



TRIATHLON

AUSTRALIA

NATIONAL SANCTIONING POLICY

Revised September 2011

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CONTENTS

1	INTRODUCTION	2
2	AIMS OF SANCTIONING	2
3	WHO DOES THIS POLICY APPLY TO?	3
4	DEFINITIONS	3
5	TRIATHLON TERMINOLOGY	4
6	RELATIONSHIP OF THIS POLICY WITH TA RACE COMPETITION RULES (RCR)	5
7	RELATIONSHIP OF THIS POLICY WITH TA RACE OPERATIONS MANUAL (ROM) & TA MEDICAL AND SAFETY GUIDELINES	5
8	THE SANCTIONING PROCESS	5
9	SANCTIONING ROLES AND RESPONSIBILITIES	7
10	MEMBERSHIP	8
11	INSURANCE	10
12	PARTICIPANT'S AGREEMENT	11
13	TECHNICAL SERVICES FEE (TSF)	11
14	CLUB RACES	11
15	WITHDRAWAL OF SANCTIONING	12
16	BREACHES/VIOLATIONS	13

1 INTRODUCTION

Triathlon Australia (“TA”) is empowered by the International Triathlon Union (“ITU”) to sanction triathlon, duathlon, aquathlon, multi-sport and single discipline events and to enforce competition rules in accordance with the TA constitution, TA Race Competition Rules (“RCR”), TA Technical Policy and TA Race Operations Manual (“ROM”).

Sanctioning is defined in **Appendix D** of the RCR as follows:

“A permit issued by the authority of TA for the conduct of a national championship, or a race of a national race series, or for an international event staged in Australia, and by a state/territory association, through the authority delegated to it by TA, for all other events.

The issue of such a permit is a declaration by the sanctioning authority that plans for the event have been thoroughly inspected and have been found to comply within the guidelines of the TA Race Operations Manual, to provide the greatest potential for the conduct of a safe and fair event.”

Benefits to be gained from sanctioning a race include access to:

- a) Public liability insurance (up to \$20 million) for the Race Director organising the race.
- b) Appropriate participant and volunteer insurance: personal accident and public liability insurance.
- c) The inclusion of the race being in state and/or national race calendars.
- d) Obtaining local authority permits and permissions where required.
- e) The TA Race Operations Manual
- f) TA Technical Officials
- g) The TA Race Competition Rules
- h) The ability to bid for and stage State, National and International Championship races
- i) The use of State and National brand and logo.

2 AIMS OF SANCTIONING

The aims of sanctioning a race are to:

- a) Assist Race Organisations and Race Directors to stage safe and fair triathlon events.
- b) Maintain a positive image of the sport of triathlon by setting minimum standards for the staging of safe races which are accessible to all members of the community.
- c) Ensure that triathlon events are conducted in accordance with **minimum standards of safety and fairness** on a uniform basis throughout Australia, and in accordance with international standards and obligations as required by Triathlon Australia’s membership of the International Triathlon Union.

3 WHO DOES THIS POLICY APPLY TO?

The TA National Sanctioning Policy and accompanying National Sanctioning Document apply to all races conducted in Australia under the auspices of TA, or through its delegated authority to any State or Territory Triathlon Association ("STTA").

4 DEFINITIONS

Annual Membership means a membership issued to a person by TA which entitles the holder to a range of benefits for a twelve-month period.

AOC means the Australian Olympic Committee.

ITU means the International Triathlon Union.

Marshal means a person authorised by the Race Organisation to perform a task at a race.

National Sanctioning Document (NSD) means the various forms that a Race Director completes and submits to the sanctioning authority in order to have an event sanctioned.

One Day Membership (ODM) means a Race Membership issued to a person for a particular day, which entitles the holder to compete in a sanctioned event on that day and which includes public liability and personal accident insurance for the person during their participation in the sanctioned event.

Participant's Agreement means an agreement entered into between a Race Organisation and a competitor, prior to that competitor's participation in a sanctioned event.

Professional License means a License issued to a person by TA, which entitles the person to compete in sanctioned events which carry prize money in excess of an amount set by TA.

Race means a sanctioned event, whether a triathlon, duathlon, aquathlon, single discipline event or other multi-sport event.

Race Committee means the entity with the principle concern of owning and staging a Race.

Race Director (RD) means the person appointed by a Race Committee to implement the sanctioning criteria as required by the Sanctioning Agreement.

