



## **EXPRESSION OF INTEREST EVENT HOST**

### **2025 Elite Roads**

#### **INTRODUCTION:**

Cycling New Zealand (CNZ) invites applications for a Host/s for the **2025 Elite Road National Champs**.

Cycling New Zealand invites applications for a Host Venue (Host) and Local Organising Committee (LOC) for the 2025 Elite & U23 Road National Championships.

Our ideal Host is situated in a great location with excellent riding potential, convenient traveller access, volunteer capacity and passion, and the capability of delivering a high quality event experience. Cycling New Zealand is looking to award a one (plus) year contract, enabling the Host to develop capability over a period of time, fully engaging with regional authorities and strengthen local partnerships. For more information on the event see <https://elite-road-nationals.cyclingnewzealand.nz/>

#### **EVENT OVERVIEW:**

The event is owned by Cycling New Zealand. The event is run under UCI and Cycling New Zealand Road and Track Rules and Regulations, the standards and guidelines contained within these and any others as set by Cycling New Zealand.

The event has established itself as the premier event on the New Zealand road cycling calendar for both riders and fans. Each year the event grows in size and has been incorporated into a festival of events that celebrates cycling at all levels. Holding this event presents an opportunity to showcase the Host community, elite cycling and commercial partners through the delivery of a world class cycling event that ensures challenging yet safe courses, engaging spectator opportunities and festive activities. The event is the pinnacle event on the Road and Track Calendar for New Zealand's elite road riders with coveted National Champion Titles and Jerseys. Held annually in early January/February, the event currently attracts around 200 elite riders and provides a significant opportunity to work with the local community and attract cycling and sports fans from across the country.

The event includes one day of individual time trial racing and two days of road races.

#### **Key Services of the Host:**

##### **Operational Delivery**

- Nominate key persons to support Cycling New Zealand in the delivery of the event
- Provide agreed numbers of volunteers to fulfil roles as required. Including but not limited to: race course manager, marshals, village set up and pack down, parking management etc
- Prepare and present, agreed and appropriate courses in accordance with the RTX Technical Regulations (including any course preparation, marshals and any equipment required to do so)

- Support event Health and Safety practices, management and reporting processes as instructed by Cycling New Zealand
- Provide any local supplier or sponsor introductions to Cycling New Zealand
- Introduction to Council representatives (if applicable) and other key stakeholders
- Other tasks as requested

**Relationships**

- Support Cycling New Zealand and event specific objectives
- Work closely with Cycling New Zealand to develop a strong and mutually respectful relationship
- Ensure professional, prompt, respectful and open lines of communications are created and maintained
- Work closely with Cycling New Zealand to create, identify and support the delivery of benefits for key stakeholders
- Work closely with Cycling New Zealand to ensure information is provided in a timely manner to be disseminated
- Ensure Cycling New Zealand’s brand and brands of key supporters are appropriately represented.

**Event Objectives:**

- To deliver a safe and fair event
- To support and deliver best practice event delivery standards
- To ensure courses are of an International standard
- To establish strong working relationships between CNZ and host
- To provide legacy benefits to the Event Delivery Partner
- To showcase competitive Mountain Biking
- To recognise performance and encourage participation
- To increase rider satisfaction
- To deliver outcomes for all stakeholders

**Key Relationships:**

Cycling New Zealand – Event Manager  
 Chief Commissaire (PCP)

**Event Structure:**

Cycling New Zealand is the Event Organiser and provide key staff to enable effective event planning and delivery. The Event Host is responsible for providing key persons to prepare and deliver safe and appropriate courses, and to support the overall planning and the volunteer and marshal requirements; to ensure the event is safely and effectively delivered to the required standard.

An outline of key roles and who is responsible and an example of the event delivery structure are below:

| Key Role | Appointed by |
|----------|--------------|
|----------|--------------|

|                                                   |                     |
|---------------------------------------------------|---------------------|
| Event Director and Event Manager                  | Cycling New Zealand |
| PCP and Commissaires                              | RTX Technical Panel |
| Contractors                                       | Cycling New Zealand |
| First Aid                                         | Cycling New Zealand |
| Race Manager (including course set up/management) | Event Host          |
| Site Manager                                      | Event Host          |
| Marshalls and other volunteers                    | Event Host          |

**Application Process:**

Applications are invited from interested event hosts and should include:

- Confirmation of disciplines applying for )
- Proposed event location/venue
- Confirmation of venue support (e.g. if the venue is owned by the council or privately, those stakeholders are in support)
- Confirmation of any costs associated with the venue (e.g. venue hire etc)
- Confirmation of any key services that are provided by the venue and the likely cost (existing shuttle service, existing first aid providers, timing systems etc)
- Confirmation of Club support (e.g. Club President)
- Indicate their ability to deliver on the proposed dates
- Demonstrate relevant event delivery experience and experience in supporting Event Objectives
- Outline any equipment that would be available to utilize (e.g. gantry, fencing, timing system and if this would be at any cost)
- Proposed courses
- Nominated key contact
- 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)
- Identify the key reason for application and outcomes wanting to be achieved
- Acceptance of donation
- State if host is applying for RTX series events and if so, indicate preference order.

*For further information please contact:*

*The Events Team*

*Email: [events@cyclingtonewzealand.nz](mailto:events@cyclingtonewzealand.nz).*

Applications should be sent via email.

For more information, click [here](#) to view the Event Organisers Tool kit