



EUROPEAN TRIATHLON UNION

2023 EUROPE TRIATHLON YOUTH  
CHAMPIONSHIPS BID DOCUMENT

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## Introduction

This document is intended for Europe Triathlon National Federations (NFs), Host Cities or Event Local Organising Committees (LOCs) interested in bidding to host the Europe Triathlon Youth Championships.

Europe Triathlon Youth Championships are designed to provide well organised Events in all triathlon-related Multisports with a wide continental reach and high quality competitions for athletes.

Europe Triathlon Youth Championships feature:

- i) A multiday programme of at least 4 days exceeding the sport of triathlon, including triathlon semi-finals, A and B-final and a mixed relay Event and a social programme for the duration of the Event with a day, preferable between the semi-final and final Event, dedicated to social and educational activities.
- ii) An opportunity for young athletes to compete and meet. Therefore we will accept mixed teams from different NFs/nationalities, who will not be entitled to become European Champion.
- iii) Media and internet coverage, which makes hosting attractive for sport tourism and the global brand of the host city.
- iv) Possibility to have, on a yearly base, the stakeholders of the Youth and talented athletes movement together.



## General information



### **World Triathlon-the world governing body**

World Triathlon was founded in 1989.

World Triathlon is the world governing body for the Olympic sport of Triathlon and 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.

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

More information about World Triathlon can be found at [www.triathlon.org](http://www.triathlon.org), "the official triathlon resource".



### **Europe Triathlon-the European governing body**

The European Triathlon Union was established in 1984.

Europe Triathlon 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 and Winter Triathlon.

Europe Triathlon is recognised by World Triathlon as the Continental Confederation in Europe.

More information about Europe Triathlon can be found at [europe.triathlon.org](http://europe.triathlon.org).

## Europe Triathlon Youth Championships overview

### 1. General information:

i) Europe Triathlon Youth Championships are contracted by Europe Triathlon to a Local Organising Committee (LOC), in cooperation with its member National Federation (NF).

ii) Europe Triathlon 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) Europe Triathlon exclusively owns the rights to the Events and contracts the organisation of the European Championships to individual LOCs, which can be made up of any combination of NF's, 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 the Europe Triathlon Youth Championships, as envisioned by Europe Triathlon and its partners as defined in this document.



## 2. Europe Triathlon 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 Europe Triathlon Multisport disciplines nationally and globally.
- iv) Promote good spectator audiences.
- v) Exhibit strong corporate support.
- vi) Engage public institution support.
- vii) Establish strong partnerships (Europe Triathlon/NF/LOC/Host City/and the related partners of Europe Triathlon.
- viii) Ensure a strong emphasis on sport development with a provision of a legacy for the sport.
- ix) Bring together young people from around Europe and to immerse them in all aspects of the Olympic sport of Triathlon.
- x) Encourage and establish networks both between athletes and relevant National Federations as well as between athletes and coaches of different but adjacent countries.
- xi) Europe Triathlon considers environmental sustainability as a key area of importance for our Events. Event bids must therefore show what measures the LOC will put in place to ensure this. Event bids that show high sustainability will be given a positive weighting.



## Europe Triathlon Youth Championships Television, Media and Branding

### Television Media:

- i) Television Broadcast or Live Streaming whilst not mandatory is preferred and bids with this will be looked on favourably. Europe Triathlon in partnership with World Triathlon can provide a crew to provide live streaming of the Event. The associated costs for the LOC (or Europe Triathlon) to provide the service are borne by the LOC.
- ii) All domestic and international rights for television in any form including on screen timing and data and the footage and sound from the television crew are the property of Europe Triathlon. However Europe Triathlon will assign the domestic rights to the LOC for the Domestic Broadcast opportunities. Europe Triathlon will work with the LOC to maximise the use of the international rights. Television production and domestic distribution costs are the responsibility of the LOC.
- iii) The LOC should try to provide satellite TV broadcasting production. This will be of significant benefit to the domestic audience, domestic sponsors and to the aims of the Europe Triathlon to promote the sport to as wide an audience as possible. If not possible at least a live stream production should be in place.
- iv) A proficient timing company, capable of producing live timing results that can be output to the live video production to provide live timing graphics as the race(s) progress is mandatory. Associated costs for this are the responsibility of the LOC. The Timing company should be approved by Europe Triathlon.

