

# British Triathlon Event Organisers System and Event Permitting Terms & Conditions

British Triathlon is committed to supporting event organisers to deliver safe and enjoyable events to create inspirational experiences. Providing a safe and enjoyable event for athletes, spectators, volunteers and event staff is key to the success of an event. Permitting ensures safety precautions are considered and that events are delivered in accordance with the British Triathlon Competition Rules. The event permitting service is managed through the Event Organisers System.

The following Terms and Conditions apply to the Event Organisers System and the Event Permitting service;

## **Basis of Agreement**

The British Triathlon Federation is a company registered in England and Wales with its registered office at Loughborough University, PO Box 25, Michael Pearson East, 1 Oakwood Drive, Loughborough, LE11 3WX. Registered company number 02995438. The British Triathlon Federation is known as British Triathlon and is the registered National Governing Body for the sport. British Triathlon constitutes of three home nations; Triathlon England, Triathlon Scotland and Welsh Triathlon.

British Triathlon manages the Event Organisers System. Triathlon England oversees the Event Permitting service for events held in England and Wales. Triathlon Scotland oversees the Event Permitting service for events held in Scotland. The Terms and Conditions outlined below apply to Event Organisers and events held in England and Wales. A different set of Terms and Conditions apply to Event Organisers and events held in Scotland. Please contact Triathlon Scotland for a copy of their Terms and Conditions.

By creating an account on the Event Organisers System and applying to permit an event, Event Organisers agree to the following terms and conditions.

## **Use of Service - Event Organisers System**

General:

Event Organisers must;

1. Be registered as an Event Organiser on the Event Organisers System.
2. Be an Event Organiser with the intention of organising and/or delivering a Triathlon, Aquathlon and/or Duathlon event.
3. Use the system to permit a Triathlon, Aquathlon and/or Duathlon event.
4. Use British Triathlon guidance documentation to assist with the organisation and delivery of the event. British Triathlon guidance documents are intended to be as relevant as possible, however the content is not definitive and may not always be appropriate or applicable to the event. Guidance should aid an Event Organisers organisation and delivery methods. The sole responsibility for the event and any decisions relating to the event is that of the Event Organiser.
5. Provide the relevant personal information to be used for administrative purposes to create an account to enable the Event Organiser to use the Event Organisers System. Further details on how we use personal information can be found within our Privacy Notice.
6. Ensure all Event Organiser information is correct at the time of submission and is kept up to date.

Event Organisers who misuse the Event Organisers System and/or fail to meet the Terms and Conditions outlined may have access removed as they will no longer be considered to be in good standing with British Triathlon. British Triathlon reserves the right to refuse access to the Event Organisers System where an Event Organiser is deemed as false, offensive, inappropriate, not in good standing and/or brings the sport into disrepute.

### **Use of the Service - Event Permitting**

General:

Event Organisers are aware that;

7. Event Permitting is a service provided to enable Event Organisers to deliver safe and enjoyable events.
8. The Event Organiser is responsible for the organisation and delivery of the event. The sole responsibility for the event and any decisions made relating to the event is that of the Event Organisers.
9. Event Permitting does not provide an Event Organiser with exclusive rights/use of venues, highways, open spaces or any other event sites that may be deemed appropriate for an event.
10. Event Permitting does not provide automatic approval of relevant authorities including but not limited to; highways agencies, ambulance services and the Police.
11. Event Permitting fees must be paid with the outlined timeframe.
12. Reduced Event Permitting fees are available for charity events where all event profits are donated to charity. A letter from the benefiting charity must be submitted with the pre event/race information. British Triathlon reserve the right to refuse charity status if the event is unable to provide the evidence required.

Event Organisers who misuse the Event Permitting service and/or who fail to meet the Terms and Conditions outlined may be ineligible to permit their events as they will no longer be considered to be in good standing with British Triathlon. British Triathlon reserves the right to refuse a permit where an event or Event Organiser is deemed to be false, offensive, inappropriate and/or brings the sport into disrepute.

Event Registration/Submission:

Event Organisers must;

13. Be registered as an Event Organiser on the Event Organisers System.
14. Ensure the event is registered a minimum of 30 days prior to the proposed event date. Event Organisers who provide less notice may be subject to a £25 late registration fee. An event submitted less than 7 days prior to the proposed event date may not receive a permit.

15. Pay a non-refundable deposit of £35 within 14 days of registering the event. The deposit fee is deducted from the final event invoice. Events will not be published on the British Triathlon website until the deposit has been paid.
16. Only register a Triathlon, Aquathlon and/or Duathlon event that follow the British Triathlon Competition Rules.
17. Ensure all event information is correct at the time of submission. Any subsequent changes to the event information is the responsibility of the Event Organiser. Event Organisers must contact British Triathlon to make subsequent changes.
18. Ensure submitted event information is not deemed to be false, offensive, inappropriate and/or liable to bring the sport into disrepute.
19. Provide the relevant personal/contact information to be used for administrative purposes to contact the Event Organiser in relation to the permitting of their events to deliver the Event Permitting service. Further details on how we use personal information can be found within our Privacy Notice.
20. Provide the relevant personal/contact information to be shared and published on the internet as part of the Event Permitting service to enable competitors to contact the Event Organiser in relation to their event. Further details on how we use personal information can be found within our Privacy Notice.
21. Provide the relevant personal/contact information to be shared and published on the Officials Management System as part of the Event Permitting service to allocate a Technical Official for the event. Further details on how we use personal information can be found within our Privacy Notice.