Race Organisation means all the parties which contribute to the staging of a Race, including the Race Committee, Technical Officials, police and other authorities.

Race Referee (RR) means a Technical Official who is responsible to the Technical Delegate to hear and make final decisions on all rule violations reported by Technical Officials and protests.

Race Venue means all land, water and physical structures used to stage a Race, including but not limited to, the race course, registration area, transition area, finish and spectator areas.

Race Competition Rules (RCR) means the rules adopted by TA which govern the performance of competitors and officials at sanctioned races.

Race Operations Manual (ROM) means the manual containing the procedures and guidelines developed and adopted by TA to complement the RCR and promote safe and fair triathlon races.

Sanction means the endorsement by TA or an STTA indicating that a Race is capable of being staged in a safe and fair manner, generally in accordance with the criteria specified in this Policy, the Sanctioning Agreement and the TA ROM.

Sanctioning Agreement means the contract between a Race Director and TA or the relevant STTA. The Sanctioning Agreement is contained in the NSD.

TA Technical Policy means the mandated TA Policies and Procedures which Technical Officials, Race Organisations, Race Directors and competitors must follow, which govern the minimum sanctioning criteria and which are to be read in conjunction with the RCR.

Technical Services Fee means the per head fee paid by a Race Director to TA or the relevant STTA which is used by the sanctioning authority to fund the sport's Technical Officials program. The Technical Services Fee does not include any insurance premium or ODRM obligations which a RD may incur.

Senior Technical Team (STT) member means the Technical Delegate, Race Referee and Chief Technical Official.

STTA means a State or Territory triathlon association affiliated with TA and delegated the responsibility of sanctioning a Race.

TA means Triathlon Australia Limited.

NMC means the National Medical Committee.

NTC means the National Technical Committee.

TEAM means multiple participants per single entry with a single result.

Technical Delegate (TD) means the senior Technical Official assigned to any event who is responsible for ensuring that all aspects of the RCR and ROM are fulfilled in preparation for, during, and after the event. Where appeals are lodged, the TD is responsible for convening and chairing the Race Competition Jury. The TD will normally be responsible for conducting or overseeing the conduct of sanctioned events. At lower level events where no TD is appointed, the senior official present may also fulfil the role of TD.

The Technical Delegate at National Championships and National Series events is responsible to the TA Board through the National Technical Committee to ensure the event is run to the highest possible standard and technically consistent with the other events of similar status. The TD is a consultant for providing guidance, information and support to the Senior Technical Team.

Technical Official (TO) means a qualified individual who is accredited by TA or the relevant STTA as a Technical Official and who may be appointed to be responsible for implementing the RCR and ROM in a sanctioned event.

5 TRIATHLON TERMINOLOGY

TA requires certain protocols to be observed when describing triathlon races and distances. The protocols have been adopted for various reasons, including membership requirements of the ITU and AOC, government funding policy, copyright and contractual reasons.

The proper use of adopted terminology benefits everyone as it enables triathlon to be better understood by competitors, the media, triathlon enthusiasts and the general public. For these reasons, the sanctioning process requires Race Directors to apply the following definitions when promoting and describing their races:

Term	Description
Triathlon	Combinations of Swim – Cycle – Run
Duathlon	Combinations of Run – Cycle
Aquathlon	Combinations of Swim – Run
Beginner/Novice/Enticer Distance	Any Triathlon which is marketed and promoted as being suitable for children or participants who are new to the sport of triathlon. The event cannot include open or elite categories
Sprint Distance	750m Swim – 20km Cycle – 5km Run
Club Distance	1km Swim – 30km Cycle – 8km Run
Olympic Distance	1.5km Swim – 40km Cycle – 10km Run
Long Distance	2km Swim – 80km Cycle – 20km Run
Half Ironman (70.3*)	1.9km Swim – 90.1km Cycle – 21.1km Run
Ultra Distance (Ironman or IM*)	3.8km Swim – 180.2km Cycle – 42.2km Run
World/Oceania/Continental	Used only with the written approval of the ITU
Australian/National/Australian Triathlon Series (ATS)	Used only with the written approval of Triathlon Australia
State/Territory	Used only with the written approval of an affiliated State or Territory Association
Open Category	A race in which competitors of any level of TA membership may compete and in which prize money is less than AUD\$5,000.
Elite or Professional	A race in which competitors must possess a professional licence and where prize money is equal to, or greater than AUD\$5,000

* Used only with the written approval of World Triathlon Corporation (WTC)

6 RELATIONSHIP OF THIS POLICY WITH TA RACE COMPETITION RULES (RCR)

The TA RCR apply to all events sanctioned by TA/STTAs and must be implemented by the relevant STTA and Race Organisation.

