

GUIDE TO EVENT PERMITTING

Triathlon Scotland is committed to supporting all event organisers, regardless of the size of the event, and is responsible for overseeing the event permitting process (formerly known as event sanctioning) in Scotland.

One of the most important roles of Triathlon Scotland is to assist event organisers to provide a safe and enjoyable event for all participants, volunteers, spectators and event staff. Therefore, the purpose of the event permitting process, is to ensure safety precautions are considered, and in place, to enable the future success of the sport.

This document outlines the race permitting process, event levy fee payments and other important information relevant to Scottish race organisers. A copy of this document, our event permitting forms and guidelines referenced herein, are available to download at www.triathlonscotland.org

By following these steps, event organisers agree to the terms and conditions of the Triathlon Scotland Event Permitting Process, including the sharing of competitor information, and payment of event levy fees.

Event Permitting - Stage One

1. The event organiser must contact events@triathlonscotland.org to discuss, and if needed, receive advice about the event concept. This will help Triathlon Scotland event staff to give you the correct support you need. Clubs wishing to apply for their race to be permitted must be affiliated to Triathlon Scotland.

Triathlon Scotland has a risk scale for new events and event organisers. Each enquiry is assessed to determine the level of support, and information to be submitted to Triathlon Scotland, to enable an event permit to be granted.

2. Triathlon Scotland will then create an online event account for you, where you will be able to log in at www.triathlonscotland.org/admin and upload your events.
3. When registering the details of the event online all information must be correct at the time of submission, any subsequent changes to this information are the responsibility of the event organiser. Triathlon Scotland is not responsible for any errors relating to missing or incorrect event information. Events must be registered a minimum of 30 days prior to the proposed date.
4. Events will be reviewed, and then published by Triathlon Scotland, which will then make them live to the general public. At this stage, your event permitting status will be marked as 'In Progress'.

Depending on where your event sits on the event risk scale, this will determine how much information needs to be submitted, before Triathlon Scotland will approve the event listing(s). Triathlon Scotland events staff will advise you of the information that needs to be provided and will help you to achieve this as quickly as possible.

The race organiser must provide full and accurate contact information so that Triathlon Scotland and / or competitors can contact them quickly and easily.

Triathlon Scotland event staff reserve the right not to publish race details onto its website if it is deemed that the content is 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.

Applying for race permitting through this process does not reserve the event organiser the exclusive rights to a race name, or to exclusively host races at that venue.

Events are not permitted to use the titles 'Scottish (triathlon) Series', 'Scottish (triathlon) Championship' or National (triathlon) Championship unless prior approval has been granted in writing.

5. The final stage of the race permitting process is to accept and agree to the Triathlon Scotland event permitting process, including the payment of all required event levy fees within the published timeframes. By uploading your events to the Triathlon Scotland website, and by Triathlon Scotland publishing them, you are agreeing to these terms and conditions.

Event Permitting - stage two

For an event to be permitted successfully, the organiser must complete the following event paperwork, eight weeks in advance of the proposed event date:

RISK ASSESSMENT

The Triathlon Scotland risk assessment template should be used, and completed in full. The risk assessment must be accompanied by route maps, showing the direction of travel around the course, hazards and key marshal placement. Only electronically completed risk assessments will be accepted.

PERMISSIONS

Risk Assessments should confirm that the appropriate permissions have been requested and received from the relevant authorities (e.g. Police, Council, Land Owner etc.) This should be submitted for permission to the relevant authorities, at least two months prior to the race.

MEDICAL AND EMERGENCY ACTION PLAN

To prepare for emergency situations, every event must detail the emergency medical cover in place, and also detail the event emergency action plan, using either the Triathlon Scotland template or another suitable document template. This must accompany the risk assessment.

INSURANCE

Fully affiliated clubs are covered to host events through the Triathlon Scotland club affiliation policy. Private / commercial / charitable event organisers must provide proof of third party public liability insurance equal to or greater than £5million.

Before submitting event information, event organisers must be aware of the following information.

EVENT LEVY FEES

Each event that is permitted by Triathlon Scotland is charged a per participant event levy fee. The levy fees vary per event, and the lowest levies charged are for youth events, and entry level (novice) events. Event levies contribute to the development of the sport in Scotland, as well as contributing for the insurance fees for non-members.

The current levy document is available to view at www.triathlonscotland.org.

TECHNICAL OFFICIALS AND MOTO OFFICIALS

Scottish events may be allocated a Technical Official and/or Moto Official to their event. Priority for the allocation of Officials is Scottish Championships, open water events and large scale events. If allocated an Official it is no possible to decline, and event organisers who have not been allocated an Official can specifically request the presence of an official and / or Moto Official. Where there is the resource, Triathlon Scotland will allocate. Event organisers should familiarise themselves with the Guide to Technical Officials expenses which is available on our website and is emailed to all event organisers along with your event permit. It is Triathlon Scotland's aim to allocate all events in Scotland with a Technical Official by 2027.

SHARING OF INFORMATION

Event organisers must agree to share event information with Triathlon Scotland. This includes race results, event feedback and competitor contact details (non-members only). The event organiser must include a paragraph in the competitor notes during sign up, that they will share information with Triathlon Scotland. Suggested text is as follows

'You agree that we may publish your personal information as part of the results of the event, and will pass such information to any governing body or any affiliated organisation for the purpose of insurance, licences, or the publishing of results, either for the event alone, or combined with, or compared to other events. Results may include, but are not limited to first name, surname, date of birth, age category, result, penalties and any club / home country / regional affiliation.'

'You also agree that in the event of a disciplinary or welfare incident that you are either involved in or witness, we may pass on your personal information to British Triathlon and/or the relevant Home Nation association or any relevant Authorities for the purpose of supporting any investigatory activity into that incident.'

Please also include an opt in check box with the following wording for non-members of the sport to go on your event application form.

'I agree to my name and email address being passed to Triathlon Scotland for marketing purposes'

IMPORTANT: The risk assessment must be of sufficient detail to satisfy Triathlon Scotland event staff that adequate safety measures are in place. The race will not be permitted until risk assessments are of a satisfactory standard. Races that have not been permitted four weeks prior to their race, risk having their race removed from the Triathlon Scotland websites until the race permit has been issued.

Successful Permitting

Once all the above requirements are met, the event's permitting status will be upgraded from 'In Progress' to 'Approved' and race organisers will be issued with a certificate acknowledging that the event has been permitted, which must be displayed at the event registration area.

Race organisers are encouraged to use the Triathlon Scotland logo on their event literature and to signpost participants to the rules of the sport, available at www.triathlonscotland.org/events/rulebook

Event Permitting - stage three

Following your event, event organisers are required to complete the third stage of event permitting.

After your event, Triathlon Scotland will submit an email to ask you for your post race information. This includes submitting the following information

- Your provisional or final results. These should be in excel format, and include each participant's name, gender, club name, membership number, race time and placing. Results will be uploaded to your event listing and we will use the results to calculate your levy charge and invoice.
- Competitor name and email details for all non-members. We use this data to promote membership of Triathlon Scotland, and our sport services.
- A link to our event feedback form for you to complete
- A request for incident forms to be submitted. Incident forms are used in monitoring event safety and give important details should any event insurance claim arises.

Invoice terms are 21 days from the date of your 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.

If you have any questions about any of this document, please get in touch with the events team via permitting@triathlonscotland.org or 01786 4466928.

We wish you and your event every success!

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