and 6b should be covered by the LOC.

5.5. Social Media

The event will receive exposure on the ETU social media platforms with support of the ETU Media Coordinator.

6. ETU Triathlon Mixed Relay Club European Championships Requirements

6.1. The Relevant Parties

The agreement for hosting a European Championship will be concluded between the following parties:

- i) ETU;
- ii) The LOC comprised of:
 - The Host City;
 - The event organiser;
 - The NF.

6.2. Event Fees

The financial obligations required to host an ETU Triathlon Mixed Relay Club European Championships are:

Triathlon Mixed Relay Club European Championship	Event Fee	Prize Money
	6.000€*	Minimum 15.000€**

* Please note that when this event is combined with another ETU sanctioned events the event fee of the event with the lowest fee will be discounted by 50%

** Prize money only for the event at elite level

All fees need to be paid to ETU well in advance and free of taxes. First the LOC needs to pay a bid fee consisting of 1/3rd of the Event Fee by the first Friday of February 2019. The rest of the Event Fee should be paid 60 days and the Prize Money 30 days prior to the Event.

6.3. Secondary Financial Considerations

i) Transportation: The LOC should ensure that local transportation is organized free of charge for up to 6 ETU officials including those drawn from the ETU Executive Board, Technical Official(s), Medical Delegate and Media Coordinator. This transport will be for all activities related to the event including:

- Airport transfers;
- Transfer between hotel and competition venue, media events and any social activities;
- Dedicated car for ETU Technical Delegate, depending on the local distances and the feasibility of using public transport.

ii) Accommodation: The LOC is required to provide maximum 4 days free accommodation for up to 6 ETU officials including those drawn from the ETU Executive Board, Staff, Technical Official(s), Medical Delegate and Media Coordinator in a hotel that is reasonably close (no more than 10 kilometres) to the competition venue.

iii) Hosting: The LOC is required to host a pre-event "Pasta Party", include a VIP hosting area on race day plus a closing/award ceremony. Specific protocols can be found in the ITU Protocol Manual.

iv) Anti-Doping Control Tests: The LOC will work with their NF and the Doping Control Agency in their country to organise and fund a minimum of 6 Anti-Doping Control Tests (equal for men and women). Tests including protocols for identifying EPO (erythropoietin) and CERA (Continuous erythropoietin receptor activator).

v) Insurance: The LOC is obliged to work with the NF to provide one million 1.000.000€ Event Liability Insurance.

vi) Technical Support: The LOC should be aware of the cost associated with timing, results, and communications; radios, phones; internet; as described in the contract.

vii) Television and Media, including social media:

- Television is at the discretion of the LOC and the associated costs are borne by the LOC.
- Live Online Coverage: A proficient timing company, capable of producing live results and associated costs are the responsibility of the LOC.
- ETU is planning to offer a media package at cost to the LOC, which would include attendance at the race by the Media Coordinator, one or more Camera crews (depending on whether live online coverage is required (1 minimum) or production of a longer TV show), and a producer.
- the LOC shall produce an event website and preferable as well a facebook page.

viii) Athletes' Services: The LOC is required to provide a full package of athletes' services appropriate to this level of competition including: access to training sites; safe bike and swim course familiarizations; bike mechanic support; local medical information services' and a unique event souvenir. This athlete guide should be ready the latest 6 months prior to the event date.

6.4. ITU/ETU Technical Elements

i) The key technical elements of a Triathlon Mixed Relay Club European Championships consist of:

- The competition categories;
- The schedule;
- The course;
- The venue; and
- The associated logistical requirements needed to produce a Triathlon Mixed Relay Club European Championship at the ITU/ETU standard defined in the contract and the ITU Event Organisers' Manual and competition rules.

ii) Competition Categories

Triathlon Mixed Relay Club European Championships	Age Categories
Juniors	15-19 years
Elite	18+ years

iii) Other Scheduled Activities: complementary cultural events over the course of the weekend.

iv) ITU/ETU Competition Course and Venue requirements: the technical requirements of the ETU Triathlon Mixed Relay Club European Championships are covered in the Event Organisers' Manual (EOM) (http://www.competitions.org/about/downloads/category/event_organisers_manual) and in the ITU Competition Rules. Please study these documents (available on www.competitions.org) carefully during your bid preparation.