Exceptions from the RCR for special circumstances in a particular event may only be gained from the Chair of the NTC with prior written approval. A request for an exception to the RCR must be made in writing to the Chair via technical@triathlon.org.au. Special rules for a particular race may be added in certain circumstances.

The unauthorized exception to, or addition of, a RCR will prevent an event from being sanctioned and will invalidate a Sanction which has already been granted to an event.

7 RELATIONSHIP OF THIS POLICY WITH TA RACE OPERATIONS MANUAL (ROM) & TA MEDICAL AND SAFETY GUIDELINES

This Policy is to be read in conjunction with the TA ROM and TA Medical & Safety Guidelines.

The TA ROM and the TA Medical & Safety Guidelines are best practice guides to staging events.

8 THE SANCTIONING PROCESS

TA or the relevant STTA will sanction a Race when it is satisfied the Race can be staged in accordance with the criteria set out in this policy and in accordance with the TA Race Competition Rules, TA Technical Policy and TA Race Operations Manual.

STEP ONE – APPLICATION FOR SANCTIONING

1. Race Director notifies STTA of proposed race date and venue.
2. Race Director obtains a copy of the National Sanctioning Policy and the National Sanctioning Document. The NSD includes forms for outlining course details, providing evidence of appropriate insurance and a request for inclusion in a race calendar.
3. Race Director commits to the sanctioning policy and process, eg. Compulsory membership of competitors (annual or ODM), insurance coverage
4. Race Director pays the sanctioning fee.

STEP TWO – TECHNICAL ASSESSMENT and SANCTION

5. STTA makes preliminary assessment before inclusion in race calendar.
6. Race Director and STTA (Sanctioning Officer) work through this policy and the Sanctioning application to create a plan for a safe and fair race.
7. Sanctioning Officer sanctions the race.
8. STTA or RD sends signed forms to TA who request an Insurance certificate (Certificate of Currency) from the insurers which is then issued to the RD. If the RD uses their own insurance a COC for \$20m Public liability must be provided to TA.
9. Race Director sends a list of entrants, including name, address and date of birth to the STTA when entries close**

STEP THREE – REPORTING and RECONCILIATION

10. Race Director conducts race
11. Race Director discloses possible insurance claims
12. Race Director sends electronic copy of results to the STTA
13. Race Director pays the One Day Membership and Technical Services Fees within 5 days of the event taking place.
14. Medical Director completes Medical Report and sends to RD and STTA
15. Technical Delegate completes Technical Report and submits to RD, STTA and Race Referee.

****** *Participant lists are required for the following purposes:*

- To fulfil our membership and participation reporting commitments to the Australian Sports Commission.
- To gain an understanding of participation patterns in the sport. In order to develop the sport, it is necessary to know whether participants are doing 2 or 5 or 10 races each season, where and when they are doing them and what type of races each participant competes in across the season.
- To provide evidence to potential national partners or sponsors of the widespread interest in the sport.
- To measure progress against the Key Performance Indicators in our Participation Plan, which will be monitored and assessed each year from 2011 to 2016. Our success in increasing participation will determine our level of funding in years beyond 2016.
- To ensure every participant (both annual and one day members) has valid access to our whole of sport insurance policy. Their membership of the association needs to be confirmed prior to the occurrence of an accident or other insurance incident.

Participant lists **will not** be used to promote races which are conducted by other event organisers.

9 SANCTIONING ROLES AND RESPONSIBILITIES

9.1 Triathlon Australia

TA is responsible for the following:

- i) Updating and approving the RCR, Technical Policy, ROM and Medical & Safety Guidelines;
- ii) Displaying all sanctioning documentation on the TA website;
- iii) Developing, publishing, reviewing, maintaining and ensuring compliance with the National Sanctioning Policy and National Sanctioning Document;
- iv) Directly sanctioning international and national championship events;
- v) Maintaining a register of technical officials, race directors
- vi) Promoting all sanctioned events;
- vii) Calling for nominations to and selecting the STT positions for all international, national series and national championship events;
- viii) Monitoring legal and insurance developments which affect safety, fairness and sanctioning;
- ix) Ensuring that Public Liability and Personal Accident whole of Sport insurance policies are current;
- x) Receiving payment for insurance for a sanctioned event; and providing the Certificate of Currency (COC)
- xi) Receiving the technical service fees and ODMs for international and national championships and national series events.