### News Media:

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

### Online Media:

The Event will receive exposure on <https://europe.triathlon.org> via news stories, photo galleries and results. Live timing and video may be published to [europe.triathlon.org](https://europe.triathlon.org) at Europe Triathlon's discretion, if provided by the LOC.

### Photography and Print Media:

- i) The Event will receive the support of the Europe Triathlon 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 Europe Triathlon 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.

#### Branding and Sponsorship:

- i) Branding – Europe Triathlon will retain the right to a maximum of 30% (ratio 70:30, LOC: Europe Triathlon) of the branding space for Europe Triathlon and Europe Triathlon sponsors, including on the Field of play. At all times, the branding guidelines in the Event contract need to be followed.
- ii) The LOC will create an Event logo according to the Europe Triathlon Branding guidelines which needs approval from Europe Triathlon and must be used by the LOC.
- iii) Sponsors – Europe Triathlon shall retain the commercial rights of the Event for Europe Triathlon Sponsors however, Europe Triathlon agrees that it shall grant to the Host, the non-exclusive Commercial and Naming Rights of the Event and the Host shall be entitled to retain any and all revenue generated by these Host Commercial Rights. Should Europe Triathlon not wish to take up their reserved rights these will be handed back to the LOC.
- iv) The LOC must liaise with Europe Triathlon to ensure that any sponsors the LOC wish to bring on board do not compete with Europe Triathlon's sponsors.

#### Merchandising:

The LOC will have the right to produce, distribute and sell merchandising product for the Event, with the obligation to include in all items the logo of the Event and of Europe Triathlon. Europe Triathlon will retain the right to sell merchandising specific from Europe Triathlon and World Triathlon, including merchandising referring to the European Championships. Europe Triathlon/World Triathlon merchandising will not include the Event logo.



## Europe Triathlon Youth Championships Requirements

The Relevant Parties:

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

- i) Europe Triathlon.
- ii) The LOC comprised of:
  - The Host City;
  - The Event organiser;
  - The NF.

Event Fees:

The financial obligations required to host Europe Triathlon Youth Championships Event is

	Event Fee	Prize Money
Europe Triathlon Youth Triathlon Championships	6,000€	n/a

All fees need to be paid to Europe Triathlon 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 2023. The rest of the Event Fee should be paid 60 days and the Prize Money 30 days prior to the Event.

Secondary Financial Considerations:

i) Transportation: The LOC should ensure that local transportation is organized free of charge for up to 8 Europe Triathlon officials including the representative(s) from the Europe Triathlon Executive Board, the Medical Delegate, the Technical Official(s) and the 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 Europe Triathlon Technical Delegate, depending on the local distances and the feasibility of using public transport.

Bids demonstrating sustainable transport options will be looked on more favourably.

ii) Accommodation: The LOC is required to provide 6 days free accommodation for up to 8 Europe Triathlon officials including those drawn from the Europe Triathlon Executive Board, Medical Delegate, Technical Official(s) and Media Coordinator in a hotel that is reasonably close (no more than 10 kilometres) of the competition venue.

iii) Hosting: The LOC is required to host an opening ceremony preferable with a Pasta Party and include a VIP hosting area on race day plus a

closing/award ceremony. Specific protocols can be found in the World Triathlon Protocol Manual.

iv) Anti-Doping Control Tests: arranging doping controls is not mandatory but recommended and are on the expenses of the LOC and should be in accordance with the World Triathlon anti-doping rules.

v) Social and education programme: The LOC is required to assist ETU to organize a social and education programme. Parallel activities will be evaluated and will be an element of preference in the selection of the candidate

vi) Insurance: The LOC is obliged to work with the NF to provide one million 1,000,000€ Event Liability Insurance, Event Third Party Liability Insurance, that will include the World Triathlon/Europe Triathlon officials and delegates on it.

