



# Event Support Services

**Incorporating the following Tri NZ Services:**

- 1. Accredited Competition Manager**
- 2. Event Sanctioning**
- 3. Event Endorsement**



# Overview

Triathlon New Zealand (Tri NZ) provides support services to triathlon, duathlon, and other related multisport events around New Zealand with the objective of ensuring every event in the country is safe and fair. Tri NZ provide three types of Services:

1. **Accredited Competition Manager Service:** for experienced Competition Managers wanting to be recognised by the National Body as credible and professional event promoters and to receive co-promotion and other benefits.
2. **Event Sanctioning Service:** for National Championship or competitive events that require a technical team to monitor and apply the rules on race day.
3. **Event Endorsement Service:** for social/participation focused events requiring assistance with the event planning, preparation and promotion.

## 1. Accredited Competition Manager Service

Tri NZ is committed to supporting and recognising Competition Manager's in the triathlon community who deliver safe and fair triathlons, duathlon's or other related events within New Zealand, from grass roots right through to the international level events.

Accredited Competition Managers must be individuals, not organisations. However an organisation may apply to have one of their staff/volunteers that has Accredited Competition Manager status transferred from one individual to another within the organisation by request to Tri NZ. It will be necessary for organisations to demonstrate a transfer of knowledge, training and support systems are in place for the new Accredited Competition Manager.

### Benefits of Accreditation:

- Competition Manager Profile on the Tri NZ website.
- Use of the Tri NZ Accredited Competition Manager logo.
- Letter of accreditation from Tri NZ for use with councils, sponsors and other event partners to assist with funding and event permits etc.
- Automatic endorsement and the associated benefits set out in the Endorsement Service below for all events run by the Competition Manager (noting that Accredited CM's are required to go through the process to have at least one event per year endorsed or Sanctioned to enable Tri NZ to monitor on-going quality of delivery).
- Become a Tri NZ Partner. Visit the Tri NZ website for details.

### Accreditation Levels:

The Service consists of three tiers; Gold, Silver and Bronze depending on the following two aspects, the length of time the individual has been delivering events, and the size and standard of the events the individual has delivered:

#### Gold

Minimum of 5 years experience delivering multiple safe and fair events at both national and/or international level; **and**  
Annually has approximately 1,000 or more participants in one or more events.

#### Silver

Minimum of 3 years experience delivering safe and fair events, **and**  
Annually has approximately 500 or more participants in one or more events.

#### Bronze

Minimum of 1 year's experience delivering safe and fair events, **and**  
Annually has approximately 100 or more participants in one or more events.



*EG: A club based Competition Manager who has been delivering events for say 10 years but only to 200 participants per year, will be eligible for Bronze level, as will a Competition Manager delivering a major 1000+ event for the second year.*

### **Cost**

There is no cost involved in becoming an Accredited Competition Manager aside from the cost of Sanctioning or Endorsing at least 1 event per year (see requirements below).

### **Application Requirements**

Competition Manager's accredited to any level of the Service are required to:

- Submit an Application form to Tri NZ and follow the correct application process.
- Become a Tri NZ Partner, which includes promotion of free TRIBE Membership as part of the participant entry process – *see Tri NZ Partners document.*
- Have at least **one event per year either Endorsed and/or Sanctioned by Tri NZ.**
- Agree to Tri NZ's code of conduct (set out below).

## **2. Event Sanctioning Service**

This Service is for National Championship and competitive events where the focus is on rule enforcement and safety.

### **a) Benefits of Event Sanctioning:**

#### **Event Support:**

- **Tri NZ stamp of approval** that the event is safe and fair.
- **Technical Support** – Tri NZ will provide a Race Referee and a team of Technical Officials to monitor and enforce race rules – exact number to be agreed depending on size and type of event.
- **Advice/feedback** on best practice event set up and operations, includes reviewing and providing feedback on your race plan to ensure everyone gets a safe and fair event – so athletes have a great day and return to race again.
- **Event Safety Manual** – If required, Tri NZ can provide an Event Safety Manual which includes information relating to the event including generic hazard identification register and marshal briefing notes. Can be used as guidelines for the event.
- **Feedback** regarding the safe and fair aspects of the event. Race Referee to complete a detailed post event report. This will be valuable for improvements for future events and will also provide credibility for future approvals from regional councils, transit etc.

