



## **Event Sanctioning Policy V2024**

### **Introduction**

Triathlon Association of Singapore (TAS) is the National Governing Body for the sport of Triathlon in Singapore. It is our responsibility to ensure that all Triathlon, Duathlon, Aquathlon and other related multisport events around Singapore, are conducted and organised in a fair, safe and professional manner for all participants. To ensure this, it is mandatory for all related multisport events in Singapore to be sanctioned, before it is recognized as a fair and safe event under our jurisdiction.

TAS role is to provide the necessary technical advice and required information based on our established Event Organiser's manual (EOM) for Event Organisers (EO) to host a high quality event for their clients, as well as monitoring all necessary aspects in providing a fair and safe race for participants, right until the last finisher crosses the line.

### **Benefits**

Sanctioned events enjoy the following benefits:

- Personal Accident Insurance coverage for all participants, crew, officials and staff.
- Expert technical advice on safety, race organisation and competition rules etc
- Event listing and promotion on TAS digital platforms, endorsing the event as a TAS sanctioned event
- Access to qualified Technical Officials (including a Technical Delegate).
- Right to use the TAS Sanctioned Logo, as a proof that the event:
  - has completed a thorough review of the race routes, and has been evaluated for all medical and safety requirements
  - will be conducted in a fair and safe manner
  - will be conducted in accordance with the appropriate TAS & TRI rules
- Award of a provisional sanction letter which can be shown to the appropriate authorities for application of permits and licenses.

### **Event Sanction Application Process**

Roles & responsibilities:

Event Organisers – to appoint a Race Director (RD)

TAS Technical Committee (TC) – to appoint a Technical Delegate (TD)

Race Director

- Timely and effective communication with TD
- Work closely with TD to identify lapses and issues in the event management and safety plans, and all other required plans
- Adhere to the timeline below
- Ensure the hosting of a fair, judicious, safe and enjoyable race

Technical Delegate

- First point of contact with RD for all matters to do with technical and competition requirements
- Appointment of Technical Official (TO) Team, and assigning of all specific technical roles and responsibilities
- Review all plans and guide RD from start to completion of race
- Ensure the timeline below is adhered to by RD

Please follow the timeline below for a smooth sanctioning process:

<b>Timeline</b>	<b>Checklist</b>	<b>Tick</b>	<b>Who?</b>
By 90 days before event	Submit Sanction Application Form		RD
	Ensure RD has a current TAS individual membership (Application / Renewal: <a href="https://forms.gle/sXaMQJpoA3cW5vgj8">https://forms.gle/sXaMQJpoA3cW5vgj8</a> )		
	Ensure organisation is currently affiliated to TAS (Application / Renewal: <a href="https://forms.gle/rTLWU9CRDUT9iEnf9">https://forms.gle/rTLWU9CRDUT9iEnf9</a> )		
	Submit the following Interim documents to TAS:  <ol style="list-style-type: none"> <li>1. Event details and proposed schedule</li> <li>2. Categories, Age Groups, Distances</li> <li>3. Course Maps (Including Transition Area Flow)</li> <li>4. Operational Manpower Plan (Include Aid station position)</li> <li>5. Medical &amp; Safety Plan</li> <li>6. Risk Assessment Plan</li> <li>7. Insurance Certificate / Letter</li> <li>8. Race Rules and Regulations</li> </ol> (Note: These can be draft/tentative plans, to be finalised at least 14 days prior to event day)		
By 30 days upon receipt of above	<ol style="list-style-type: none"> <li>1. Appointment of TD</li> <li>2. Approval of Race rules and regulations</li> <li>3. Approval of Race Categories and Classification</li> <li>4. Issue Conditional Sanction Letter</li> </ol>		TAS
Launch of event and registration	Ensure that the following had been included in the event's website, social media platform, online registration form (where applicable): <ol style="list-style-type: none"> <li>1. Option to add on DOR Fees to their Entry Fees, or Provide a Valid TAS Annual Member Number for Waiver of DOR Fees</li> <li>2. Waiver of Liability clause/form (to include TAS)</li> <li>3. Sports Safety Guide (or a link to relevant website - <a href="https://www.sportsingapore.gov.sg/sports-education/sports-safety/sports-safe-u-guide/">https://www.sportsingapore.gov.sg/sports-education/sports-safety/sports-safe-u-guide/</a> )</li> <li>4. Participants to complete Get Active Questionnaire (GAQ) or a similar Pre-participation Evaluation Declaration (GAQ can be found in the link above)</li> <li>5. First Time Open-Water Swim participants, to declare and attend a swim trial to ensure competency.</li> <li>6. Race Rules and Regulations (as approved by TAS)</li> <li>7. Classification of race categories (as approved by TAS)</li> </ol> (Note: Where event has not been given conditional sanction letter yet, point 5 and 6 to include "Pending approval from TAS")		RD

