

Major Events Hosts Agreement

TEMPLATE

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Version

Version	Date	Description	Author
1.1	01/12/2023	Major Events Host Agreement	TI Events Team
1.2	01/01/2025	Major Events Host Agreement	TI Events Team
1.3	01/01/2026	Major Events Host Agreement	TI Events Team

Approval

(By signing below, all Approvers agree to all terms and conditions outlined in this Agreement.)

Approvers	Role	Signed	Approval Date
	Major Event		
Triathlon Ireland	Governing Body		

Table of Contents

1. Agreement Overview	3
2. Goals & Objectives	3
3. Event Information	4
Insurance	4
Technical & Motorcycle Officials	4
4. Major Event LOC requirements	4
4.1. Media & Marketing requirements	4
Activation and Media	4
Race Coverage	4
Branding	4
4.2. Anti Doping Requirements	6
5. Safeguarding	6
6. Prize Fund	7
7. Race Results	8
8. Agreements	8

1. Contract Overview

A major event is any race in the Triathlon National Series (TNS), Duathlon National Series (DNS), National Championship Events (NC), Youth Series (YS) and any other event that Triathlon Ireland deems to be included in the Major Events calendar.

2. The purpose of this agreement is to ensure that the appropriate standards, commitments, and support are in place to deliver Triathlon Ireland Major Events to a consistently high level. These events play a key role in growing the sport, inspiring participation, and supporting the long term development of triathlon in Ireland.

The goals and objectives of this agreement are to:

- Support the development of high quality, well managed triathlon events across Ireland.
- Create a vibrant, festival style atmosphere that welcomes families, spectators, and the wider community.
- Deliver events that meet a standard suitable for future hosting of World Triathlon or Europe Triathlon competitions.
- Provide meaningful, competitive opportunities for age group athletes to benchmark themselves nationally across gender and age categories.
- Promote an inclusive, competitive, and welcoming spirit across all participants.
- Ensure geographic accessibility to quality racing opportunities for athletes nationwide.
- Offer a spectator friendly environment that inspires greater engagement with the sport.

- Establish a series of age group events delivered to a consistently recognisable and professional standard.
- Position events as attractive, high value opportunities for commercial sponsors and public funding partners.

3. Event Information

Insurance

- Robust Public liability insurance up to €6,500,000/ £13,000,000 This applies to all sanctioned events with Triathlon Ireland

Technical & Motorcycle Officials

- A **Technical Delegate and Head Referee** will be appointed to every Major Event. These are experienced and highly trained officials, selected from Triathlon Ireland's panel of certified personnel.
- The number of **additional Technical Officials** assigned to each event will be based on expected participant numbers, race format, and course complexity, and will be determined in consultation with the Technical Delegate.
- All Triathlon National Series and National Championship events will be supported by Triathlon Ireland-trained Motorcycle Officials to ensure optimal safety and compliance, particularly during bike segments. The number of motorcycle officials deployed will be tailored to the event's scale and technical requirements, as advised by the appointed Technical Delegate.

4. Major Event LOC requirements

4.1 Media & Marketing requirements

Sponsorship and Branding Requirements

- All Major Events must comply with the Triathlon Ireland Activation, Branding and Sponsorship guidelines. Full details of our 2026 event activation will be delivered to race organisers in February 2026. For now please familiarise yourself with the Triathlon Ireland brand guidelines [HERE](#) and ensure you have downloaded the current Triathlon Ireland, TNS, YS and DNS logos [HERE](#).
- Triathlon Ireland can assign the naming rights for all major events to its title sponsor.
- The Local Organising Committee (henceforth referred to as 'LOC') must display the Triathlon Ireland logo and correct series logo (as provided at link above) on all race websites, race advertising, race clothing, and all other merchandise related to the race. The Triathlon Ireland logos must be compliant across all race materials. Please note that all uses of our logos on any items of merchandise, including swim hats, must be approved by Triathlon Ireland Director of Marketing & Partnerships (marketing@triathlonireland.com).
- The details of the available activation and media support provided by TI will be sent via email to event organisers ahead of your event.

Activation and Media

Subject to availability of resources, Triathlon Ireland intends to, at its own cost, provide an activation and media service to Major Events in 2026. Activation includes the provision of finish line and event site branded elements, plus at least one TI Activator. Subject to availability, Triathlon Ireland will provide a photographer from our TI Media team to cover all major events. Where a photographer is present, images will be available for the event organiser at no cost and a gallery of images will be uploaded to the Triathlon Ireland Website.