#### **Promotion:**

- **Highlighter Promotion** on the National Event Calendar on the Tri NZ website
- **Promotion** of event to Tri NZ database and in the Multisport Magazine calendar.
- **Media 101** document explaining what the media like to see in a press release and how to best handle the media to get the best promotion for your event.
- **Branding** - Use of Tri NZ Sanctioned Event logo for event website and entry forms. Brand association with the national body brings credibility to the race and another sales angle for sponsorship opportunities.

### **b) Requirements for Event Sanctioning:**

The Competition Manager needs to complete and submit a Sanctioning Application Form available on the Tri NZ website, detailing entire race plan, to be submitted no later than 120 days before the date of the event.

Key requirements include:

- Course details.
- Health and safety plan – (Tri NZ can provide a standard Template upon request).



- Traffic Management Plan.
- Public liability insurance certificate.

### c) Costs

The charge for Sanctioning an event will be determined by each events specific requirements, in consultation with Tri NZ. The fee will be based on number of entries and location of the event and how many volunteer technical officials are required to have the event at sanctioning standards.

A guideline to the expected charges is as follows:

- \$1000 setup fee – includes Race Referee and time engaged by Event Support Manager to view documents and provide feedback.
- \$150 – per person for local technical official.
- \$300 – per person for out of town technical official.

Contact [penny.skaife@triathlon.org.nz](mailto:penny.skaife@triathlon.org.nz) for an Event Sanctioning Application, or look on the website.

## 3. Event Endorsement Service

This Service is for fun and participation type events where the focus is on rule education and safety.

### a) Benefits of Endorsing your event:

#### Event Support:

- **Tri NZ stamp of approval** that the event is safe and fair.
- **Advice/feedback** on best practice event set up and operations, includes reviewing and providing feedback on your race plan to ensure everyone gets a safe and fair event – so athletes have a great day and return to race again.
- **Event Safety Manual** – If requested, Tri NZ can provide an Event Safety Manual which includes information relating to the event including generic hazard identification register and marshal briefing notes. Can be used as guidelines for the event.
- **Tri NZ Representative** – Tri NZ will use best endeavours to have a representative attend the event in an observatory role and to offer assistance where required by the Competition Manager.
- **Feedback** regarding the safe and fair aspects of the event, when a Tri NZ representative has been able to attend, they will complete a post event report. This will be valuable for improvements for future events and will also provide credibility for future approvals from regional councils, transit etc.

#### Promotion:

- **Highlighter Promotion** on the National Event Calendar on the Tri NZ website
- **Promotion** of event to Tri NZ database and in the Multisport Magazine calendar.
- **Media 101** document explaining what the media like to see in a press release and how to best handle the media to get the best promotion for your event – includes sample press release
- **Branding** - Use of Tri NZ Endorsed Event logo for event website and entry forms. Brand association with the national body brings credibility to the race and another sales angle for sponsorship opportunities.

### b) Requirements for Endorsement of the Event:

- Completed Endorsement Application Form, detailing the entire race plan, to be submitted no later than 60 days before the date of the event – available on the Tri NZ website. This will be reviewed and feedback provided on any improvements/changes required for the minimum standard to be met.
- Additional information required to be submitted with the application:



- Course details
- Health and safety plan – Tri NZ can provide a standard Tri NZ Health and Safety Template upon request.
- Traffic Management Plan
- Public liability insurance certificate

**c) Endorsement Fees**

- \$2 per competitor (reduced to \$1 for School events) whether competing as an individual or in a team. There is a minimum charge of \$200 and maximum charge of \$750 per race.
- There is also a fixed endorsement fee of \$3,000 per year per where there is a race series that wishes to be Endorsed, where the series events are run by the same event organisers. This series fee is instead of and not in addition to the individual per competitor fees. All prices exclude GST.