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

viii) Athletes' Services: The LOC is required to provide a full package of athletes' services appropriate to this level of competition including: all information regarding transportation from the airport including costs, access to training sites; safe bike and swim course familiarizations; bike mechanic support; local medical information services' and a unique Event souvenir and finishers medal.

On accommodation the LOC has to make sure that hotel options for athletes various from \*\*stars to \*\*\*\*stars maximum. If possible, special rates need to be negotiated with the hotels. All this information need be included within an athlete guide that is published on the Event website the latest 2 months prior to the Event date. For sure low cost accommodation need to be presented to the athletes, their coaches and NF representatives as well. The costs of lodging will be an important factor for the selection of the LOC.

ix) Briefing: Room for at least 200 athletes and coaches for a briefing for all competitions.

#### World Triathlon/Europe Triathlon Technical Elements:

i) The key technical elements of an Event consist of:

- The competition categories.
- The schedule.
- The course.
- The venue.
- The associated logistical requirements needed to produce an Event at the World Triathlon/Europe Triathlon standard defined in the contract and the World Triathlon Event Organisers' Manual and competition rules.

## ii) Competition Categories:

Triathlon Youth European Championships	Age Categories
Individual Event	15-17 years
Mixed relay Event	15-17 years

iii) Other Scheduled Activities: complementary cultural Events over the course of the weekend, including visiting the city, organize a goodbye party with music and providing facilities to host an education programme for athletes and coaches.

iv) World Triathlon/Europe Triathlon Competition Course and Venue requirements: the technical requirements of the Europe Triathlon Youth Championships are covered in the Event Organisers' Manual (EOM) ([http://www.triathlon.org/about/downloads/category/event\\_organisers\\_manual](http://www.triathlon.org/about/downloads/category/event_organisers_manual)) and in the World Triathlon Competition Rules. Please study these documents (available on [www.triathlon.org](http://www.triathlon.org)) carefully during your bid preparation.

Race distances are:

Europe Triathlon Youth Championship	Swim	Bike	Run
Individual semi-final Event	250-500 m	6,5-13 km	1,7-3,5 km
Individual A and B-final Event	250-500 m	6,5-13 km	1,7-3,5 km
Mixed Relay Event	250-300 m	5-8 km	1,5-2 km

## Europe Triathlon Sport Presentation:

i) The Europe Triathlon Youth Championships should be presented to the on-site spectators by announcers approved by Europe Triathlon. The presentation shall be in both the language of the home nation as well as in English.

ii) The Award Ceremony must be conducted as per Europe Triathlon/World Triathlon Protocol, at the conclusion of each Event.

iii) A digital version of the programme 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.



## Europe Triathlon Youth Championships Rights, Obligations and Responsibilities

Event Funding and Sponsorship (subject to the provision above)

Rights of the LOC:

- i) To receive 100% revenue from:
  - Event title sponsor.
  - Public institutions.
  - Event-specific Sponsorship that does not compete with the Europe Triathlon Official global sponsors.
  - The Entry fee should be for the individual Event 75€ and for the mixed relay Event 125€.
  - Merchandise sales.
  - Food and beverage sales.
  - Ticket sales.
  
- ii) The right to use the official name "Europe Triathlon Youth Championships" from the day of the contract signature until six months after the last day of the Event.

Obligations of the LOC:

- i) Abide by the terms and conditions of the Europe Triathlon -LOC Agreement and the financial obligations outlined on page 8.
- 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.
- iv) Provide Europe Triathlon with a report analysing the impacts in the media, and TV broadcasters regarding the Event.
- v) The LOC in collaboration with the local Authorities will facilitate for all athletes and officials the process to obtain, if necessary, the required visas to enter the country.

