

British Triathlon Event Organisers System and Event Permitting Terms & Conditions

British Triathlon is committed to supporting organisers to deliver safe and enjoyable events to create inspirational experiences. Providing a safe and enjoyable event for participants, spectators, volunteers and event staff is key to the success of an event. Permitting ensures safety precautions are considered and that events are delivered in accordance with the British Triathlon Competition Rules. The event permitting service is managed through the Event Organisers System.

The following Terms and Conditions apply to the Event Organisers System and the event permitting service;

Basis of Agreement:

The British Triathlon Federation is a company registered in England and Wales with its registered office at Michael Pearson East, 1 Oakwood Drive, Loughborough, LE11 3WX. Registered company number 02995438. The British Triathlon Federation is known as British Triathlon and is the registered National Governing Body for the sport. British Triathlon constitutes of three home nations; Triathlon England, Triathlon Scotland and Welsh Triathlon.

British Triathlon manages the Event Organisers System. Triathlon England oversees the event permitting service for events held in England and Wales. Triathlon Scotland oversees the event permitting service for events held in Scotland. The terms and conditions outlined below apply to organisers and events held in England and Wales. A different set of terms and conditions apply to organisers and events held in Scotland. Please contact Triathlon Scotland for a copy of their terms and conditions.

By creating an account on the Event Organisers System and applying to permit an event, organisers agree to the following terms and conditions.

Use of Service – Event Organisers System:

General:

Organisers must;

1. Be registered as an organiser on the Event Organisers System.
2. Be an organiser with the intention of organising and/or delivering a Triathlon, Aquathlon, Duathlon and/or Aquabike event.

3. Use the system to permit a Triathlon, Aquathlon, Duathlon and/or Aquabike event.
4. Use British Triathlon guidance documentation to assist with the organisation and delivery of the event. British Triathlon guidance documents are intended to be as relevant as possible, however the content is not definitive and may not always be appropriate or applicable to the event. Guidance should aid an organisers organisation and delivery methods. The sole responsibility for the event and any decisions relating to the event is that of the organiser.
5. Provide the relevant personal information to be used for administrative purposes to create an account to enable the organiser to use the Event Organisers System. Further details on how we use personal information can be found within our Privacy Notice.
6. Ensure all organiser information is correct at the time of submission and is kept up to date.

Organisers who misuse the Event Organisers System and/or fail to meet the terms and conditions outlined may have access removed as they will no longer be considered to be in good standing with British Triathlon. British Triathlon reserves the right to refuse access to the Event Organisers System where an event organiser is deemed as false, offensive, inappropriate, not in good standing and/or brings the sport into disrepute.

Use of the Service – Event Permitting:

General:

Organisers are aware that;

7. Event permitting is a service provided to enable organisers to deliver safe and enjoyable events.
8. The organiser is responsible for the organisation and delivery of the event. The sole responsibility for the event and any decisions made relating to the event is that of the organisers.
9. Event permitting does not provide an organiser with exclusive rights/use of venues, highways, open spaces or any other event sites that may be deemed appropriate for an event.
10. Event permitting does not provide automatic approval of relevant authorities including but not limited to; highways agencies, ambulance services and the Police.
11. Event permitting fees must be paid with the outlined timeframe.
12. Reduced event permitting fees are available for charity events where all event profits are donated to charity. A letter from the benefiting charity must be submitted with the pre event/ information. British Triathlon reserve the right to refuse charity status if the event is unable to provide the evidence required.

Organisers who misuse the event permitting service and/or who fail to meet the terms and conditions outlined may be ineligible to permit their events as they will no longer be considered to be in good standing with British Triathlon. British Triathlon reserves the right to refuse a permit where an event or organiser is deemed to be false, offensive, inappropriate and/or brings the sport into disrepute.

Event Registration/Submission:

Organisers must;

13. Be registered as an organiser on the Event Organisers System.
14. Ensure the event is registered a minimum of 30 days prior to the proposed event date. Organisers who provide less notice may be subject to a £25 late registration fee. An event submitted less than 7 days prior to the proposed event date may not receive a permit.
15. Pay a non-refundable deposit of £35 within 14 days of registering the event. The deposit fee is deducted from the final event invoice. Events will not be published on the British Triathlon website until the deposit has been paid.
16. Only register a Triathlon, Aquathlon, Duathlon and/or Aquabike event that follow the British Triathlon Competition Rules.
17. Ensure all event information is correct at the time of submission. Any subsequent changes to the event information is the responsibility of the organiser. Organisers must contact British Triathlon to make subsequent changes.
18. Ensure submitted event information is not deemed to be false, offensive, inappropriate and/or liable to bring the sport into disrepute.
19. Provide the relevant personal/contact information to be used for administrative purposes to contact the organiser in relation to the permitting of their events to deliver the event permitting service. Further details on how we use personal information can be found within our Privacy Notice.
20. Provide the relevant personal/contact information to be shared and published on the internet as part of the event permitting service to enable participants to contact the organiser in relation to their event. Further details on how we use personal information can be found within our Privacy Notice.
21. Provide the relevant personal/contact information to be shared and published on the Officials Management System as part of the event permitting service to allocate a Technical Official for the event. Further details on how we use personal information can be found within our Privacy Notice.
22. Ensure participants purchasing day memberships are aware that their details will be shared with British Triathlon. Further details on how we use participants' personal information and text templates to insert into your privacy notice and event entry terms and conditions can be found in Appendix B.

