**2018 Major Event Bid Submission Document**

**Closing Date – 24th July, 9am**

When completing this submission document please refer to the Bid Submission Criteria documents and ensure that all sections are completed. Please note the Triathlon England Regional Team and British Triathlon Events Team are available for assistance wherever required, contact details are in the submission guidance document.

All Bid Submission Documents should be sent in electronic format with the following:

* **Risk Assessment**
* **Insurance**
* **Safety Documentation**
* **Marketing Plan**
* **Competitor Event Information for 2017**

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| **Submission Details** | |
| Name of Event |  |
| Event Organiser |  |
| Event status/ statuses bid for |  |
| Proposed Date |  |

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| **Event Organisers Details** | |
| Club/Organisation |  |
| Contact Name |  |
| Phone |  |
| Email |  |
| Website |  |
| Please provide the title and date of any BTF/TE Major Events you have hosted previously |  |

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| **Event Details** | | | |
| **Venue/ Location** |  | | |
| **Region** |  | | |
| **Alternative Date** |  | | |
| **Normal Field Size** |  | **Max Field Size** |  |
| **Entry Fee** |  | | |
| **Event Schedule** |  | | |
| **Course Description** | *Please provide a basic description of the event course, including road surface details and distances.* | | |
| **Swim Safety** | *Please detail swim safety details here to include expected water temperatures and water quality results from previous events.* | | |
| **Medical Cover Provided** | Please detail medical cover, please attach additional documents where required. | | |
| **Risk Assessment** | *Please attach a copy of your Risk Assessment* | | |
| **Insurance** | *Please attach a copy of your Public Liability Insurance* | | |
| **Safety Documentation** | *Please attach any additional Safety Documentation e.g. Emergency Action Plan, Road Traffic Management* | | |
| **Timing Provider** |  | | |
| **Transition Security** |  | | |
| **Volunteer Numbers & Welfare Provided** |  | | |
| **Measures to Reduce Drafting** *(if applicable)* |  | | |
| **5 Key Selling Points** | 1.  2.  3.  4.  5. | | |

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| **Event Information Overview *Please add further details on next page where required.*** | |
| Closed road event | Y / N |
| Hard barriered finish straight | Y / N |
| Chip timing | Y / N |
| Space for British Triathlon inflatable dome (3m²) | Y / N |
| Toilets (for athletes & spectators) | Y / N |
| Showers | Y / N |
| Car parking | Y / N |
| Accurate distances, close to those specified in rules | Y / N |
| Catering (for athletes & spectators) | Y / N |
| Disabled access | Y / N |
| Novice engagement | Y / N |
| Additional activities for children/spectators | Y / N |
| Event website | Y / N |
| Online Entries | Y / N |
| Expo | Y / N |

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| **Athlete and Spectator Services** | |
| Transport Links |  |
| Local Accommodation |  |
| Awards/Prizes |  |
| Goody Bags |  |
| Spectator Provision |  |
| Competitor Feedback | *Please provide a copy of post event feedback if available* |

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| **Marketing and Promotion** | |
| Event Website/Webpage |  |
| Social Media Pages |  |
| Marketing Plan | *Please summarise your marketing activities for the event here, or attach marketing plan.* |

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| **Sponsors and Partners** | |
| Please identify any existing partners/sponsors and details of their requirements |  |

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| **Additional Supporting Information (max 400 words)** |
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| **Declaration –** | |
| *If you are aware of or feel there is any risk to your event, in the planning phase or in the lead up to the event, it is essential that you keep British Triathlon informed of these risks.* | |
| Concerns regarding requirements of hosting a major event |  |
| Foreseeable risks to the running of the event. |  |

**By submitting this document as your British Triathlon Age Group Programme, Triathlon England National Championships or Elite/ Para racing opportunity bid you are confirming that you have read and understood the Bid Submission Guidance and are confident that the event outlined in this form meets the requirements of the applicable event and that you are happy to deliver the event within these. Any concerns around this should be outlined in the Declaration section above.**

Only electronic versions of the Bid Submission Document will be accepted.

Signed……………………………………………………..………………..…….… Date……………………………………….

Name:……………………………………………………………………………………………………………………………………………………….….

Position:…………………………………………………………………………………………………………………...…………………………………

**Once you have completed your bid submission please forward to** [**majorevents@britishtriathlon.org**](mailto:majorevents@britishtriathlon.org)