Responsibility of the LOC:

- i) Marketing: Europe Triathlon Youth Championships have the potential for generating considerable revenue over expenses when well marketed. Europe Triathlon Youth 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 Europe Triathlon Youth Championships effectively. All revenues from successful marketing will go directly to the LOC, with the exception of the right of Europe Triathlon, stated on page 7, according to which Europe Triathlon will retain

to use 30% of the Event branding for Europe Triathlon and the Europe Triathlon sponsor(s).

ii) Communication: during the planning period of Europe Triathlon Youth Championships, the LOC should maintain effective communication with all external parties, including Europe Triathlon, World Triathlon, athletes and NFs, 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 Europe Triathlon Youth Championships.

- To ensure the Europe Triathlon Youth Championships is administrated effectively, the LOC and Europe Triathlon will establish internal management structures and procedures that allow both parties to work together cohesively.

- Europe Triathlon will designate at least one Technical Delegate and one assistant Technical Delegate (aTD), who will be the central point of contact for communication on all Europe Triathlon Championships matters. At least the aTD is preferable from the country in which the European Championships take place.

vi) 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.



## Europe Triathlon Bid Process

### Introduction:

Europe Triathlon Youth Championships LOCs will be selected through the bidding process. The bid process is launched according to the following tables:

### 2023 Europe Triathlon Youth Championships Bid Timeline:

Deadline	Event
15 April 2022	Opening of the Bid Process
15 July 2022	Submission of bid documents
15-31 July 2022	Bid evaluation Period by Europe Triathlon
10 August 2022	Selection of 2023 host city
11 August 2022	Announcement of 2023 host city

### Bid Evaluation:

- i) Europe Triathlon 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.
  - Sustainability of the Event.
  - Marketing and promotions plan.
  - Sponsorship plan and secured sponsor agreements.
  - Support of the host National Federation.
  - LOC's and NF's commitment to Europe Triathlon Sport Development.
- ii) After the bid documentation Submission Deadline, Europe Triathlon may visit all new Venues/Cities that have sent all the proprietary documentation to Europe Triathlon. The bidder must cover the accommodation costs during such visit.
- iii) Europe Triathlon may eliminate bids that are not in line with the criteria as laid out in this bid document. Europe Triathlon will only shortlist a bidder if it is convinced that the bidder has the capability and resources to stage an Europe Triathlon Youth Championships at the quality required, and to fulfil all the obligations of the Europe Triathlon Youth Championships.
- v) The decision on the selection will be made by the Europe Triathlon Executive Board.

### 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 Europe Triathlon in English.
- iii) Bids are evaluated on substance and content.
- iv) The Bid Questionnaire (pages 14-15) should be completed in print form.
- v) Maps and diagrams should be accurate and of good quality.
- vi) Digital photo should be included.

“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.

### Submissions:

The bid documents and supporting materials must be submitted electronically in word or PDF format to [hq@europe.triathlon.org](mailto:hq@europe.triathlon.org).

## Appendices

Bid Committee Credentials:

2023 Europe Triathlon Youth Championships	
<b>NF Representative</b>	
Contact name:	
Email address:	
Telephone number:	
<b>LOC Representative</b>	
Contact name:	
Email address:	
Telephone number:	
Event date proposal	
Optional date 1 (mandatory)	
Optional date 2 (recommended)	

Please complete the questionnaire on the next page

Please write down below other important information to support your bid

Bid submitted by: \_\_\_\_\_ (name)

Function: \_\_\_\_\_

On: \_\_\_\_\_ (date)

## Questionnaire:

Question	Yes	No	Comments or explanation
Letter of support from Host City?			
Confirmation of road closure for the race?			
Medical emergency support?			
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 Youth 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?			
Sustainability activities plan?			
Local host broadcaster support – if confirmed?			
Timing company name?			
LOC structure?			
Venue and course maps attached?			
Environmental data of the area attached?			



Europe Triathlon contact  
 Triathlon Europe Secretary General  
[hq@europe.com](mailto:hq@europe.com)



