



# Americas Triathlon

PANAMERICAN TRIATHLON  
CONFEDERATION (PATCO)

CONTINENTAL CHAMPIONSHIPS & CUPS  
BID DOCUMENT 2024

# PATCO CONTINENTAL CHAMPIONSHIPS & CUPS BID DOCUMENT 2024

This document outlines the concept of, and the bid conditions for Panamerican Triathlon Confederation (PATCO) Cups.

## 1. Introduction

1.1. This document is intended for PATCO National Federations (NFs), Host Cities or Event Local Organising Committees (LOCs) interested in bidding to host a PATCO Continental Cup, including:

- a) SuperSprint, Sprint or Standard Distance Triathlon Continental Cups;
- b) North American Championships (Junior, U23, Elite)
- c) Central American and Caribbean Championships (Junior, U23, elite)
- d) South American Championships (Junior, U23, Elite)
- e) Triathlon Continental Championships Sprint / Standard (Junior, U23, Elite)
- f) Duathlon Continental Cups / Championships.
- g) Paratriathlon cups / Championships
- h) Aquathlon championships.
- i) Middle and Long distance Continental Championships
- j) Mixed Relay Continental Championships

When requesting the host for the Continental Championship, priority will be given to LOCs/NFs that can organize the event between the months of May-June 2024 and include the Elite, U23, Junior and Mixed Relay events.

## 2. PATCO Objectives.

- a) Host a safe and fair competition.
- b) Present a Continental Cup that is attractive to sponsors, and/or, tourism authority, and is of benefit to the NF's objectives of developing the sport at a high level;
- c) Maximize media exposure for PATCO Triathlon disciplines nationally and globally;
- d) Promote good spectator audiences;
- e) Exhibit strong corporate support.
- f) Engage public institution support.
- g) Establish strong partnerships (PATCO/NF/LOC/Host City/and the related partners of PATCO);
- h) Ensure a strong emphasis on sport development with a provision of a legacy for the sport;
- i) Guaranteeing proper anti-doping procedures.

## 3. Continental Cups Requirements

3.1. The Relevant Parties. The agreement for a Continental Cup will be concluded between the following parties:

- a) PATCO.
- b) The LOC comprised of:
  - The Host City;
  - The event organizer;
  - The NF.

3.2. Event Fees. The financial obligations required to host an PATCO Triathlon/Duathlon Continental Cup are:

Triathlon Continental Cup	1500 USD
Aquathlon, Duathlon, Paratriathlon Continental Cup	1500 USD

(IF A JUNIOR CONTINENTAL CUP IS MADE IN CONJUNCTION WITH AN ELITE EVENT, NO CHARGE WILL BE PAID FOR THE JUNIOR EVENT)

Continental Championships	3000 USD
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*FEE MUST BE PAID 90 DAYS BEFORE THE EVENT TO PATCO*

### 3.3. Prize Money

Minimum prize money for continental cups is \$ 10,000.00 USD, (does not apply for paratriathlon and junior events).

### 3.4. Secondary Financial Considerations

a) Transportation: The LOC should ensure that local transportation is organized free of charge for the Technical Delegate, Assistant Technical Delegate, and Technical Officials. This transport will be for all activities related to the event including: - Airport transfers; - Transfer between hotel and competition venue, media events and any social activities.

b) Accommodation: The LOC is required to provide 3 to 4 days free accommodation (based on single rooms), including meals, for the Technical Delegate and the assistant technical delegate in a hotel that is reasonably close (no more than 10 kilometers) of the competition venue.

c) Anti-Doping Control Tests: The LOC will work with their NF and the Doping Control Agency in their country to Perform anti-doping tests according to the category of the event with a laboratory certified by WADA.

EVENT	NUMBER OF TESTS
- Triathlon Continental Championships	10
- Triathlon / Duathlon Continental Cup	8
- Continental Cup + Mixed Relay	10
- Junior Continental Cup	4
- Paratriathlon Continental Cup	6
- Multisport	6
- Long and Middle distance Continental Championships	8
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d) Insurance: The LOC is obliged to work with the NF to provide an Event Liability Insurance.

e) Technical Support: The LOC will cover the cost associated with timing, results, and communications; radios, phones; internet as described in the contract.

f) Television and Media: - Television is at the discretion of the LOC and the associated costs are cover by the LOC.

g) Athletes' Services: The LOC is required to provide a full package of athletes' services appropriate to this level of competition including: all information regarding transportation from the airport including costs, access to training sites; safe bike and swim course familiarizations; bike mechanic support; local medical information services.

On accommodation the LOC has to make sure that hotel options for athletes varies from \*\*stars to \*\*\*\*stars maximum. If possible special rates need to be negotiated with the hotels. All this information should be described within an athlete guide that needs to be available not later than 3 months prior to the event date.

### 3.5. World Triathlon/PATCO Technical Elements

a) The key technical elements of a triathlon event consist of:

- The schedule.
- The course.
- The venue; and
- The associated logistical requirements needed to produce a Triathlon Event at the World Triathlon/PATCO standard defined in the World Triathlon Event Organizers' Manual and competition rules.

--The recommendations established in the document "WORLD TRIATHLON COVID-19 PREVENTION GUIDELINES FOR EVENT ORGANIZERS" will be followed. This document can be downloaded at [www.triathlon.org](http://www.triathlon.org)

b) World Triathlon/PATCO Competition Course and Venue requirements: the technical requirements of the PATCO Triathlon Continental Cups are covered in the Event Organisers' Manual (EOM) [https://triathlon.org/about/downloads/category/loc\\_requirements](https://triathlon.org/about/downloads/category/loc_requirements) and in the World Triathlon Competition Rules. Please study these documents carefully during your bid preparation.

