

Yungaburra Triathlon 2019

Project Brief

Request for Quote



Yungaburra Triathlon Project Brief

Tablelands Regional Council manages the Yungaburra Triathlon to support returned service members, to drive economic development, encourage community health and wellbeing across the region, and promote the Atherton Tablelands as a key destination for sport and recreation.

Council is requesting a quote from suitably experienced event organisers to manage the Yungaburra Triathlon to be held on the 6 and 7 April 2019. This annual event is held at the Tinaburra Foreshore and Afghanistan Avenue of Honour site. Council is seeking to contract an event organiser with triathlon or similar experience.

Background

The Yungaburra Triathlon was conceived as an event to establish a major regional event for the TRC and, in addition and in association with the Afghanistan Avenue of Honour in Yungaburra, to raise awareness and funds for returned service members. Initially called the Soldier On Triathlon, it became the Yungaburra Triathlon. The inaugural triathlon was held in 2015.

For the first two years the event was held in November, close to Remembrance Day. However, low lake levels in 2016 causing safety concerns meant the date of the event was moved to April 2017. This change saw a drop in competitor numbers due to the changes and uncertainty. For the second year of the event being held in April, numbers have picked up again and overtaken all previous competitor numbers.

The Yungaburra Triathlon incorporates six events over the two-day weekend.

- Kids Aquathon (7-9years 500m run/100mtr swim/500mtr run)
- Junior Aquathon (10-13 years 1km run/200m swim/1km run)
- Taster (200mtr swim/5km bike/1.2km run)
- Enticer/Corporate (400mtr swim/10km bike/2.5km run)
- Sprint (750mtr swim/20km bike/5km run)
- Standard (1.5km swim/40km bike/10km run)

In 2018 the event had 560 registered competitors and nearly 1,000 spectators over the weekend. Each year ten percent of registrations fees are donated to organisations that support returned service personnel.

There is existing collateral including the website, social media, registration system and route design in place from previous years as well as a network of potential sponsors, stakeholders and volunteers. The triathlon has the support of a Yungaburra based working group who will work with Council and the event manager in the delivery of the event. Council's Events Officer will support the successful event manager in budget oversight, event delivery and in-kind support.

Scope of Works:

- Plan for and deliver six triathlon events with supporting entertainment and food stalls
- Seek and secure cash and in-kind sponsorship to enable budget requirements for the event to be achieved with a preference for multi-year sponsor commitment

- Assist Council's Events Officer to update event materials to reflect the 2019 event including competitor handbook, Traffic Management Plan, sanctioning requirements, course layout, sponsorship prospectus and signage etc.
- Work with Council's Events Officer to ensure that permits and sanctioning documents required for 2019 event are prepared and lodged in a timely manner.
- Competitor, sponsor and stakeholder liaison (incorporating competitor and stakeholder feedback from previous events to grow and improve the event)
- Assist with the production of marketing materials and promotion through social and on-line media (existing tools already established)
- Assist with community engagement ahead of the event, including road closure information and business opportunities associated with the event
- Organise and manage event logistics including timing provider, swim and cycle safety providers and traffic management plan
- Liaise with key stakeholders including Triathlon Australia and Queensland, TTNQ, TTT, Cairns Crocs, Yungaburra Association Inc., Coral Coast Riders, Queensland Surf Life Saving
- Create, update and manage competitor registrations through Register Now or other on-line system
- Volunteer coordination including a Volunteer briefing session up to 1 week prior to the event
- Provide advice on securing a suitable race director
- Assist with running the event on the 6 and 7 April 2019
- Schedule and attend meetings, prepare agendas and meeting minutes for the Triathlon working group
- Assist with event feedback and reporting
- Other responsibilities as reasonably expected
- Comply with all Workplace Health & Safety Legislation, TRC's Safety Management System - SAFE PLAN, TRC's Code of Conduct and other relevant policies, procedures and legislation

Request for Quote

Closing date for the request for quote is 5pm Wednesday 31 October 2018. Event managers should identify how they would approach the project, timeframes for key milestones, and relevant previous experience with triathlons or similar events. Consultants should submit a quote, provide at least one example of a similar project that has been completed in the last two years, and provide two referees.

Timeframe

Council is seeking to commence work on the Yungaburra Triathlon in November 2018

Further Information:

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