By 14 days prior to event	To submit the following <u>finalised</u> documents to TAS: <ol style="list-style-type: none"> <li>1. Set of Interim documents listed above</li> <li>2. Marine Operation Plan (where relevant)</li> <li>3. Rescue and Evacuation Plan</li> <li>4. Radio Communication Plan</li> <li>5. Crisis Management Plan</li> </ol>		RD
By 7 days prior to event	To complete the following: <ol style="list-style-type: none"> <li>1. Discuss submitted plans</li> <li>2. Conduct Event Site Visit</li> <li>3. Check event layout and Transition Area to ensure correct flow</li> <li>4. Check Course (Field of Play)</li> <li>5. Confirmed and approved safety guidelines and requirements</li> <li>6. Confirmed the final number of Technical Officials required, reporting time, and inform TAS</li> </ol>		TD/RD
By 7 days prior to event	Issue Final Sanction Letter		TAS
By 3 days	Submit final participants and crew list for DOR (To include: Race Category, Full Name, Gender, DOB, Age)		RD
By 1 day prior to event	To complete the following: <ol style="list-style-type: none"> <li>1. Final briefing with open water rescue team to run through the rescue and evacuation plan, and the communication plan</li> <li>2. Table-Top exercise on rescue procedures and scenarios</li> <li>3. Open water rescue simulation (to be done once per year)</li> <li>4. Race Briefing and route familiarisation (for Elite category, where relevant)</li> </ol>		TD/RD
By 7 days after event	RD to submit: <ol style="list-style-type: none"> <li>1. Results List</li> <li>2. DOR Report (fees collected minus platform fees if any)</li> <li>3. Post Event Report (To include the following info: Category, number of participants in each category and the gender breakdown, number of registrants vs number of starters)</li> </ol>		RD
	TD to submit: <ol style="list-style-type: none"> <li>1. Technical Officials Time Sheets, signed off by TD</li> <li>2. Post Event Report (via TO Portal)</li> </ol>		TD

## **Day-of-Race (DOR) Membership**

(Note: DOR Fees will be waived for Schools, Charities, Entities doing events strictly for fundraising, training, development and/or events not open for public registration)

All participants of multisports events conducted in Singapore are required to be paid up members of TAS, either as individual annual membership or purchase of DOR membership. This is to create sustainability for TAS in capability development to support events.

The DOR Membership fee must be paid by participants who are not TAS individual annual members. It ensures that they are covered by an appropriate level of insurance while participating in events. Ultimately, it is the participant's responsibility to ensure they have their own additional insurance should they have their own preferred needs on coverage quantum.

