



British Triathlon/Triathlon England/Welsh Triathlon Race Permit – Terms & Conditions

In order to apply for a race permit from British Triathlon (BTF) in association Triathlon England (TE) or Welsh Triathlon (WT), organisers of events agree to comply with the following terms & conditions. The purpose of these is to clarify the organiser's obligations when organising an event.

British Triathlon and the Home Nations are committed to supporting event organisers, no matter how small the event. The most important aspect of any event is that the competitors, organisers and marshals are safe while taking part and this is the core reason why British Triathlon require all events in the UK to be registered and permitted, so that standards are maintained at their current high level and everyone can enjoy a safe event.

Pre-registration

1. Existing event organisers must have fully completed the registration & permitting process for their events in previous years. Events that have a history of not adhering to the registration and permitting procedure may be deemed ineligible to register their events until any outstanding payments or issues have been resolved.
2. The closing date for registration of events wishing to appear in the 2009 Membership Handbook is the 30 November 2008.

Registration

1. The organiser/club must be affiliated to the relevant home nation.
2. When registering the event online, all information must be correct at that time. BTF cannot be responsible for any errors or omissions; it is therefore the responsibility of the organiser to make any updates/amendments.
3. The organisers must provide adequate contact details for competitors to contact them.
4. The organisers must provide contact details so that BTF can contact them.
5. A deposit of £35.00 is to be paid at the point of registration. This will be deducted from the final fee as outlined in the payment structure (appendix A). This deposit is non-refundable. Deposits must be paid within one month of registration or the event details will be removed from the website. To be listed in the handbook the deposit must be paid no later than 30 November 2008
6. Registering an event with BTF does not reserve event organisers the exclusive rights to their event name.

Once this process is complete, the event will be given the status "Permit Applied for".

Pre-event

The event organiser must:

1. Submit proof of insurance no later than three months prior to the event.
2. Submit a preliminary risk assessment no later than 3 months prior to the event. The final risk assessment must be available for inspection at the event.



The risk assessment must detail:

- Permissions obtained from land owners
- Police notification
- Medical cover
- Water quality tests

Risk assessment templates are available from the British Triathlon website

3. Request day licences no later than one month prior to the event. Organisers can request day licences for multiple events at one time. Any relay teams will require a day licence per team member.
4. Appoint a British Triathlon qualified referee

Once this process is complete, the event will be given the status "Permit Approved" At this point organisers will be issued with a Permit certificate and day licences.

Post-event

The organiser is required to:

1. Complete and return the race information form within 14 days of completion of the event.
2. Where invoice information is not provided by the organisers, BTF/TE/WT reserves the right to charge registration fees based on event results gained through alternative means such as published results.
3. The organiser agrees to the payment structure outlined in appendix A.
4. Current terms & conditions for payment of invoices are 30 days from the date of issue.

Appendix A

Payment Structure

Payment due to British Triathlon

Event Registration fee - £35.00 (deducted from final competitor fees)

Competitor fees

- If the number of competitors is under 100 then this is a flat fee of £55 (inclusive of VAT)
- If the number of competitors exceeds 100 then you will be charged £1 per competitor plus VAT
- For all children's and approved charity events the fee is £35

Payment due to Triathlon England

Day Licence's (competitor third party liability cover)

- Adult Day licences are £2 each (VAT exempt)
- Children's day licences are £1 each (VAT exempt)

End
1 October 2008