23. Ensure that participants who permanently reside overseas are not sold a Day Membership however independently hold their own public liability insurance in order to take part in the event. Further details and text templates to insert into your event entry terms and conditions can be found in Appendix C.

Pre-Event:

Organisers must;

24. Ensure that the event and the organiser has the appropriate insurance cover in place either through club affiliation, or a separate body/company evidencing Third Party Public Liability insurance for a minimum of £5million.
25. Upload the event risk assessment to the Event Organisers System a minimum of 2 months prior to the event. The risk assessment should confirm that the appropriate permissions have been granted from the relevant authorities. Only electronic submissions of risk assessments completed on current British Triathlon templates are accepted, i.e. handwritten risk assessments, and those completed on personal templates will not be accepted. Organisers who provide less notice may be subject to a £25 late submission fee. Events that have not submitted their risk assessment within 1 month of the event date will be removed from the British Triathlon website until the event risk assessment has been submitted.
26. Submit a Safeguarding & Event Welfare risk assessment to the Event Organisers System a minimum of 2 months prior to the event. All organisers must acknowledge a duty of care to safeguard and promote the welfare of children, young people and vulnerable adults.

Post-Event:

Organisers must;

27. Accurately complete and submit the post-event return on the Event Organisers System within 30 days of the event. Event invoices are issued based on the numbers submitted.
28. Pay event permitting invoices within 30 days of the invoice being issued.
29. Note that where an organiser does not submit their post-event return within 60 days of the event, British Triathlon reserve the right to issue an invoice using available event results to calculate the invoice amount. Day memberships will be charged to all participants who started the event.
30. Submit a major incident form where a major incident occurred. Major incidents include but are not limited to, a road traffic accident, an incident where the emergency services were called and/or an incident where a person was sent to hospital.

Refusal:

British Triathlon reserves the right to refuse an organiser access to the Event Organisers System and refuse the issue of an event permit. Organisers who misuse the Event Organisers System/event permitting service and/or fail to meet the terms and conditions outlined may have access removed and/or may be ineligible to permit their events as they will no longer be considered to be in good standing with British Triathlon. British Triathlon reserves the right to refuse access and/or refuse a permit where an event or organiser is deemed to be false, offensive, inappropriate and/or brings the sport into disrepute.

Privacy Notice:

Your personal information will be used for administrative purposes to create your account to enable you to permit your events with British Triathlon and use the Event Organisers System. Your personal information will be used for contacting you in relation to the permitting of your events to deliver the event permitting service. Your personal information will not be used for any other reason and will not be shared with any other organisations unless we are legally required to do so, it is legal to do so or we have stated as such. You may contact us if you wish us to stop using your personal information for these purposes. Further details on how we use your personal information can be found within our Privacy Notice.

Copyright/Intellectual Property:

British Triathlon are the owner or licensee of all the intellectual property and material published on the Event Organisers System. You must not copy, reproduce, modify, distribute or commercially exploit any of the content/material. Content/material includes but is not limited to, logos, guidance documentation and templates. You may use and modify content/material where we have stated as such.

As a British Triathlon organiser of permitted events, organisers are entitled to use a version of the British Triathlon logo. This logo can be downloaded from the Event Organisers System. All other British Triathlon logos are prohibited. Logos must be downloaded from the Event Organisers System and not copied from the internet. The logo must not be adjusted or changed in any way and must stay in its true form.

OpenActive:

British Triathlon are working with OpenActive, a community-led initiative with the ambition to help people in England get active using open data. The initiative is supported by Sport England and formed by organisations and engaged individuals working within the sport and physical activity sector.

Events registered through the Event Organisers System will be shared through OpenActive, where the data is made available for anyone to access, use, and share, helping people to discover and take part in new activities. This means that your events may be listed on other event search platforms.

