



### **Event Organiser Glossary of Terms**

**Event** – The umbrella term describing a race or multiple races that take place on a single day or consecutive days (i.e. a weekend).

**Race(s)** – Take place within an individual event.

**Event Series** – Multiple events that take place on different days across the season (e.g. once a month / Monday nights)

- Event Series' are registered, sanctioned and invoiced as **separate events** and therefore individual registration procedures must be completed for each.

**Multiple Race Events** – A single event which incorporates more than one race e.g. Junior and senior races, sprint and standard races or race 1, 2, 3, 4 etc.

- Multiple race events are registered and sanctioned as **one single event**. Races contained therein are added to the event details upon registration by the organiser.
- Multiple race events are invoiced as a single event. Therefore competitor numbers and used day licenses are totalled and then invoiced accordingly.

**Registration** – The process of registering your event with the BTF. This includes all of your event information and the payment of a £35 deposit. Registration allows your event to be published on our website and in our member publications. It also gives you the option to make use of the BTF events insurance in running your event, should you be hosting in conjunction with a registered BTF club.

**Risk Assessment** – This is a document (available on our website) which outlines all your technical race information. This would include such information

as insurance information, the description of possible hazards and an overview of all safety procedures and medical support in place.

**Application for Race Permit** – The procedure of the BTF events department checking your risk assessment and approving it.

**Event Permit** – This will be issued to you as proof that your event has had a successful permit application and is supported by Triathlon England / Welsh Triathlon. This certificate can be displayed at the event and also used to submit to local councils and/or Police authorities should they request it.

**Day Licenses** – BTF event insurance covers you as an organiser for any public liability issues that may occur with your event. E.g. an event staff member causes damage to a parked car or barriers fall and smash a venue window.

It **does not**, however, cover individuals who take part in your races that are not BTF members. Therefore **Day Licenses** are to be sold to all non-members prior to racing. These can be sold for up to £5.

- Day licenses must be requested in numbers to adequately cover all non members taking part in your event. **Unused day licenses can be sent back to the BTF and will not be invoiced for.**
- Licenses are only valid on the day of the sanctioned event

**Event Information Form** – This is a document (available on our website) which you are required to complete and return to the BTF within 14 days of the completion of your event. The information required relates to the number of entries to your event and also the number of day licenses used. We also ask for some specific information regarding the demographic make-up and medical cover present at the event.

- In the case of an event series, organisers must submit an event information form following **each** event in the series.
- In the case of multiple race events, organisers can total the numbers of competitors and day licenses used and quote them as a single figure.