Race Coverage

Triathlon Ireland is the largest platform for endurance sport in Ireland with more than 69,000 followers/fans on social media and 800,000+ yearly visitors to triathlonireland.com. Triathlon Ireland provides top class coverage of our major events throughout the season on our digital channels and website, achieving best in class engagement on our social feeds. Subject to availability the Triathlon Ireland Marketing Team will be represented at Major Events to provide coverage and activation.

Branding

One of the most visible aspects of every event is the promotional material and merchandise. In order to represent the sport in a coherent and professional manner throughout the season, there are some important branding stipulations that all Major Events must adhere to at all times when promoting their event.

All Major Events must display the Triathlon Ireland logo and their correct series logo on all properties associated with their event, including but not limited to race websites, race or club social media sites, printed promotional materials, t-shirts, swim caps, medals etc. All relevant logos can be downloaded [HERE](#).

Every use of the Triathlon Ireland and relevant series logo must be explicitly approved in advance by Triathlon Ireland's Marketing Department - marketing@triathlonireland.com

Major Events will make available a minimum of **75%** of the finish line area of play to Triathlon Ireland's activation team.

Alcohol advertising in or on a sports area during a sports event is prohibited. This prohibition applies to the playing area only and does not apply to the perimeter. For example, alcohol advertisements are prohibited from a football pitch. In addition, alcohol advertising at an event which is aimed particularly at children or at which the majority of participants or competitors are children is also prohibited.

Additionally this prohibits the sponsorship of certain events where that sponsorship has the aim or effect of promoting an alcohol product or alcohol brand or the consumption of alcohol.

No Major Event will take on a sponsor that shares the same commercial category as Triathlon Ireland's Official Partner or Series Partner without prior explicit permission from Triathlon Ireland's Director of Marketing & Partnerships - marketing@triathlonireland.com.

4.2 Technical Requirements

Penalties are to be served in the designated penalty box, on the spot or as 'time-added' penalties as determined by the Head Referee (not as per World Triathlon Competition Rules Section 3.3.Subsection (b)).

4.3 Anti Doping Requirements

Overview

All major events are subject to anti-doping testing by Sport Ireland. While not all races will be selected, advance notification is not provided, so race organisers and athletes must be prepared.

Key Requirements

1. Documentation: Complete the Anti-Doping section in the Event Management Plan.
2. Facilities: Ensure a suitable Doping Control Centre is available, or request a Sport Ireland mobile unit if necessary.
3. Event Contact Person (ECP): Assign a dedicated individual from the organising committee with no other responsibilities on event day.
4. Race Brief: Include anti-doping information in the athlete race brief.

Event Contact Person (ECP) Responsibilities

- Liaise with the Lead Doping Control Officer:
 - Meet the officer on the day of the event.
 - Direct the team to the doping control station and provide venue-related details.
 - Attend the athlete selection draw if required.
- Arrange Transport: Assist with transport to the Doping Control Station if it is not immediately accessible.
- Maintain the Doping Control Station:

- Ensure the station is tidy, secure, and equipped with at least 2 litres of sealed, non-alcoholic drinks per athlete (preferably in 500ml bottles).
- Accommodate any suggested improvements from the Lead Doping Control Officer.
- Ensure Smooth Operations: Liaise with athletes, team officials, and National Governing Body (NGB) officials as needed.

Further details on ECP responsibilities are available in the [Sport Ireland Event Contact Person Handbook](#).

Facilities for Doping Control

- The venue must provide an area suitable for a Doping Control Station as specified in the Sport Ireland Handbook.
- If no appropriate facility exists, a Sport Ireland mobile unit can be requested.

Pre-Event Requirements

- Complete the Event Management Plan for Triathlon Ireland, including the Anti-Doping section.

At the Event

- The ECP will be notified on the day if testing is to occur. Do not notify anyone else in advance.
- Identify an area where chaperones can notify athletes selected for testing.

Information and Support

- Include anti-doping details in the athlete race brief.
- Anti-doping information for race organisers can be found [here](#).
- For questions, contact the Triathlon Ireland Anti-Doping Officer at Eleanor@triathlonireland.com.

5. Safeguarding

All major events must allow those aged under 18 at the time of the event (i.e. not based on age as of December 31st) to participate and must follow **mandatory** safeguarding (SG) requirements.

