

4th October 2018



Dear Club President,

We are writing to advise you of the importance of conducting club endorsed events in accordance with Triathlon Australia's guidelines.

One of our core insurance coverage requirements is for Triathlon Australia members to adhere to the following condition "*whilst undertaking triathlon training and/or competing in an officially sanctioned event....*" (for full details, please refer to [Summary of insurance for Triathlon Australia](#))

This means that if your club is endorsing or organising an event for its members, then that event must be either:

- i) a **training event** that meets the guidelines for conducting training events, or
- ii) an event that is **sanctioned** by Triathlon Australia

If your event does not satisfy one of the above examples then the insurance coverage of your members may be voided, and your club may incur liability.

Training Events

A club organised training event is an activity of relative low safety risk that meets the guidelines listed in the appendix - *Guidelines for the Conduct of Training Events*.

Sanctioning Your Event

As an affiliated club, **there is no charge for sanctioning your event**. The sanctioning process is explained on page 12 of Triathlon Australia's [EVENT OPERATIONS MANUAL](#). If you would like assistance with setting up a login for TA's online sanctioning portal, and then creating your event within the portal, then please don't hesitate to call/email the State Sanctioning Officer and they can step you through the process.

The club is obliged when sanctioning an event to report back on the **participation data**. This can be done post event or uploaded in a bulk after multiple events. The data is one of a key sport indicator for Australian Sports Commission. Triathlon Australia will be regularly auditing information submitted by clubs. **Should you fail to upload the participation data in the online sanctioning portal, you risk that the insurance coverage of your members may be voided, and your club may incur liability.**

(Note that if a couple of your members decide to participate in a training ride which is not organised by your club, then there is no requirement for you to take any action in relation to club liability).

Best Regards,

A handwritten signature in black ink, appearing to read 'Miles Stewart', is positioned above the typed name.

Miles Stewart
Chief Executive Officer
Triathlon Australia Ltd

Appendix - Guidelines for the Conduct of Training Events

All multi-sport events that have a significant community impact and a significant inherent risk are required to be sanctioned by Triathlon Australia to ensure that appropriate control measures are implemented which reduce the risk of the event to a tolerable level.

It is recognised that certain activities can be conducted by Clubs which have a minimal community impact and which already have a tolerable inherent risk and therefore do not require formal review via the sanctioning process. For the purpose of distinction, these low-risk activities are considered to be Training Events.

Training events do not require formal sanctioning approval.

Triathlon Australia does not require stakeholder authority approval for the conduct of training events, however the affected stakeholders, such as Council, park management authority, Roads and Maritime, Surf Lifesaving Association, Police etc, may specifically require an approval process to conduct the event. Clubs should determine the requirements of the stakeholders prior to conducting the Training Event.

Some of the key requirements:

- All swim activities should be supervised or preferably conducted in SLSA patrolled areas
- Bike and run groups should be limit to a maximum of 20 participants
- Must be non-competitive within the group
- There should be no formal recording of times or publishing of results, as this suggests that the activity is competitive
- All participants must obey all traffic rules
- Run should be entirely off-road (except for road crossings)

Should you have any doubts on whether your event is classed as a training event or should be sanctioned, please do not hesitate to contact sanctioning officer in your State or Territory. We will help you to conduct safe events.

Sanctioning Officers:

Queensland

technical@qld.com.au

New South Wales; Northern Territory; Australian Capital Territory; Tasmania

technical@nsw.com.au

Victoria

events@vic.com.au

South Australia

sanctioning@sa.com.au

Western Australia

technical@wa.com.au