9.2 State/Territory Triathlon Associations

Each STTA is responsible for the following:

- i) Displaying all sanctioning documentation on the STTA website;
- ii) Maintaining a register of and promoting all state sanctioned events;
- iii) Implementing the National Sanctioning Policy and National Sanctioning Document;
- iv) Directly sanctioning all other events aside from those sanctioned directly by TA
- v) Calling for nominations to and selecting the STT and TO positions for all state/territory events;
- vi) Notifying TA of new RDs entering the system;
- vii) Monitoring state/territory legal and insurance developments which affect safety, fairness and sanctioning;
- viii) Receiving the technical services fees for all other events aside from those for which TA is directly responsible for.
- ix) Receiving ODM's for all other events aside from those for which TA is directly responsible
- x) Paying the TA component of the ODM fees

9.3 Race Director

The responsibilities of a Race Director include:

- i) Producing documentation on request showing all sanctioning requirements have been met;
- ii) Disclosing all aspects pertaining to the sanctioning of a race to TA or the relevant STTA prior to, during or after the race;
- iii) Communicating to the sanctioning body as soon as practicable all changes to a race plan made after sanctioning approval has been granted;

NB Where TA's insurance is used, if the changes are not disclosed to the sanctioning body, then the Race Director runs the risk of voiding those insurance arrangements, which have been put in place

for the event. This may result in the insurer denying a claim relating to an incident which occurs in some part of a race that was not sanctioned by the sanctioning body;

- iv) Consulting with the TD and / or RR for approval to vary the course. On the day of a race, extreme conditions may necessitate a change in plans. If so, the Race Director should consult the TD and/or RR present at the race, or contact the Sanctioning Officer by telephone. Overall, the Race Director must exercise due diligence and act reasonably on the day of a race to ensure the well being of competitors, officials and the public. This may require the postponement of the event to another day.

9.4 Senior Technical Team

The STT represents TA or the relevant STTA at sanctioned Races. The duties of the STT include:

- i) Liaising with the Race Director prior to, during and after the race;
- ii) Briefing Technical Officials on their duties;
- iii) Briefing competitors prior to the race on the RCR and any potential hazards;
- iv) Supervising the enforcement of the RCR during the race;
- v) Informing the Race Director and the competitors concerned of any disqualifications;
- vi) Reporting to TA or the relevant STTA on the conduct of the race;
- vii) Conducting an event de-brief with the TOs.

b) Technical Support

Based on the framework established by the NTC, the TD or the sanctioning officer (SO) will determine in discussion with the RD, the number of TOs allocated to each event as part of the sanctioning process. The number of TOs allocated is based on the risk management of the sanctioned events.

In the case of a dispute between the SO/TD and the RD on the number of TOs allocated, the matter will be referred to TA to the Chair of the NTC with final sign off by the TA Board. The NTC Chair can request assistance from an advisory panel which shall consist of relevant senior TA technical officials and at least 1 RD.

Based on an established framework maintained by the NTC, the following ratios are considered acceptable:

- 3 TOs for up to 150 competitors (includes RR);
- An additional TO for every 50 competitors, up to 1000 competitors

This is the minimum standard for an event. Additional TOs may be added beyond the sanctioning requirement, but no additional charges will be billed to the RD.

It should be noted that the provision of these Technical Officials does not abrogate the Race Director's responsibility to provide an adequate number of Marshals. A Technical Official does not replace the need for a Marshal. Technical Officials may be moved around the course at any time under the direction of the STT to ensure that the RCR are being observed and/or the sanctioning requirements are being met.

10 MEMBERSHIP

10.1. TA Membership Scheme

TA recommends that all event participants hold an annual STTA Membership, which also gives them a TA membership. This can be purchased directly from the TA website or their local STTA website. Annual Membership holders are provided with a range of benefits including personal accident and public liability insurance, preferential entry to some races

and a lower cost to enter sanctioned races due to an exemption from payment of the one day membership fee.

TA Members are covered by 24-hour personal injury and public liability insurance while training (solo or in groups) for and participating in sanctioned domestic races. This 24-hour coverage excludes participation in unsanctioned triathlon events or non-triathlon sporting disciplines.

A TA Membership is valid for the year 1 July to the next 30 June and can be used to compete in all sanctioned races held in Australia or overseas.

