



INFORMATION FORM

APPLICATION PROCESS FOR AN EVENT ORGANISER TO HOST A TSA/PROVINCIAL SANCTIONED EVENT

TSA is the sole governing body for the hosting of triathlon/duathlon/aquathlon/cross-triathlon and other multi-sport events in South Africa. TSA oversees and performs the required responsibilities relating to sanctioning, to ensure a fair and safe event. For provincial events the TSA responsibility is delegated to an affiliated province of TSA. Failure to comply with TSA sanctioning requirements will necessitate TSA (and/or the province) to inform the statutory authorities of failure to comply, which will result in cancellation of the event.

There is an application process for an Organiser wishing to host a sanctioned event. The application process needs to commence at least six months in advance for local/provincial events and one year in advance for all other events.

TSA/Province will be an *ex officio* member of the Local Organising Committee (LOC), chaired by the Organiser. TSA/Province reserves the right to appoint other members (including the Technical Delegate) to the LOC.

The sanctioning application process focuses on the technical and other non commercial aspects of the event (including the payment of the prescribed TSA fees). Compliance/sanctioning authorises the Organiser to host the event, subject to the sanctioning conditions.

The Organiser must also comply with all statutory requirements including The Safety at Events Act of 2010.

The Organiser is also liable to pay the standard/prescribed sanctioning fees and other related fees, to TSA/Province. The following fees are payable:

- Event Sanctioning Fee – a fee per athlete entered
- Licence Fee – a fee to host the event (hosting rights)
- Broadcasting Rights Fee – a fee payable if the event is televised

In addition, all non TSA registered athletes that wish to enter, must obtain a day licence. The Organiser must collect the day licence fees and pay same over to TSA.

A sanctioned event implies amongst other the following for the Organiser:

- The right to host a TSA/Provincial sanctioned/approved event.
- To claim TSA endorsement to procure sponsorship/services for the event
- Use of the TSA/Provincial logo on all communication pertaining to the event.
- A confirmed date on the TSA calendar. No other event will be sanctioned that will negatively impact on the proposed event.
- Promotion of the event on the TSA website and amongst TSA members and provincial structures.
- Exclusive naming rights to the event.
- Expert technical knowledge in hosting the event from the Technical Delegate to ensure a fair and safe event.
- Use of TSA/Provincial branding and support
- Provision of TSA public liability cover for the event
- Provision of TSA personal injury cover for all entered athletes
- TSA members participation
- TSA/Provincial availability for interviews for media coverage
- Posting of organiser's race report and race results on the TSA website

TSA/Province will supply and attend to the following:

- Race Officials, Competition Jury and technical support for the event.
- Supply TSA/Provincial and SRSA gazebo, boards, flags, banners (branding) at their discretion, to be displayed by the Organiser in accordance with an agreed branding plan.
- Do the pre race briefing for athletes.
- Arrange drug testing subject to SAIDFS approval.
- The Technical Delegate will have the final authority over the conduct of the event.

The Organiser must in addition to all other requirements, attend to the following:

- Display the TSA/Provincial logo (at no cost) in the event program, information flyer, event website, media releases and entry form.
- Have separate races for men and women.
- Have equal prize money and awards for men and women.
- Distribute the prize money according to the prescribed breakdown.
- Allow TSA/Provincial sponsors secondary branding rights at the event.
- Contract a reputable timing contractor.

- Stage and manage the event in accordance with the ITU Event Organisers Manual and Competition Rules and the TSA Race Rules.
- Secure the payment of the prize money if so requested by the Technical Delegate.
- Provide all Race Officials on race day with free meal ticket(s) and liquid refreshments in accordance with the duration of the event.
- If the event is to be televised, to use a TSA approved TV production house.
- Comply with the ITU Doping Rules and Regulations and provide facilities for drug testing should it be required by the SAIDFS in terms of their specific requirements.
- Comply with the requirements of The Safety at Events Act of 2010.

Step 1

The Organiser sends a formal request confirming the Organiser's status together with a completed Application form to the TSA/Provincial Office requesting the right to host the event. The Application must be accompanied by the payment of the Licence (Hosting) Fee.

Step 2

Subject to a site visit and additional information if deemed necessary, TSA/Province will consider the application. If considered favourably, TSA/Province may grant provisional sanctioning together with such conditions as may be determined by TSA/Province. In this process to obtain provisional sanctioning, TSA/Province may request the Organiser to submit the following:

1. Additional information of the proposed event: date(s), sponsorship, budget, venue, routes, safety and security measures, alternative venues and routes.
2. Such other information/documents requested by TSA.
3. Proof of payment of the Broadcast right fee.

Step 3

To progress prior/after provisional sanctioning, a site visit will be required by a TSA/Provincial representative.

THIS WILL BE FUNDED FROM THE PAYMENT MADE BY THE ORGANISER. IF PROVISIONAL SANCTIONING IS NOT GRANTED, THE TRAVEL EXPENSES OF THE TSA/PROVINCIAL REPRESENTATIVE WILL BE DEDUCTED AND THE BALANCE RETURNED.

The objectives of the site visit will be to:

- Meet with the Organiser
- Meet with local authority representatives (if necessary)

- Inspect the proposed course and make specific requests for changes if necessary.
- Review medical, safety (water and land) and security plans
- Liaise with the local media and discuss TV arrangements.
- Study media and marketing plans for the event.
- Create a working relationship with the Organiser and LOC.
- Review arrangements for competitor accommodation and travel.
- Confirm dates for the event.
- Finalise outstanding matters in terms of the sanctioning process.

The Organiser to co-ordinate and arrange meetings with all relevant role players.

Step 4

Upon a favourable outcome of the above, TSA/Province will reserve and list the event on the TSA/Provincial calendar. The Organiser will be informed accordingly. Should the application not be approved by TSA, the payment will be returned to the Organiser (subject to any deductions).

GENERAL

- Sponsorship arrangements may not be in conflict with existing TSA sponsors and should enhance and compliment the sport of triathlon.
- The Organiser will be responsible for all costs, permits and related issues to host the event.
- All events hosted will be subject to the terms stipulated in this form, the requirements of the application form and the standard TSA Fees, irrespective of the strict compliance of the required procedure.

Copies of all the documents relevant to the staging of a sanctioned event are available on the TSA website, www.triathlonsa.co.za or can be obtained from the TSA Office.