



**Invitation for Partnership:
For the event – Inter Schools Aquathlon
Period – 2024 & 2025**

Part 1: Introduction

The Triathlon Association of Singapore (TAS) invites event organisers to submit proposal to partner with TAS for the organising of the said event for a period of 2 years from 2024 to 2025, with an option for annual renewal for a further 3 years.

Documents to Submit:
a) Company profile & Track Record
b) Annex A: Application Form
c) Proposed event Plan

Important Dates	Specific of Timeline
23 October 2023, 5pm	Closing date for Submission
24 October 2023	Shortlisted candidates will be notified
25 to 27 October 2023	Shortlisted candidates will be invited to present the event proposal and plans
31 October 2023	Award of contract to successful candidate

All enquiries and submissions should be done via email to:

Name – Eugene Ong

Email – eugene.ong@triathlonsingapore.org

Part 2: Event Specifics

- 1) The name of the event shall be "Inter Schools Aquathlon", and the event website shall be (TBC)
- 2) Date and Venue of event shall be decided by the organiser, in discussion with TAS.
- 3) The event shall be conducted in accordance to the following standards, where applicable:
https://www.triathlon.org/about/downloads/category/event_organisers_manual
<https://www.triathlonsingapore.org/events/event-organising/>
- 4) The event shall comply with the following Competition rules, where applicable:
<https://www.triathlonsingapore.org/events/rules-and-regulations/>
https://www.triathlon.org/uploads/docs/World-Triathlon_Compition-Rules_2023_20230208.pdf
- 5) The event shall include the following categories:
 - Under 13 (7 to 12 years old) – For Primary Schools, Junior Schools
 - Under 17 (13 to 16 years old) – For Secondary Schools, international Schools
 - Inter-varsity & College (17 years old and above) – For Junior Colleges, centralised Institutes, Independent Schools IB Course, Polytechnics, Universities, Institutes of Higher Education
 - Open Category
 - Relay Category
 - Fun Category – No Timing
- 6) TAS Event Sanction Policy applies, and the required event plans needs to be submitted according to the timeline as indicated in the policy.
- 7) Responsibilities:
 - a) The event organiser will be appointed as "Event Delivery Partner"
 - b) An organising committee will be formed by TAS and event organiser for the governance of the event, and shall meet at least once a month (Once a week closer to the event date).
 - c) The event organiser shall undertake the following responsibility:
 - Prepare an event timeline and working budget for the organising committee to approve, prior to launch of event.
 - Setup of event registration platform
 - Event Marketing and Publicity
 - Event Management and Event Operations
 - d) TAS will sanction the event as the Inter-Schools Championships
 - e) TAS will released exclusive IP rights to the event organiser to use the event name for their marketing purpose
 - f) TAS will provide Technical Officials and Technical Support for the event
 - g) Commercial sponsorship and Grant Application(if any) for the event shall be the joint responsibility of both parties, and the management of this shall be discussed in detail once this partnership had been agreed.
- 8) Financial Matters:

On a profit-sharing model, and/or alternatives to be proposed by the event organiser
Event Budget, Event Statement of Accounts must be made transparent

Annex A: Application Form

Event management Company Details

Organisation Name	
UEN/ACRA No	
Address	
Company's Website	
Contact Person Name	
Designation	
Telephone / Mobile	
Email	

	2024	2025	2026
Proposed Date:			
Proposed Venue:			
Projected number of participants:			
Projected number of Manpower:			

Proposed Financial Obligations:

(Please adjust accordingly. Open for Negotiations)

	2024	2025	2026
Investments			
Profit Sharing			
Commission off Sponsorships			
Others:			

Draft Event Budget

1	Revenue	Estimated Amount	Remarks / (Potential Sponsors)
	Cash Sponsorship		
	In-Kind Sponsorship		
	Investments / Grants		
	Registration		
	Others (Trials, Clinics, Corporate hospitality)		

2	Operation Costs	Estimated Amount	Remarks
	Venue & Permits		
	Race Course Logistics		
	Event Site Logistics		
	AV Sound System		
	Timing System		
	Medical and Ambulance		
	Water Safety		
	Security		
	Manpower costs – Event purpose		
	Technical Officials		

	Prizes		
	Participants Entitlement		
	Food and Beverages		
	Administration Expenses		
	Others		

3	Marketing and Promotion Costs	Estimated Amount	Remarks
	Website Development and Maintenance		
	Design / PR / Creatives		
	Advertising		
	Email Blasts / Broadcasts		
	Brochures and Collaterals		
	Posters and Banners		
	Social Media Marketing		
	Photography		
	Broadcast – TV, Radio		
	Others:		

4	Hosting of Asian Cup / Overseas Delegation (If Applicable)	Estimated Amount	Remarks
	Sanction Fees		
	Prize Money		
	Airfare		
	Accommodation		
	Hospitality – Transportation, F&B		
	Technical expenses: Technical Officials, Briefing,		
	Equipment Checks, Route Familiarisation,		
	TO Equipment		

Summary of Costs		
Total 1	Revenue	
Total 2	Operation Costs	
Total 3	Marketing and Promotion Costs	
Total 4	Hosting of Asian Cup / Overseas Delegation	
Net Profit / Loss [Total 1 – (Total 2 + Total 3 + Total 4)]		