The DOR fees must be collected by the Event Organiser on behalf of TAS. It must be clearly made known to the participants, the entry fees that they are paying, and the DOR Fees that will be add on to the entry fees (to be waived if they have a valid TAS Annual Membership Number – Last 5 digits of NRIC (e.g. 9663Z)

For Local events (Subsidised)

<b>Distance / Sport</b>	<b>Aquathlon</b>	<b>Duathlon</b>	<b>Triathlon</b>
<b>Sprint and above</b>	\$3.00	\$4.00	\$4.00
<b>Other distances (16 years and above)</b>	\$1.50	\$2.50	\$2.50
<b>Kids / Youth (15 years and below)</b>	\$1.50	\$1.50	\$1.50
<b>Relay</b>	\$4.00	\$6.00	\$6.00

For International races listed in TRI calendar (or had received local government funding),

2024 Rates

Sprint and above - \$6

Other Distances - \$4

Relay - \$4 per participant

**Note: In the event registration form, Event Organisers MUST provide registrants 2 options:**

- 1) Mandatory Add on DOR Fees to their Entry Fees**
- 2) Provide a valid TAS Annual Member Number -Waiver of DOR Fees (Only Entry Fees will be charged)**

## **Sanction Fees**

(Note: Sanction Fees will be waived for Schools, Charities, Entities doing events strictly for fundraising, training, development and/or events not open for public registration)

For local races,

Triathlon - \$3 per participant

Aquathlon, Duathlon, Other related Multi-Sport - \$2 per participant

Cap of \$3000 for Triathlon event, and \$2000 for others

(For 2024, 25% discount will be offered by TAS)

For National Championships,

Fees - \$5,000

For International races listed in TRI calendar (or had received local government funding),

Fees – Between \$25,000 to \$50,000

(Includes team of Technical Officials for the event)

(Note: Open for discussion on the final amount to be paid. Event Organiser may propose an alternative in-lieu of payment of the full amount, which may include activations for community and performance development, profiling and publicity etc.)

**Technical Officials (For Local Events)**

The primary role of a Technical Official (TO) is to ensure safety and fairness during the race. TOs create an atmosphere of sportsmanship, equality, safety and fair play for all competitors.

The number of TO will vary from event to event, depending on a number of possible factors:

- Size and layout of event site, and field of play
- Type of event
- Status of event
- Number of competitors

As a guide, Maximum of 10 TOs for Triathlon and 8 TOs for Aquathlon/Duathlon. More TOs may be required if there are insufficient volunteers in crucial areas, and TAS will cover the cost of additional TOs. The number of TOs for each sanctioned event must be agreed between the RD and TD at least 7 days prior to event. Event organisers are to provide communication radio sets for all assigned TOs, and an area for TOs to conduct their briefing.

TAS will subsidise and charge event Organiser the following fees:

Maximum of 10 TOs for Triathlon and 8 TOs for Aquathlon/Duathlon.

TD / TO - \$60 (6 hours and below), \$10 per hour (for extended duties)

Note:

1. Working hour calculation: from reporting time till dismissal time
2. Transport allowance: \$20 (for reporting before 7am)
3. Others: Meals and Drinks should be provided (Breakfast if reporting time is before 8am, Lunch if still on duty at 12pm, Dinner if still on duty at 6pm)

**Event Sanction Application Form**  
**(To be completed by Race Director)**

Company Name:	
Registration Number:	
Address:	
Company's Website:	
Name of Race Director:	
TAS Membership:	
Contact Number:	
Contact Email:	

Event Name:	
Event Website:	
Event Format:	
Venue:	
Start Date and Time:	
End Date and Time:	

<b>Participants</b>	<b>Previous Year (Actual number)</b>	<b>This Year (Expected number)</b>
Elite Athletes		
Age Groupers		
Volunteers		
Staff		

<b>Documents Checklist (To be submitted together with Event Sanction Application Form)</b>	
<b>Document</b>	<b>Submitted (Yes/No - Please provide reasons and alternative date to submit this document)</b>
Event details and proposed schedule	
Categories, Age Groups, Distances	
Course Maps (Including Transition Area Flow)	
Operational manpower Plan (Include Aid Station position)	
Medical & safety Plan	
Risk Assessment Plan	
Insurance Certificate / Letter	
Race rules and Regulations	

## **Event Sanction Agreement**

In consideration of TAS providing sanction for the event, I acknowledge, confirm and agree to the following:

