



RACE ORGANISERS LEVY ADVICE 2012 SEASON

The following advice is for levy charges in the 2012 season. The charges will come into effect from **1st March 2012**. For events taking place before 1st March 2012 please refer to the 2011 levy advice document. Please also see the glossary of terms for clarification of terminology used in this document.

Race Levies Explained

Each event sanctioned by **triathlon**scotland is charged a per participant levy. Whilst levies requested from sanctioned events are a direct contribution toward the cost of insurance, it is not the sole purpose of the Levy. Levy funds contribute towards marketing your event and ensuring a bright future for triathlon in Scotland. Some of the projects supported by event levy fees include:

- Event registration administration
- Events support and guidance
- Event marketing and profile
- Event organisers course and annual conference
- Development of Technical Officials
- Profile raising through Championship events delivery
- Events IT support systems including online listing
- Volunteer Development

Notes on insurance:

Only affiliated club organised events receive Public Liability insurance cover through the **triathlon**scotland club affiliation scheme. Independent/commercial event organisers must have an appropriate 3rd Party Public Liability Insurance policy in place equal to or greater than £5,000,000.

All of your competitors who are members of a Home Nations Associations (**triathlon**scotland, Triathlon England or Welsh Triathlon) have Worldwide Public Liability Insurance, Personal Accident Cover and free Legal Claims service. Competitors who are not members of a Home Nation Association will be covered with Third Party Public Liability Insurance only.

Individual Race Levies

1. There is a Participation Fee of £2.00 payable against **every competitor** who comes to the start-line, irrespective of whether they complete the event or not.
2. Competitors holding a valid Home Nation Race Licence will only be levied £2.00
3. Competitors who do not have a current Home Nation Race Licence will be levied a further £5.00 per person.
4. Competitors entering designated Novice Events will be charged £2.00, irrespective of whether they hold a Home Nation Race Licence, or not. A race comprised entirely of Students will also be considered as a "Novice Event" for the purpose of Levy payment.
5. For Tristar/Youth Triathlon/Duathlon & Tristar/Youth Aquathlons, the Levy for all competitors aged 16 and under is £1.00 (this means, becoming 16 in the current year).
6. Events designated as Scottish Championships will be required to pay an extra £1.00 per competitor Participation Fee - (over and above the basic £2.00 per competitor Participation Fee). This does not apply to teams.

Example:

A Ranking Sprint/Novice event has 220 **entries** of which 150 are Home Nation Race Licence Holders; 50 are non-Home Nation Race Licence Holders and 20 are going off in a Novice Wave.

On the day the **starters** are:

Sprint Home Nation Licence Holders:	135
Sprint Non- Home Nation Race Licence Holders:	45
Novice Competitors:	20
Total:	200

The Race Organiser will pay:

Sprint Home Nation Licence Holders:	$135 \times £2.00 = £270.00$
Sprint Non-Home Nation Race Licence Holders:	$45 \times (£2.00+£5.00) = £315.00$
Novice Competitors:	$20 \times £ 2.00 = £ 40.00$
Total:	= <u>£625.00</u>

All TriStar & Youth Event Levies

There is a Participation Fee of £1.00 payable against every TriStar & Youth competitor who comes to the start-line in Triathlon, Duathlon and Aquathlon races.

Example:

An Youth Aquathlon has 47 entries. 40 are Home Nation Race Licence Holders and 7 do not have a Licence.

All racers entered, start the race. The Race Organiser will pay

Youth Aquathlon	$47 \times £ 1.00 = £ 47.00$
Total:	= <u>£47.00</u>

Team Event Levies

A team consists of more than one person who co-operate to complete an Event between them.

Should **any** team member be a Home Nation Race Licence Holder – the Levy payable for the team is the appropriate levy for one Home Nation Race Licence Holder plus £2.50.

For a team made up entirely of non-Home Nation Race Licence Holders – the Levy payable for the team is the levy for one non Home Nation Race Licence Holder, plus £4.50.

The Championship Levy surcharge **does not** apply should the team be taking part in a Championship event.

Example:

A non-championship event has 20 teams entered. 15 teams have participants who have a valid Home Nation Race Licence and 5 teams do not.

On the day the starters are:

<i>Teams with a Home Nation Race Licence Holder</i>	<i>15</i>
<i>Teams without a Home Nation Race Licence Holder</i>	<i>5</i>
<i>Total</i>	<i>20</i>

Race Organiser will pay:

<i>Teams with a Home Nation Race Licence Holder</i>	<i>15 x (£2.00+£2.50) = £67.50</i>
<i>Teams without Home Nation Race Licence Holder</i>	<i>5 x (£7.00+£4.50) = £57.50</i>
<i>Total</i>	<i>= <u>£125.00</u></i>

Event Series Levies (series of small/informal races)

A series is defined as three or more races.