The information that will be shared includes event name, event location, and details of the races available. No personal information will be included in the data shared with OpenActive, and the event listing on the British Triathlon website will be used for people to find more information about your event. Should you wish, you can choose not to share your event with OpenActive by ticking the opt-out box as part of your event registration.

Further information about OpenActive can be found at <https://www.openactive.io/>.

Liability:

British Triathlon accepts no liability whatsoever for permitted events organised and delivered by the organiser. The event permitting service and guidance offered through British Triathlon is intended to be as relevant as possible, however the service and guidance is not definitive and may not always be appropriate or applicable to the event. The event permitting service and available guidance should aid an organisers organisation and delivery methods. The sole responsibility for the event and any decisions relating to the event is that of the organiser.

Terms and Condition Amendments:

British Triathlon reserves the right to amend the Terms and Conditions outlined. Organisers will be informed of any changes.

Updated: 04/11/2021 – Terms & Conditions Updated

Updated: 24/07/2022 – Branding Updated

Appendix A: Permitting Fees

All participants who start the event are included. All prices are inclusive of VAT.

Permitting Fees

Childrens or Adults events:

- Childrens events: £35 flat fee.
- Charity events: £35 flat fee.
- Adult events with 99 or fewer participants: £60 flat fee.
- Adult events with 100 or more participants: £1.20 per participant.

Children and Adults mixed events:

- The total number of participants is 99 or fewer: £60.
- The adult category has 99 or fewer participants but the total number of participants, including children, is 100 or greater: £95 (£60 adult event fee, £35 childrens event fee).
- The adult category has 100 or more participants and the childrens event has 30 or more participants: £1.20 per adult participant fee and £35 childrens event fee.

Day Memberships Fees

Organisers must issue every participant who is not a Home Nation Association with a day membership. This provides these participant with Third Party Public Liability insurance whilst competing in the event. Day memberships do not include personal accident cover and a policy excess will apply.

British Triathlon charge a flat fee of £4 per adult day memberships (20 years and older) and £1 per childrens day membership (19 years and under). Organisers are permitted to charge between £4 and £6 for adult day memberships and £1 for childrens day memberships. Day memberships are non-VATable.

- Adult: £4
- Children: £1

Permit deposit:

- £35 payable within 14 days of event registration. This fee is not refundable and will be deducted from the final event invoice.

Late event registration fee:

- £25 payable if events are registered within 30 days of the event date.

Late risk assessment submission fee:

- £25 payable if the risk assessment is submitted within 2 months of the event date.

Appendix B: Day Membership Text Templates for Privacy Notice and Event Entry Terms & Conditions

Organisers are required to ensure that participants understand in full their day membership purchase. Please add the following statements into the event Privacy Notice and event terms and conditions.

Text for organisers to include into Privacy Notice

Who we share your personal information with:

Personal information is shared with British Triathlon, (incorporating Triathlon England, Triathlon Scotland, Welsh Triathlon) in order to help them administer their day membership service. The information shared includes name, address, telephone number, date of birth and gender. Further information about how British Triathlon uses this information can be found in the British Triathlon Privacy Notice.

Text for organisers to include into event terms and conditions

If you have purchased a British Triathlon Day Membership, you are required to adhere to the terms and conditions as set out on the British Triathlon website. These can be found at <https://www.britishtriathlon.org/day-membership/terms>. As a day member, you receive public liability insurance up to a £15 million limit of indemnity to cover you whilst you are participating in a British Triathlon permitted event. The insurance also covers the cost of defending a claim against you if you are held responsible for loss, damage and/or injury to someone else or their property, less the £250 excess which you will be required to pay in the case of damage to third party property. Confirmation of your insurance cover can be found on the British Triathlon Insurance Zone website - <https://www.bluefinsport.co.uk/british-triathlon-insurance-zone/>.

Appendix C: Day Membership Text Template for Overseas Residents

As an organiser, you are required to ensure that participants who permanently reside overseas are not sold a day membership. Due to Brexit and legislative changes day membership is no longer able to be sold to overseas residents. However participants must still hold public liability insurance in order to take part in the event and they must purchase this themselves. Organisers are required to inform participants of this. Overseas residents are recommended to contact their international federation or their personal insurers. Please add the following statement into the event terms and conditions.

Text for organisers to include into event terms and conditions

By entering a permitted event taking place in England, Scotland or Wales, you do so confirming that you will have public liability insurance (minimum indemnity of £5million) in place for the duration of the event. Proof of valid public liability insurance may be requested at the event and in the case of any subsequent third party claims made against you.

As an organiser, you are not required to validate or scrutinise any overseas participants' proof of public liability insurance, either at the point of entry or at event registration. The requirement lies solely with the participant.