1. To read and understand the "Event Sanctioning Policy" and abide with the terms and requirements set in. To comply with the sanctioning process, and submit the necessary documents in accordance to the timeline.
2. All information and documents submitted to TAS are accurate and true, and to immediately inform TAS should there be any changes.
3. To conduct the event in accordance with the approved event plans, rules and regulations and to ensure that the event is conducted in a fair, safe and professional manner.
4. To seek approval from all relevant authorities and stakeholders, appoint the necessary service providers and other safety & medical support element to ensure the safety of participants and officials on duty for each discipline of this event.
5. Aware that the standards and conditions set forth by TAS are minimal and that special or unusual conditions may require further precautions and actions in the interest of safety.
6. To ensure that the registration form includes the following:
  - Option to add on DOR Fees to their Entry Fees, or Provide a Valid TAS Annual Member Number for Waiver of DOR Fees
  - Waiver and release of liability clause (to include TAS). Records to be kept for a minimum of one (1) year.
  - Declaration of completion of the GAQ or a similar Pre-participation Evaluation declaration.
  - Declaration for first time Open-Water swim participants, and mandatory to attend a swim trial to ensure competency and confidence.
7. The event website to contain a Sports Safety Guide (or a link to relevant website - <https://www.sportsingapore.gov.sg/sports-education/sports-safety/sports-safe-u-guide/> )
8. The event website to contain:
  - the Get Active Questionnaire (GAQ) or a similar Pre-participation Evaluation Declaration (GAQ can be found in the link above)
  - the Race Rules and Regulations (as approved by TAS)
  - the Classification of race categories (as approved by TAS)
9. To co-operate with and uphold the officiating decisions made by the TAS technical officials on the ground during the race.
10. The reporting flow of all other major officiating decisions (such as appeals, penalties, disqualifications etc) will be as such: TO's will report to TD, TD will discuss with RD before making a decision.
11. In the event of a crisis or any possible risk measures, the RD, TD and Medical team will together assume responsibility to discuss and determine the outcome of the event or race: Continue, cancel, change race format or distances etc. The final decision lies with the RD.
12. An appeal process must be put in place for participants to put in any appeal on result matters.

13. To ensure a medical practitioner to be present and to act as the Medical Director of the event. Medical Director is to report to the RD, and all medical incident and documentations must be send to TAS within 24 hours following the event
14. Selected marketing collaterals, including the website, must have the TAS logo with wordings, "Sanctioned by TAS".
15. If notified by TAS at any time, I will allow drug testing at this event and will comply with all drug-testing requirements set forth by the WADA (World Anti-Doping Agency), as supplied at the time of notification.
16. At least 3 days before event, to submit the final participants and crew list to TAS to effect insurance for DOR (Must include: Race Category, Full Name, Gender, DOB, Age)
17. By 7 days after event, to submit: Results List, DOR Report (fees collected minus platform fees if any), Post Event Report (To include the following info: Category, number of participants in each category and the gender breakdown, number of registrants vs number of starters)
18. it is hereby agreed that the undersigned, the sponsors, event organisers and any and all entities involved with the production of this event, jointly and severally agree to defend, to hold harmless, and to indemnify TAS and its officers, directors and agents connected with the organisation and conduct of a sanctioned event, against any and all cost, claim, legal expenses and liabilities which are connected with or arise directly or indirectly out of the preparation for or conduct of this event(s); except where such cost, claim legal expenses and liabilities are incurred as a result of gross negligence on the part of TAS; to co-operate with TAS and its agents in the event of any personal injury or other claims and/or other legal action(s) arising out of this event. It is understood and agreed that TAS makes no warranties, expressed or implied to the event organiser, to competitors, to spectators, or to any other person or entity.

I agreed to the terms and conditions outlined above. By submitting this agreement, I am stating that the information in this sanction application is true. Further, I understand that failure to meet the above conditions may result in the withdrawal of the sanction.

\_\_\_\_\_  
Name:

Date:

Company:

\_\_\_\_\_  
Company Stamp