Note that the personal injury and public liability insurance components do not apply to training or competition outside Australia. However, athletes can seek additional overseas coverage via the TA Travel Insurance Policy (for further details, please contact Alex Fehon at alexandra@triathlon.org.au)

10.2. One Day Memberships

Competitors in sanctioned (including club) races who don't hold an annual TA Membership must pay a One Day Membership in addition to their race entry fee. It is a condition of entering a sanctioned race that a competitor purchases either one day or annual membership. Race Directors are required to act as an agent in most states for the STTA or TA by collecting and passing on competitor One Day Membership fees.

One Day Membership features are:

- 10.2.1 Details of One Day Membership fees must be stated on the entry form produced for a race;
- 10.2.2 A competitor must pay the ODM fees to the Race Director in addition to the race entry fee;
- 10.2.3 ODM's fees: \$5 enticer, \$10 Sprint, \$20 Olympic, \$25 Long Course;
- 10.2.4 Race Directors should not prepare separate forms or require competitors to pay additional and separate fees directly to an STTA;
- 10.2.5 ODM fees are to be held in trust by a Race Director;
- 10.2.6 Fees must be paid to TA when the entries for the race close, accompanied by a list of all participants who competed under a one day membership;
- 10.2.7 An insurance claim lodged following an incident at a race will not be processed until One Day Membership fees collected by a Race Director have been paid to the STTA and a list of all participants who competed as one day members has been provided. Possible claims arising from a race make it essential that the Race Director give the highest priority to paying the fees and providing the full list of participants as soon as race entries close.
- 10.2.8 Further Sanctioning may be withheld if fees and participant lists remain outstanding

10.3. One Race Memberships for teams

For administrative ease, all team members are automatically provided with a single One Day Membership. The Race Committee must factor the cost of a single One Day Membership into a team entry fee. An entry form should not classify or charge teams as 'members' or 'non-members'.

The form should state that all team members are covered by public liability and personal accident insurance under the One Day Membership scheme. If a or all team members can prove they each hold a TA membership, then the One Day Membership fee component may be deducted from their entry fee.

A team is where one person completes one or two legs of the triathlon. If a person completes all three legs they are deemed an individual.

10.4. Professional Licence Holder

- 10.1.1** All Australian athletes wishing to compete in Triathlon, Duathlon or Aquathlon Events with overall Prize money (male & female combined) above AUD\$5,000, will require a Professional Membership to be shown at registration prior to the Race;
- 10.1.2** To be eligible for a Professional Membership, athletes must be turning 18 in the current season. "Special Circumstances" will be evaluated by the National Performance Director (NPD);

There are 3 levels of Professional Membership. Athletes may hold more than one (1) level of Professional Membership:

10.4.2.1 Open

10.4.2.2 Long Distance International

10.4.2.3 Long Distance and Duathlon Domestic

11 INSURANCE

Sanctioning aims to raise the standard of a race such that the insurance risk is low enough to make an insurance premium commercially viable.

A sanctioned race is provided with a range of insurance and other services:

11.1 Public Liability Insurance

- 11.1.1** A \$20 million public liability insurance for claims made against the Race Committee, Race Director, Technical Officials, volunteers, marshals, but excluding motorbike riders, motorists and event contractors.
- 11.1.2** A \$20 million public liability insurance for claims made against all competitors for incidents which occur on the day of the race.
- 11.1.3** Privately sourced public liability insurance may be accepted if the policy:
- is for a minimum of \$20 million, and
 - has been vetted by TA's broker to confirm it is suitable for the sport.

11.2 Personal Accident Insurance

- 11.2.1.** Personal Accident insurance is provided for all individual competitors and team competitors through their TA and ODM Membership and for all volunteers involved in the organization of a race.
- 11.2.2.** Personal Accident insurance applies to bodily injuries caused solely by accidental, external and visible means. For full details of the policy, refer to the relevant STTA or the TA website.
- 11.2.3.** Overseas competitors who are members of their national federation, are provided with a One Day Membership.

11.3 Additional Insurance

It is a RD's responsibility to ensure that the insurance cover is adequate for their needs. Should a RD feel it necessary to consider additional insurance such as Workers Compensation or Event Cancellation and Abandonment insurance, it is recommended that they speak directly to TA's insurance broker.

11.4 Reporting Possible Insurance Claims

A Race Committee must make full and frank disclosures of all incidents that could lead to an insurance claim eg. a bike hits a car, or a runner twists an ankle. This information must be submitted to the STTA or TA within 48 hours of the race on the 'Notice of possible Claims' form.