## 4. PATCO Triathlon Continental Cups Rights, Obligations & Responsibilities

### 4.1. Rights of the LOC

- a) To receive 100% revenue from: - Event title sponsor; - Public institutions; - Event specific Sponsorship that does not compete with PATCO Official global sponsors, entry fees from the athletes, merchandise sales, food and beverage sales;
- b) The right to use the official name from the day of the contract signature until six months after the last day of the event;

### 4.2. Obligations of the LOC

- a) Abide by the terms and conditions of the PATCO-LOC Agreement and the financial obligations outlined in 3.2;

- b) Cover all staging and organization as set out in the Event Organizers' Manual;
- c) Promote the event locally and nationally in the months leading up to the event.

#### 4.3. Responsibility of the LOC

a) Marketing: PATCO Triathlon Continental Cups have the potential for generating considerable revenue over expenses when well marketed. PATCO Triathlon Continental Cups provide a good opportunity to reduce overhead expenses by attracting support from government and commercial entities. It is the responsibility of the LOC to market the PATCO Triathlon Continental Cups effectively. All revenues from successful marketing will go directly to the LOC.

b) Communication: during the planning period of PATCO Triathlon Continental Cups, the LOC should maintain effective communication with all external parties, including PATCO, athletes and NFs, government entities, professional contractors, vendors, sponsors and media.

c) Operations: the LOC is responsible for coordinating, directing and funding all operational aspects of the event.

- The LOC should select all staff and obtain the use of all venues, equipment and other materials need for conducting the PATCO Triathlon Continental Cups;

- To ensure the PATCO Triathlon Continental Cup is administrated effectively, the LOC and the PATCO will establish internal management structures and procedures that allow both parties to work together cohesively.

- PATCO will appoint a Technical Delegate who will be the central point of contact for communication on all PATCO Continental Cups matters for the specific Triathlon;

- PATCO can also appoint a Assistant Technical Delegate (aTD) preferred from the country in which the Continental Cup takes place;

d) Preparation: prior to participants arriving, LOC staff should be familiar with, and capable of performing all their required tasks. Back-ups for all systems, equipment and staff should be in place; venues should be fully prepared; volunteers should be fully trained and briefed; technical systems and equipment should be tested and fully operational; and operational procedures should be well rehearsed and fully functional.

## 5. The PATCO Bid Process

### 5.1. PATCO Continental Cups and Championships

LOC'-s will be selected through the bidding process. The bid process is launched according to the following tables:

DEADLINE	EVENT
July 3, 2023	OPENING OF THE BID PROCESS
July 30, 2023	DEADLINE TO SUBMIT BID DOCUMENTS
August 1st-21 <sup>t</sup> , 2023	BID EVALUATION PERIOD AND SELECTION BY PATCO
August 21-28, 2023	Time to request any change in your proposals.
September 4th, 2023	ANNOUNCEMENT OF THE 2024 EVENTS

### 5.2. Bid Evaluation

a) PATCO will evaluate each bid based on a set of criteria:

- Geographical location and the number of events in the region. There cannot be more than 2 Junior Continental Cup per country;

- Experience of the LOC; - Commitment of the city and other public agencies; - Marketing and promotions plan; - Sponsorship plan and secured sponsor agreements; - Support of the host National Federation;

- LOC'-s and NF'-s commitment to PATCO Sport Development.

-Evaluation of the post race event from previous years.

b) After the bid documentation Submission Deadline, PATCO visit all new Venues/Cities that have sent all the proprietary documentation to PATCO. The LOC must cover the accommodation and travel costs from home base during such visit for the Technical Delegate.

c) PATCO may eliminate bids that are not in line with the criteria as laid out in this bid document. PATCO will only shortlist a bidder if it is convinced that the bidder has the capability and resources to stage an PATCO Triathlon Continental Cup at the quality required, and to fulfil all the obligations of the PATCO Triathlon Continental Cups.

d) A bid may apply for a 2-year contract.

e) The decision on the selection will be made by the PATCO Executive Board.

### 5.3. Bid Application Documentation.

The purpose of this section is to assist bid committees in the preparation of a comprehensive bid package:

- a) Documents should be prepared in a simple format at a modest cost. All bid costs are the responsibility of the LOC.
- b) All documents must be submitted to PATCO .
- c) Bids are evaluated on substance and content.
- d) The Bid Questionnaire should be completed in print form.
- e) Maps and diagrams should be accurate and of good quality.
- f) Digital photos should be included.

### 5.4. "Bid Package" Contents The following materials should be included:

- a) Letters of support:
  - A signed letter of support from the respective NF;
  - A host city letter of commitment including assurance of police support for the required road closures, a medical emergency commitment, and other financial commitments.
- b) A visual presentation from the candidate city.
- c) The structure of the organizing committee
- d) Draft budget outlining revenue and expenses.
- e) Draft marketing and promotion plan.
- f) The environmental data of the area (tide tables for swim area, weather forecast with average temperatures, water quality conditions).
- g) Proposed venue and course maps.
- h) Proposed event dates, with at least one alternative date.

### 5.5. Submissions.

The bid documents and supporting materials must be submitted electronically to Felix Molina – [felix.molina@americas.triathlon.org](mailto:felix.molina@americas.triathlon.org) and Katia Colina [Katia.colina@americas.triathlon.org](mailto:Katia.colina@americas.triathlon.org)