



EVENT ACCREDITATION

TRI NZ EVENT SUPPORT INFORMATION
AUGUST 2021

EVENT ACCREDITATION EXPLAINED

The Triathlon NZ Event Accreditation System (EAS) is a three-tier system that allows event providers to highlight that their event is safe and fair.

The three tiers are representative of the level of information required in the application and support obtained from Triathlon New Zealand.

The three tiers are as follows:

1. Sanctioned – Exceeds highest level operating requirements/standards + greatest support offered
2. Recognised – Achieves highest operating requirements/standards + additional support offered
3. Endorsed – Meets minimum operating requirements/standards + limited support offered

What Triathlon NZ wants to achieve from the EAS system is:

- Offer real value to event organisers, built on meaningful relationships
- Enhance the quality of events
- Give quality assurance to the event stakeholders (E.g. Participants and funding organisations)
- Identify where events are located across New Zealand

Having your event accredited is only achieved through an event provider submitting their event plans to be thoroughly inspected to ensure that they comply fully with the standards of the Tri NZ Operating Requirements. Thus, to provide the greatest potential for the conduct of a safe and fair event.

From the Tri NZ operating requirements and Race Competition Rules, the below objectives have been created.

- Provides a safe Field of Play for competitors and event officials
- Create an atmosphere of sportsmanship equality and fair play
- Provide protection without unduly limiting the athlete's freedom of action, and
- Emphasise ingenuity and skill

These objectives can be achieved by the following:

- Designing and implementing an effective Health & Safety Plan (HSP) and Traffic Management Plan (TMP)
- Recruiting sufficient and skilled volunteers to meet the requirements of the HSP and TMP
- Recruiting accredited traffic controllers and competent safety personnel, including medical staff
- Engaging local stakeholder authorities, such as council and police, and obtaining their approval to conduct the event
- Delivering a comprehensive race briefing to competitors which explains the hazards of the course
- Ensure the conduct of the event is tolerably safe and it is conducted in accordance with the Race Competition Rules

The EAS Requirements and Process

Triathlon NZ will accredit an event when it is satisfied that the event will meet the accreditation objectives listed above and that the event will **implement** Tri NZ One Day Memberships as part of the registration process.

All events are accredited via Triathlon New Zealand EAS registration platform, links provided with the tier information below.

ENDORSED LEVEL DETAILS

Becoming a Endorsed event shows that your event meets the basic requirements of being safe and fair. This is attained through adhering to Tri NZ safety standards with a Technical Delegate sign off.

Requirements

Completed Endorsed Application Form with basic event details, to be submitted no later than **one month** before the date of the event. This will be reviewed and feedback provided on any improvements/changes required for the standard to be met.

Documents needed to be submitted with application:

- Traffic Management Plan
- Health and Safety Plan
- Course Maps
- Insurance Certificate

Promotion

Triathlon NZ will promote each Recognised event through their Social Media Networks, based off the required information provided (Information required outlined in separate sheet).

These promotions will consist of:

- One Facebook post promoted through Triathlon NZ Community FB Page (not a paid promotion)
- One sub-feature in TRIBE (fortnightly newsletter)
- One media release provided by event organiser shared through Triathlon NZ Media Networks
- Link to event in TRIBE calendar
- Event added to the Tri NZ Event Calendar on website

Technical Support

- Letter of accreditation from Triathlon NZ to acknowledge standards met
- Access to Tri NZ *Event* Guidelines

Cost Outlined (GST Exclusive)

- One off payment of \$100

RECOGNISED LEVEL DETAILS

Becoming a Recognised event shows that your event meets the basic requirements of being safe and fair. This is attained through adhering to Tri NZ safety standards with a Technical Delegate sign off.

Requirements

Completed Recognised Application Form with systematic event details, to be submitted no later than **one month** before the date of the event. This will be reviewed and feedback provided on any improvements/changes required for the standard to be met.