Contact [penny.skaife@triathlon.org.nz](mailto:penny.skaife@triathlon.org.nz) for an endorsement application.



# Triathlon New Zealand Competition Manager Code of Conduct

Tri NZ expects all members, supporters, advisors, staff and associates of Tri NZ to abide by a Code of Conduct that upholds the principles and values of the organisation

<p><b>Respect the rights, dignity and worth of others</b></p>	<ul style="list-style-type: none"> <li>• Be fair, considerate and honest in dealings with others.</li> <li>• Refrain from any form of abuse, harassment, discrimination or victimisation towards others.</li> <li>• Be professional in, and accept responsibility for, your actions.</li> </ul>
<p><b>Maintain high standards of integrity</b></p>	<ul style="list-style-type: none"> <li>• Operate within the competition rules of Triathlon New Zealand (unless agreed otherwise) and maintain an uncompromising adherence to standards, regulations and policies.</li> <li>• Advocate a sporting environment free of drugs and other performance enhancing substances within the guidelines of the New Zealand Sports Drug Agency and the World Anti-Doping Code.</li> <li>• Be a positive role model.</li> <li>• To not provide comment to any media on behalf of Triathlon New Zealand.</li> <li>• To not speak to any media in a negative way regarding Triathlon New Zealand.</li> <li>• Never act in a way that may bring disrepute or disgrace to Tri NZ members, its stakeholders and/or sponsors, potential sponsors and/or partners.</li> </ul>
<p><b>Provide a safe and fair environment for athletes, spectators, event staff and any one else involved with the event</b></p>	<ul style="list-style-type: none"> <li>• Make a commitment to providing a quality service.</li> <li>• Operate within the Constitution, Rules (unless agreed otherwise), Policies and Procedures on Triathlon New Zealand.</li> <li>• Adopt appropriate risk management strategies to ensure that the event is safe.</li> <li>• Ensure equipment and facilities meet safety standards.</li> <li>• Ensure equipment, rules, training and the environment is appropriate for the age, physical and emotional maturity, experience and ability of the participants.</li> <li>• Seek advice and assistance from professionals when additional expertise is required.</li> <li>• Maintain appropriate records.</li> </ul>





## Triathlon New Zealand Accredited Competition Manager's Application Form

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gold  Silver  Bronze

### **Contact Details**

Name of Competition Manager: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Numbers

Mobile: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Previous Experience**

Years experience delivering safe and fair events \_\_\_\_\_

Name and description of events (location, number of participants, Tri NZ sanctioned or endorsed?) \_\_\_\_\_

### **Agreement:**

- My accreditation remains current so long as I have at least one event sanctioned or endorsed annually by Tri NZ.
- I agree to abide by the Accredited Competition Managers Code of Conduct as set out above.
- I acknowledge that Triathlon New Zealand may take disciplinary action against me if I breach the Code of Conduct. I understand that Triathlon New Zealand is required to implement a complaints handling procedure in accordance with the principles of natural justice in the event of an allegation against me.
- I acknowledge that disciplinary action against me for a proven or established breach may include suspension or loss of my Tri NZ Accredited Competition Manager accreditation, depending on the seriousness of the breach.

#### **Signed by Competition Manager**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_

#### **Signed by Tri NZ**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Once document is complete please forward to Tri NZ Event Support Manager for approval:

Triathlon New Zealand - Event Support Manager, PO Box 128-509, Remuera, Auckland.

Email: [penny.skaife@triathlon.org.nz](mailto:penny.skaife@triathlon.org.nz)

Please provide a photo for your profile on the Tri NZ website (In addition to a profile picture, you may provide a photo of an event you have delivered).