



**Invitation for Partnership:
For the event – Singapore International Triathlon
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 "Singapore International Triathlon" or SIT, and the event website shall be (www.triathlon.sg)
- 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:
 - Asia Triathlon Cup Elite – Draft Legal (by the 2nd year)
 - National Triathlon Championships – Draft Legal
 - Youth Super Sprint
 - Age Group Standard
 - Age group Sprint
 - Age group Youths and Kids
- 6) The event shall include an Inter-Club Challenge, with points to determine the winning Club. All participating Clubs must be affiliated to TAS. Participating clubs shall be given discounts for signing up their athletes for this Inter-Club Challenge.
- 7) TAS Event Sanction Policy applies, and the required event plans needs to be submitted according to the timeline as indicated in the policy.
- 8) 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 National Triathlon 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.
- 9) Within the 2 years, the event organiser shall endeavour to include a "SEATF Triathlon Championships" or "Asia Triathlon Cup" element into the event, sanctioned by Asia Triathlon / World Triathlon"
- 10) Financial Matters:

On a profit-sharing model, 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)] | | |