Race distances are:

Triathlon Mixed Relay Club European Championships	Swim	Bike	Run
Mixed Relay elite and juniors	250-300m	5-8km	1,5-2km

6.5. ETU Sport Presentation

- i) ETU Triathlon Mixed Relay Club European Championships should be presented to the on-site spectators by announcers approved by ETU. The presentation shall be in both the language of the home nation but also in English;
- ii) The Award Ceremony must be conducted as per ITU Protocol, at the conclusion of the event;
- iii) Printed or digital version of the event programmes should provide information on the venue, including diagrams of the staging and display areas, time schedule for events, a description of each event and its objective, as well as competitors' profiles for the top-ranked athletes. A start list should also be made available following the Athlete briefing.

7. ETU Triathlon Mixed Relay Club European Championships Rights, Obligations & Responsibilities

7.1. Rights of the LOC

- i) To receive 100% revenue from:
 - Event title sponsor;
 - Public institutions;
 - Event specific Sponsorship that does not compete with ETU global sponsors;
 - Entry fees (ranged between 200€-250€) from the clubs. Always ETU needs to approve the entry fees before publishing them;
 - Merchandise sales;
 - Food and beverage sales;
 - Ticket sales.

- ii) The right to use the official name "2019 City ETU Triathlon Mixed Relay Club European Championships" from the day of the contract signature until six months after the last day of the event;
- iii) Onsite Branding: the LOC must share advertising space on the field-of play (FOP and on-site branding with ETU and its global sponsors on a 70:30 ratio (LOC:ETU)).

7.2. Obligations of the LOC

- i) Abide by the terms and conditions of the ETU-LOC Agreement and the financial obligations outlined in 6.2;
- ii) Cover all staging and organisation as set out in the Event Organisers' Manual;
- iii) Promote the event locally and nationally in the months leading up to the event.

7.3. Responsibility of the LOC

- i) Marketing: ETU Triathlon Mixed Relay Club European Championships have the potential for generating considerable revenue over expenses when well marketed. ETU Triathlon Mixed Relay Club European Championships provide a good opportunity to reduce overhead expenses by attracting support from government and commercial entities. It is the responsibility of the LOC to market the ETU Triathlon Mixed Relay Club European Championships effectively. All revenues from successful marketing will go directly to the LOC.
- ii) Communication: during the planning period of ETU Triathlon Mixed Relay Club European Championships, the LOC should maintain effective communication with all external parties, including ETU, athletes and NF's, government entities, professional contractors, vendors, sponsors and media.
- iii) Operations: the LOC is responsible for coordinating, directing and funding all operational aspects of the event.
 - The LOC should select all staff and obtain the use of all venues, equipment and other materials need for conducting the ETU Triathlon Mixed Relay Club European Championships;
 - To ensure the ETU Triathlon Mixed Relay Club European Championships is administrated effectively, the LOC and the ETU will establish internal management structures and procedures that allow both parties to work together cohesively;
 - ETU will designate two Technical Delegates, who will be the central point of contact for communication on all ETU Triathlon Mixed Relay Club European Championships matters;

iv) Preparation: prior to participants arriving, LOC staff should be familiar with, and capable of performing all of their required tasks. Back-ups for all systems, equipment and staff should be in place; venues should be fully prepared; volunteers should be fully trained and briefed; technical systems and equipment should be tested and fully operational; and operational procedures should be well rehearsed and fully functional.