For competitors with a valid Home Nation Race Licence entering **all** the races in a Series on **one** entry form, the Levy payable is £3.00 per entry form.

For Non-Home Nation Race Licence Holders entering **all** the races in a Series on **one** entry form, the Levy payable is £7.50 per entry form.

Where a competitor enters an individual race in a series, but does not complete the whole series, **Individual** Home Nation Race Licence Holder Levy Rates apply.

Example:

A series of 4 races has 250 entries. Of the 250 entries received, 180 wish to enter 4 races, 70 wish to enter 1 race only.

Of the entries received there are

Home Nation Licence Holders: 200 (of which 150 are entering the series)
Non- Home Nation Race Licence Holders: 50 (of which 30 are entering the series)

Race Organiser will pay:

Home Nation Race Licence Holders entering series events	150 x (£3.00) = £450.00
Home Nation Race Licence Holders entering single event	50 x (£2.00) = £100.00
Non-Home Nation Race Licence Holders entering series events	30 x (£7.50) = £225.00
Non-Home Nation Race Licence Holders entering single events	20 x (£2.00+£5.00) = £140.00
Total	= <u>£915.00</u>

Charity Events

triathlonscotland will waive the Levy cost for charity races (excluding the Levy for non-home nation race licence holders of). To claim Charity Status for a race the organiser is required to:

1. Provide triathlonscotland with a registered charity number of the benefitting charity.
2. Provide written evidence from the benefitting charity of their association with the race, stating that all profits from race are to be donated and not retained by the race organiser.
3. For Annual Charity races, the organiser must provide proof of the receipt of the donation from the race to the Charity from the previous calendar year.

triathlonscotland reserves the right to refuse charity status to any race it deems is unable to provide satisfactory proof of its charitable status.

Example:

A charity triathlon event has 250 entries.

On the day of the race the starters are

Home Nation Licence Holders:	50
Non Licence Holders	150
Teams with a Home Nation Race Licence Holder	5
Teams without a Home Nation Race Licence Holder	45
Total	250

The race organiser will pay

Home Nation Race Licence Holder	50 x (£0.00) = £00.00
Non - Home Nation Race Licence Holder	150 x (£5.00) = £750.00
Teams with a Home Nation Race Licence Holder	5 x (£0.00) = £00.00
Teams without Home Nation Race Licence Holder	45 x (£5.00+£4.50) = £427.50
Total	= <u>£1177.50</u>

Levy Payment Terms

New for 2012, **triathlon**scotland will use the race results to calculate the levy payable and will issue an invoice to the registered race organiser for payment within 21 days of the completion of the event. Race organisers should raise any queries regarding the calculation of levies upon receipt of the invoice. If a query is not raised within 14 days post event then the invoice will be deemed to be accurate and payable in full.

triathlonscotland often experiences slow & late payment of the Levies. This practise will not be allowed to continue without a **financial penalty** being incurred by the Race Organiser if the rule set below is not followed:

The Rule

All Levy Payments & Race Data (results & competitor information) must be lodged with the **triathlon**scotland Events & Volunteer Manager no later than **21 days** after the day of the race unless;

by **prior arrangement**, dispensation has been given to pay at the end of the season or after a group of events being run fairly close together. Other extenuating arrangements, for example Council Payment process, may be accepted but only with **prior arrangement** confirmed in writing with the **triathlon**scotland Events & Volunteer Manager.

The Penalty

For non compliance,

Where payment is outside the above timescale with no prior arrangement in place, a surcharge of 50% of the Participation Fee for all competitors going to the start line for the event(s) will be made.

No further events will be sanctioned until the arrears, the penalty and all the race data has been received.

If an event is facing financial difficulty then the Race Director must contact the **triathlon**scotland Chief Operating Officer as soon as the depth of the financial situation is known. If appropriate, **triathlon**scotland will seek to agree a payment plan or other suitable arrangement until the levies are repaid in full.

Key Contacts

triathlonscotland Events & Volunteer Manager : volunteers@triathlonscotland.org / 01786 466903
triathlonscotland Administrator : admin@triathlonscotland.org / 01786 466921

Glossary of Terms

Home Nation Race Licence: A licence to compete issued by one of the Triathlon Home Nation Governing Bodies (England, Wales, Scotland). Full members of **triathlonscotland** will be issued with a race licence as part of their membership benefits.

Participant: Competitors who come to the start line and take part in the event irrespective of whether they finish or not.

TriStar: Competitors aged 8-14 years.

Youth: Competitors aged 15-16 years. NB In Scotland the terms Youth and Tristars are sometimes just termed 'Youth' which would be competitors aged 8-16 years.

Valid: A licence which has been issued by one of the Triathlon Home Nation Governing Bodies and which has not surpassed the expiry date.

Team: More than one person who co-operate to complete an event between them.

Series: Three or more race events.

Ends: Effective 1 March 2012