Documents needed to be submitted with application:

- Traffic Management Plan
- Health and Safety Plan
- Course Maps
- Insurance Certificate
- Relevant Consents
- Competitor Briefing

Promotion

Triathlon NZ will promote each Endorsed event through their Social Media Networks, based off the required information provided (Information required outlined in separate sheet).

These promotions will consist of:

- Use of Endorsed logo – proof event is safe and fair
- One Facebook post promoted through Triathlon NZ Community FB Page (1-3 day promotion, max value \$30, paid by Tri NZ)
- One feature in TRIBE
- One media release provided by event organiser shared through Triathlon NZ Media Networks
- Link to event in TRIBE calendar
- Event added to the Tri NZ Event Calendar on website

Technical Support

- Letter of accreditation from Triathlon NZ to acknowledge standards met
- Tri NZ Representative present at event – if required
- 1 x Technical Delegate assigned to the event – if required
- 1 x pre event meeting with Technical Delegate – if assigned
- Post event report

Cost Outlined (GST Exclusive)

- One off payment of \$500
- Payment for 1x Technical Delegate, either \$150 for a Local Technical Official, or \$300 for an out of town Technical Official *

*Triathlon NZ will always try to have local officials be present at your event; total number of officials assigned to events will be determined by Tri NZ Technical Manager and the Technical Advisory Group

SANCTIONED LEVEL DETAILS

Becoming a Sanctioned event shows that your event exceeds the highest level of requirements to be safe and fair. This is attained through adhering to Tri NZ safety standards with a Technical Delegate sign off.

Requirements

Completed Sanctioned Application Form with in-depth event details, to be submitted no later than **two months** before the date of the event. This will be reviewed, and feedback provided on any improvements/changes required for the standard to be met.

Documents needed to be submitted with application:

- Traffic Management Plan
- Health and Safety Plan
- Course Maps
- Rubbish Management Plan
- Insurance Certificate
- Relevant Consents
- Competitor Briefing

Event providers must:

- Supply radios for the Technical team (numbers to be finalised with the TD/RR)
- Ensure that there is an area for the officials to be based during the event and opportunity for food
- Are required to submit with the application proof that they have obtained or applied for legal liability insurance covering their liabilities as event organisers to a minimum value of \$1 million (\$5 million recommended for higher participation numbers and events near forest areas).
- Tri NZ also recommend that organisers have Statutory Liability to a minimum of \$500,000 (prefer \$1mil). All insurance should meet the requirements of local or other authority's consents/obligations.

Promotion

Triathlon NZ will promote each Sanctioned event through their Social Media Networks, based off the required information provided (Information required outlined in separate sheet).

These promotions will consist of:

- Use of Sanctioned logo – proof event is safe and fair at the highest standard
- One Facebook post promoted through Triathlon NZ Community FB Page (1-week promotion, max value \$60, paid by Tri NZ)
- One feature and One sub feature in TRIBE (fortnightly newsletter to 12000+ subscribers)
- Feature stories of the event promoted through Triathlon NZ Social Media Networks
- Any media release provided by event organiser shared through Triathlon NZ Media Networks
- Link to event in fortnightly TRIBE calendar
- Event added to the Tri NZ Event Calendar on their website

Technical Support

- Letter of accreditation from Triathlon NZ to acknowledge standards met
- Tri NZ Representative present at event
- 1 x Technical Delegate assigned to the event
- Minimum 2 x Pre-event meetings with Tri NZ and relevant personnel to go over event details
- Support during Health and Safety Audit process
- Monitoring and enforcement of Tri NZ Competition Rules by Technical Officials – *additional cost*
- Post event report
- Access to Tri NZ *Event* Guidelines
- Access to additional support outlined at end of document

Cost Outlined (GST Exclusive)

- \$1,200 + GST (Triathlon events)
- \$500 + GST (Duathlon, Aquathon and Cross-Tri events)
- Payment for 1x Technical Delegate and additional required Technical Officials, either \$150 for a Local Technical Official, or \$300 for an out of town Technical Official *

*Triathlon NZ will always try to have local officials be present at your event; total number of officials assigned to events will be determined by Tri NZ Technical Manager and the Technical Advisory Group