**Pre-Event/Race:**

Event Organisers must;

22. Ensure that the event and the Event Organiser has the appropriate insurance cover in place either through club affiliation, or a separate body/company evidencing Third Party Public Liability insurance for a minimum of £5million.
23. Upload the event risk assessment to the Event Organisers System a minimum of 2 months prior to the event. The risk assessment should confirm that the appropriate permissions have been granted from the relevant authorities. Handwritten risk assessments or those not submitted electronically will not be accepted. Event Organisers who provide less notice may be subject to a £25 late submission fee. Events that have not submitted their risk assessment within 1 month of the event date will be removed from the British Triathlon website until the event risk assessment has been submitted.
24. Submit a Safeguarding risk assessment where children and young people are participating.

**Post-Event/Race:**

Event Organisers must;

25. Accurately complete and submit the post-race return on the Event Organisers System within 30 days of the event. Event invoices are issued based on the numbers submitted.
26. Pay Event Permitting invoices within 30 days of the invoice being issued.
27. Note that where an Event Organiser does not submit their post-race return within 60 days of the event, British Triathlon reserve the right to issue an invoice using available race results to calculate the invoice amount. Day memberships will be charged to all participants who started the race.
28. Submit a major incident form where a major incident occurred. Major incidents include but are not limited to, a road traffic accident, an incident where the emergency services were called and/or an incident where a person was sent to hospital.

### **Refusal**

British Triathlon reserves the right to refuse an Event Organiser access to the Event Organisers System and refuse the issue of an event permit. Event Organisers who misuse the Event Organisers System/Event Permitting service and/or fail to meet the Terms and Conditions outlined may have access removed and/or may be ineligible to permit their events as they will no longer be considered to be in good standing with British Triathlon. British Triathlon reserves the right to refuse access and/or refuse a permit where an event or Event Organiser is deemed to be false, offensive, inappropriate and/or brings the sport into disrepute.

### **OpenActive**

British Triathlon are working with OpenActive, a community-led initiative with the ambition to help people get active using open data. Events registered through the Event Organisers System will be shared through OpenActive, where data is made available for anyone to access, use, and share, helping people to discover and take part in new activities and events. This means that your events may be listed on other event search platforms extending your reach to more potential participants.

British Triathlon will share your event name, event location and details of the races available with OpenActive. Your personal information including your name, telephone number and email will not be shared with OpenActive and your event listing page on the British Triathlon website will be used for people to find out more information about your event. If you do not wish for this information to be shared you can choose to opt your event out by selecting the opt-out box when you register your event on the Event Organisers System. Further information about OpenActive can be found [here](#).

### **Privacy Notice**

Your personal information will be used for administrative purposes to create your account to enable you to permit your events with British Triathlon and use the Event Organisers System. Your personal information will be used for contacting you in relation to the permitting of your events to deliver the event permitting service. Your personal information will not be used for any other reason and will not be shared with any other organisations unless we are legally required to do so, it is legal to do so or we have stated as such.

You may contact us if you wish us to stop using your personal information for these purposes. Further details on how we use your personal information can be found within our Privacy Notice.

### **Copyright / Intellectual Property**

British Triathlon are the owner or licensee of all the intellectual property and material published on the Event Organisers System. You must not copy, reproduce, modify, distribute or commercially exploit any of the content/material. Content/material includes but is not limited to, logos, guidance documentation and templates. You may use and modify content/material where we have stated as such.

As a British Triathlon Permitted Event Organiser, Event Organisers are entitled to use a version of the British Triathlon logo. This logo can be downloaded from the Event Organisers System. All other British Triathlon logos are prohibited. Logos must be downloaded from the Event Organisers System and not copied from the internet. The logo must not be adjusted or changed in any way and must stay in its true form.

### **Liability**

British Triathlon accepts no liability whatsoever for permitted events organised and delivered by the Event Organiser. The Event Permitting service and guidance offered through British Triathlon is intended to be as relevant as possible, however the service and guidance is not definitive and may not always be appropriate or applicable to the event. The Event Permitting service and available guidance should aid an Event Organisers organisation and delivery methods. The sole responsibility for the event and any decisions relating to the event is that of the Event Organiser.

### **Terms and Condition Amendments**

British Triathlon reserves the right to amend the Terms and Conditions outlined. Event Organisers will be informed of any changes.

Updated: 26/06/2018

## **Appendix A: Permitting Fees**

All competitors who start the race are included. All prices are inclusive of VAT.

### **Permitting Fees**

Childrens or Adults events:

- Childrens events: £35 flat fee.
- Charity events: £35 flat fee.
- Adult events with 99 or fewer competitors: £60 flat fee.
- Adult events with 100 or more competitors: £1.20 per competitor.

Children and Adults mixed events:

- The total number of competitors is 99 or fewer: £60.
- The adult category has 99 or fewer competitors but the total number of competitors, including children, is 100 or greater: £95 (£60 adult event fee, £35 childrens event fee).
- The adult category has 100 or more competitors and the childrens event has 30 or more competitors: £1.20 per adult competitor fee and £35 childrens event fee.

### **Day Memberships Fees**

Event Organisers must issue every competitor who is not a Home Nation Association with a day membership. This provides these competitors with Third Party Public Liability insurance whilst competing in the event. Day memberships do not include personal accident cover and a policy excess will apply.

British Triathlon charge a flat fee of £3 per adult day memberships (20 years and older) and £1 per childrens day membership (19 years and under). Event Organisers are permitted to charge between £3 and £5 for adult day memberships and £1 for childrens day memberships. Day memberships are non-VATable.

- Adult: £3
- Children: £1

### **Permit deposit:**

- £35 payable within 14 days of event registration. This fee is not refundable and will be deducted from the final event invoice.

### **Late event registration fee:**

- £25 payable if events are registered within 30 days of the event date.

### **Late risk assessment submission fee:**

- £25 payable if the risk assessment is submitted within 2 months of the event date.