Details of possible claims can be ascertained from medical officials, as they usually make a record of all their activities. Additional information may come to hand only after a post race review meeting held some weeks after a race. The Insurer will not process insurance claims lodged by competitors until One Day Membership and sanctioning fees have been paid in full.

The information provided by a Race Committee about possible claims is vital, as it will enable:

- Prompt and courteous payment of a competitor's personal injury claim or action in relation to a public liability claim;
- The appointment of a loss assessor to collect additional information to assist in the understanding and defence of a public liability claim e.g. photographs, interviews, weather conditions and road condition etc.;
- A review of a race plan leading to modifications and improvements that will reduce the chance of a similar or repeat incident at future races held at the venue; and
- A review of this manual based on latest and best practice.

12 PARTICIPANT'S AGREEMENT

Prior to their participation in a sanctioned event, Race Directors must require all competitors to sign a Participant's Agreement containing appropriately drafted release, indemnity and exclusion of liability clauses.

13 TECHNICAL SERVICES FEE (TSF)

Race Directors are required to pay a Technical Services Fee to the relevant STTA to cover the costs of the sanctioning process, the costs of the technical program and the provision of appropriately trained and qualified technical officials and resources to manage the field of play in accordance with the RCR.

The cost of the TSF may vary from year to year and is itemized in the National Sanctioning Document

For National Champs and National Series events, TA will sanction the events directly, requiring a sum determined by TA being paid directly to TA. For all other events, the fee will be paid to the STTA.

The Technical Post-Event Report includes the expected TO number and the actual TO number. This forms an audit trail to determine what a RD should be paying and what an STTA/TA should be charging.

14 CLUB RACES

A Club race is defined as an event staged by a club which is exclusively for club members of its own club exclusively, or incorporating members of another TA affiliated club. All Club races shall be sanctioned and must observe the sanctioning criteria contained in this policy, the TA ROM and ensure club races are safe, fair and legal.

There are not any sanctioning fees charged for Club events, provided maximum field size of 150 club members. Once above this number the event is no longer considered a club event and is obligated to pay relevant insurance fees.*

ODMs are still payable on club races.

* A dispensation to this rule is provided to each TryStars' Licensed Club's annual TryStars promotional event.

15 WITHDRAWAL OF SANCTIONING

Given the high stakeholder expectations which rest with an event eg. competitor sacrifices, a Race Organisation's financial exposure and the local economic benefits flowing from a successful race, it is essential with respect to withdrawing sanctioning approval that a formal decision process be used to ensure that the highest consideration is given to the safety and protection of competitors, officials and the public.

The decision to withdraw sanctioning approval will be made in close consultation with the Race Organisation and STT; however, the final decision to withdraw sanctioning will be made by the Technical Delegate (or most senior technical official present) appointed by TA/the relevant STTA to oversee the sanctioning principles on behalf of all triathlon stakeholders.

The individual views of all other concerned authorities with balanced judgement, expertise, local knowledge or legal authority will be taken into consideration.

The decision to withdraw sanctioning will be communicated to competitors and officials directly by or under the direction of the Technical Delegate (or most senior technical official present) for example, if the conditions upon which sanctioning were granted change at any time prior to or during the event, the Race Organisation must immediately inform the STT.

15.1 Insurance Implications of Withdrawn Sanctioning

The decision to withdraw sanctioning for a race will constitute a withdrawal by TA of:

- Public liability insurance (where TA insurance is used) covering the Race Organisation and interested parties;
- Competitor (including TA members) Personal Accident and Public Liability Insurance coverage.

15.2 Race Cancellation

If, despite the Technical Delegate's decision to withdraw sanctioning approval, a Race Committee proceeds to stage the race, then the TA insurance and indemnities that formerly covered the Race Committee, its officials, competitors and interested parties, will be null and void.

TA reserves the right not to refund the insurance fee where sanctioning is withdrawn by the Technical Delegate.

Should it be agreed between the Race Organisation and Technical Delegate that a race is cancelled as a result of 'force majeure', the event will remain a sanctioned event and all insurances provided as part of the sanctioning will remain.

16 BREACHES/VIOLATIONS

TA or the relevant STTA reserves all of its rights in law and under the TA constitution, against any person(s) or organisation(s) which breaches any of the conditions of this Policy or a Sanction provided by TA or the relevant STTA under this Policy.