8. The ETU Bid Process

8.1. Introduction

The ETU Triathlon Mixed Relay Club European Championships LOC'-s will be selected through the bidding process. The bid process is launched according to the following tables:

2019 ETU Triathlon Mixed Relay Club European Championships Bid Timeline:

Deadline	Event
19 March 2018	Opening of the Bid Process
31 July 2018	Submission of bid documents
1-7 August 2018	Bid evaluation Period by ETU
7 August 2018	Selection of 2019 host city
8 August 2018	Announcement of 2019 host city

8.2. Bid Evaluation

i) ETU will evaluate each bid based on a set of criteria:

- Geographical location and the number of events in the region;
- Experience of the LOC;
- Commitment of the city and other public agencies;
- Marketing and promotions plan;
- Sponsorship plan and secured sponsor agreements;
- Support of the host National Federation;
- entry fee and prize money fee;
- LOC'-s and NF's commitment to ETU Sport Development.

ii) After the bid documentation Submission Deadline, ETU may visit all new Venues/Cities that have sent all the proprietary documentation to ETU. Also after the bid has been successful ETU might organise a pre visit from the assigned Technical Official if deemed necessary and been agreed by all parties. In both occasions the bidder must cover the accommodation costs during such visit.

- iii) ETU may eliminate bids that are not in line with the criteria as laid out in this bid document. ETU will only shortlist a bidder if it is convinced that the bidder has the capability and resources to stage an ETU Triathlon Mixed Relay Club European Championships at the quality required, and to fulfil all the obligations of the ETU Triathlon Mixed Relay Club European Championships.
- iv) A bidder may apply for a multi-year contract.
- v) The decision on the selection will be made by the ETU Executive Board.

8.3. Bid Application Documentation

The purpose of this section is to assist bid committees in the preparation of a comprehensive bid package

- i) Documents should be prepared in a simple format at a modest cost.
- ii) All documents must be submitted to the ETU in English.
- iii) Bids are evaluated on substance and content.
- iv) The Bid Committee Credentials and Questionnaire (see appendix, pages 11-12) should be completed.
- v) Maps and diagrams should be accurate and of good quality.
- vi) Digital photos should be included.
- vii) A PC formatted CD, DVD or USB-stick should include all printed and extra materials.

8.4. "Bid Package" Contents

The following materials should be included:

- i) Letters of support:
 - A signed letter of support from the respective NF;
 - A host city letter of commitment including assurance of police support for the required road closures, a medical emergency commitment, and other financial commitments.
 - A letter of support from other relevant public Institutions;
 - A letter of support from the local tourism authority including any anticipated financial assistance.
 - A letter outlining commitments from media and television for the event;
 - A letter describing any existing or planned commercial sponsorship commitments.
- ii) A visual presentation from the candidate city.
- iii) The structure of the organizing committee along with brief curriculum vitae of the key people.
- iv) Draft budget outlining revenue and expenses.
- v) Draft marketing and promotion plan.

- vi) The environmental data of the area (tide tables for swim area, weather forecast with average temperatures, water quality conditions).
- vii) Proposed venue and course maps.
- viii) Proposed event dates, with at least one alternative date.

8.5. Submissions

The bid documents and supporting materials must be submitted electronically in PDF format to etu_hq@etu.com or by regular mail to the ETU office: European Triathlon Union, for the attention of: Kathleen Smet, Koolmijnlaan 185, B-3582 Beringen, Belgium.

APPENDIX

1. Bid Committee Credentials

Name of Bid Entity		
Description of Bid Entity (professional organiser, NF,...)		
Name of National Federation		
Address of Bid Entity	Street Address	
	Phone Number	
	Email	
Event date proposal	Preferable date (mandatory)	
	Optional date (mandatory)	
	Optional date 2	

2. Questionnaire

Question	Yes	No	Comments and explanation
Letter of support from Host City?			
Confirmation of road closure for the race?			
Medical emergency support?			

Question	Yes	No	Comments and explanation
Local transit support?			
Support of Public institutions? (National/Regional Government)			
Letter of National Federation support?			
Number of qualified National Technical Officials?			
Number of Certified International Technical Officials in the NF			
Confirmation of the support of top elite national athletes for the event?			
Sport development plans associated with the event? (your event,...)			
Event insurance (1 million EURO) secured and proof attached?			
Sponsorship secured/anticipated?			
Marketing plan attached?			
Promotions plan attached?			
Media plan attached?			
Athletes' services plan attached?			
VIP hosting plan attached?			
Budget attached?			
Local host broadcaster support – if confirmed?			
Timing company name?			
LOC structure?			
Venue and course maps attached?			
Environmental data of the area attached?			