



## RACE SANCTIONING PROCESS AND IMPORTANT INFORMATION

The information in this document applies to races taking place from 1st January 2012.

**triathlon**scotland is committed to supporting race organisers, no matter how small or large the race, whether it is run by a commercial organisation or club. The most important aspect of any race is that competitors, organisers, volunteers and spectators have a safe and enjoyable race. The purpose of the sanctioning process is to ensure safety standards are met and the correct rules enforced, safeguarding the future of our sport.

This document outlines the race sanctioning process, Levy payments and other important information relevant to Scottish race organisers. A copy of this document and the event forms/guidelines referenced herein are available to download at [www.triathlonscotland.org/race\\_organisers](http://www.triathlonscotland.org/race_organisers).

### Pre-race sanctioning requirements

1. The lead race organiser must be a member of **triathlon**scotland or another Home Nation Association (British Triathlon Rule 1.1).
2. Existing race organisers must have fully complied with the sanctioning process for their race information held in previous years and be in good standing with **triathlon**scotland.
3. Races that wish to be listed in the Scottish & British Triathlon Handbooks must submit their races by the published deadlines. Races may still be registered after this date but may not appear in the Handbooks.

### Race sanctioning requirements

1. Any club wishing to apply for their race to be sanctioned must be affiliated to **triathlon**scotland.
2. When registering the details of the race, all information must be correct at the time of submission. Any subsequent changes to this information must be made to **triathlon**scotland immediately.
3. **triathlon**scotland will make every effort to ensure race information is displayed accurately. However, any errors, omissions or inaccuracies in race information are the responsibility of the race organiser and it is the responsibility of the organiser to inform **triathlon**scotland to make any required changes to the listed information.
4. The race organiser must provide full and accurate contact information so that **triathlon**scotland and / or competitors can contact them quickly and easily.
5. **triathlon**scotland reserves the right not to publish race details onto its website if its officers deem the content to be offensive or inappropriate; known to be false; or if the organiser is not in good standing with **triathlon**scotland, British Triathlon or another Home Nation Association (British Triathlon Rule Book section 2.2).
6. Applying for race sanctioning through this process does not reserve the race organiser the exclusive rights to the race name, or to exclusively host races at that venue.
7. The final stage of the race sanctioning process is to accept and agree to the sanctioning process, including the payment of all required fees within the published timeframes.

## Sanctioning approval process

For a race to be sanctioned successfully, the organiser must complete the following stages:

1. Submit proof of Third Party Public Liability Insurance equal to or greater than £5,000,000 (British Triathlon Rule Book section 1.3a). For affiliated clubs, insurance cover is provided through **triathlonscotland** who therefore do not have to provide proof of insurance. Commercial organisers however must submit proof of insurance.
2. Submit a risk assessment for the race to **triathlonscotland**, with the final version available upon request at the race. Risk Assessments should confirm that the appropriate permissions have been received from the relevant authorities (e.g. Police). This should be submitted two months prior to the race. Only electronically completed Risk Assessments will be accepted, hand written versions are unacceptable.
3. Provide Medical Cover details, including water safety plans for open water races.
4. Where possible - appoint a British Triathlon qualified race official, whose name should appear on the risk assessment.
5. Advise all participants that the race organiser will share data and information with **triathlonscotland**, including participant names and email addresses.

Races that have not been sanctioned one week prior to their race will have their race removed from the British Triathlon and Home Nation Associations websites until the race sanction has been issued.

The risk assessment must be of sufficient detail to satisfy the officers of **triathlonscotland** that adequate safety measures are in place - the race will not be sanctioned until risk assessments are of a satisfactory standard. Risk Assessments should be submitted using the **triathlonscotland** template.

## Successful Sanctioning

Once all the above requirements are met, race organisers will be issued with a certificate acknowledging that the event has been sanctioned.

Race organisers are also permitted and encouraged to use the **triathlonscotland** logo and to display the following links

Website: [www.triathlonscotland.org](http://www.triathlonscotland.org)

Facebook: [www.facebook.com/triathlonscotlandfan](https://www.facebook.com/triathlonscotlandfan)

Twitter: @scottishtri

## Levy Charges

Each event sanctioned by **triathlonscotland** is charged a per participant levy. The basic rule is that there are different charges for members of **triathlonscotland** and non-members. The higher cost for non-members reflects the additional cost for non-member insurance cover.

Members receive worldwide public liability insurance, personal accident cover and free legal service. Non-members receive Third Party Public Liability Insurance only. A policy excess is applicable to the non-member Third Party Public Liability insurance.

The full levy document is available to view at [www.triathlonscotland.org/race\\_organisers](http://www.triathlonscotland.org/race_organisers)

## Races With Charity Status

**triathlon**scotland will waive the Levy cost for charity races (excluding the Levy for non-members of **triathlon**scotland)

To claim Charity Status for a race, the organiser is required to:

1. Provide **triathlon**scotland 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 organisers.
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.

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

## Post Race Process

Post event - immediately:

1. Submit race data (provisional and final results and an officials report). Race data should be submitted to **triathlon**scotland in the standard format as soon as possible - usually within 2 days of the end of your event. This is so that your results can be uploaded next to your event listing on this website.

**triathlon**scotland will also use the results to calculate the levy charge and produce an invoice (see below for more information).

2. Submit race participant contact details. The data, which must only contain participant name and email addresses, should be submitted to **triathlon**scotland as soon as possible - usually within 2 days of the end of your event (i.e. submit with your results). We use this data to promote membership of **triathlon**scotland and our services to event participants.

Post event - 21 day window:

1. **triathlon**scotland will use 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.

2. Upon submitting payment for levies, race organisers must also complete an event feedback form.

ENDS

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