

NATIONAL SANCTIONING DOCUMENT

EVENT COVER SHEET

It is not a requirement of Sanctioning that a Race Director insure his or her event under the TA whole of sport policy. Race Directors (RD's) are able to source insurance independently but must provide a copy of the cover note to their STTA. It is a requirement of sanctioning, that the insurance cover is at least equal to that provided under the TA policy.

Public Liability Insurance Cover - \$20M (where TA insurance is sought)

Race Director/affiliated club	Cover \$20 million	Premium
Sanctioned event (excluding Aquathlon, Duathlon) that allows Annual Members and One Day Members to compete and a field greater than 150 entrants		\$465.00
Club Sanctioned Events that allows own club members only AND maximum field 150 entrants		Nil
All other events (inc Aquathlon, Duathlon & Open Club Events with more than 150 entrants)		\$270.00

NOTE: Sanctioning is subject to Entry Forms and any approvals (eg. Police, Council, relevant authority) complying with the TA National Sanctioning Policy. Copies of these approvals need to be attached for review.

INFORMATION PERTAINING TO SANCTIONING AN EVENT:

TA and the National Technical Committee (NTC) created the National Sanctioning Document (**NSD**) in consultation with stakeholders. This document provides consistency to sanctioning for Race Directors Australia wide.

The following steps outline what is required during the sanctioning process:

	PROCESS	FORM	RESPONSIBLE
1.	Apply for a race date for a sanctioned event & obtain documentation as appropriate		RD
	<ul style="list-style-type: none"> Contact your STTA for Calendar Application Process Obtain TA Sanctioning Policy from TA website Obtain TA Sanctioning Documentation from TA website Utilise Events Operation Manual as required 	Complete Calendar Application Form (SSTA Specific) All other Forms TA website	
2.	Apply for event sanctioning		
	<ul style="list-style-type: none"> If event was sanctioned last season with the same course & same RD If event is a new event or if there are changes to the venue, course design or RD Taking out TA's whole of Sport policy as event insurance? Submit all Forms, relevant documentation your to STTA with your insurance premium cheque. Provide a copy of your Entry Form prior to public release. If you have online entry only, provide URL (web address) for review 	Complete Event Details: Part 1	RD
		Complete Event Details Part 1 and 2	RD
		Submit forms to SSTA	RD
3.	Notification of Sanctioning Decision & Event Public Liability Insurance Application		
	<ul style="list-style-type: none"> Appointed Technical Delegate (TD) or Sanctioning Officer(SO) to consider sanctioning detail provided and contact RD. Event Public Liability Insurance Application forwarded to TA 	Complete Event Details Part 1 and 2	TD/SO SSTA
4.	Race Day		RD
5.	Sanctioned Event Invoice and One Day Membership Form		
	<ul style="list-style-type: none"> Complete the Invoice and ODM form and forward (mail/email/disc/CD/fax) to the STTA with payment within 48 hours of the event. <p>* If the event is part of a National Championships the technical services fee is to be paid to TA and can be remitted with payment of ODRMs.</p>	Complete One Day Membership & Technical Services Fees Form	RD
Notice of possible insurance Claim			

	<ul style="list-style-type: none"> Report any incident(s) occurring at the event warranting possible insurance claim(s) to TA within 48hours 	Complete Notice of possible insurance Claims Form	RD
7.	Post Event Reports		
	<ul style="list-style-type: none"> TD / RR to complete Technical Report within 14 days after Race Date and provide to RD and the STTA or TA if an international event or national championship Medical Director to complete Medical Report within 14 days after Race Date and provide to STTA and RD 	Complete Technical Report Complete Medical Report	TD/RR Medical

Details of person to be contacted in relation to this application

Name	
Telephone	
Email	

NOTE:

- RD to retain a Copy of Sanctioning Documents
- A copy of the Sanctioning Documents and all post event reports will be retained by the SSTA/TA
- The TD / Sanctioning Officer is to liaise with RD based on sanctioning documentation and previous race report (where available) prior to event

The Sanctioning application must be lodged before entry forms are finalised.

Please complete and send the application to:

- Your State/Territory Triathlon Association (STTA)
- or TA for a National Championship at least 28 days before date of event
Triathlon Australia
technical@triathlon.org.au
Fax: 02 9972 7998
PO Box 13
Alexandria NSW 1453

OFFICIAL USE ONLY:

Date Received:	
Comments?	