- Appointment of a qualified Safeguarding Lead (Garda vetting/Access NI Basic check, Safeguarding training (Safeguarding 1/Safeguarding Children and Young People in Sport) & completed code of conduct.
- Complete a Safeguarding Risk Assessment in the Event Management and Safety Plan.
- Complete and comply with Safeguarding specific elements of the Event Management and Safety Plan.
- Distribute Safeguarding information to external contractors, parents, volunteers, athletes and photographers prior to the event.

Full details will be provided in the host agreement for all major events.

Events with under 18's should have a child centred environment, we are encouraging all race organisers and their committees to complete their Safeguard 1/ Safeguarding Children and Young People in Sport training (3 hours online). Courses are available online through LSP's in ROI. If you are a club based in NI we can direct you to a course or organise a course for you. Please send an email to mary@triathlonireland.com

All events where under 18's are taking part must comply with the Safeguarding protocol and Safeguarding Guidelines for Event Organisers document. This document contains additional information, resources and template emails for parents/carers, volunteers and external contractors.

Policies and Templates:

[Safeguarding Guidelines for Race Organisers](#)

[Photography and Filming policy](#)

[Safe recruitment policy](#)

[Missing children procedure](#)

Code of Conduct Poster - Your Technical Official will bring this, it must be displayed at an event.

[Recognising and Reporting Concerns.](#)

[TI Reporting Portal.](#)

6. Prize Giving

- Events that award prizes must do so **equally across all age group categories**, regardless of the number of entries in each category.
- If age group prizes are being awarded, **all age group categories must be included** and awarded in full. No category may be excluded based on entry numbers or gender.
- The total prize fund and the full prize breakdown must be **clearly communicated in advance of the event** via the official race website and any relevant promotional channels.
- A standardised prize table (as outlined by Triathlon Ireland below) must be followed for all age group Major Events.

Overall Winners both Male and Female			
Overall Award	1st Place	2nd Place	3rd Place
Age Group Award both Male and Female			
Age Group Award	1st Place	2nd Place	3rd Place
E.g. 16-17	As Above	As Above	As Above
E.g. 20-24	As Above	As Above	As Above
Etc 70-74	As Above	As Above	As Above

7. Race Results

All appointed Major Events must collect athletes' Triathlon Ireland numbers, and organisers are required to submit final race results to events@triathlonireland.com no later than 9:00 PM on the Tuesday following the event. Late submissions will be included in the following week's update.

Share the Following with Your Timing Provider:

- **Updated Race Results Template**

A revised template is now in place and must be used for all events. This ensures consistency and compatibility with our ranking system.

- **Direct Results Link**

Each submission must include a live link to the results on the timing company's website, so athletes can easily access their performances.

- **Manual Backup Required**

A manual record of race times and positions (male and female) must be maintained and available for verification purposes.

- **Support & Responsiveness**

Race Organisers must offer email and phone support pre- and post-event and respond promptly to any queries raised by Triathlon Ireland or the LOC.

- **Data Protection Compliance**

Timing providers must be fully compliant with GDPR and must notify Triathlon Ireland within **24 hours** of any data breach.

If you or your timing provider have any questions about the race results process, please contact events@triathlonireland.com.

8. Race Entry System

The **Triathlon Ireland Entry System** is available for all sanctioned events and offers the following features:

- Entry fees can be transferred to organisers prior to the event.
- Triathlon Ireland manages all customer service queries, including refunds.
- No sign-on sheets required, all athlete data and insurance waivers are collected digitally.
- Ensures valid Triathlon Ireland membership or One Day Membership (ODM) is confirmed.
- Reduces errors in licence number collection.
- Races are listed on the national calendar for easier access by athletes.
- A 7% **administration fee** applies.

If You Are Not Using the Triathlon Ireland Entry System:

- You must collect **valid licence numbers** for all participants, including Full Members and ODMs.
- You must collect and retain **signed agreement to the insurance waiver** for every participant at registration.

- You must keep a **record of participant attendance** confirming acceptance of terms and conditions.
- Using **multiple entry systems** for the same event (e.g. TI system plus an external platform) is **not permitted**.

9. Agreements

By applying to host a Triathlon Ireland Major Event, I confirm the following:

☐ **Compliance & Insurance**

I will work with Triathlon Ireland to ensure my event fully complies with the Triathlon Ireland Sanctioning Process, in order to be covered under Triathlon Ireland's insurance policy.

☐ **Sanctioning & Major Events Fees**

I will pay the race sanctioning fee and the mandatory Major Events fee prior to my event being published on the official Triathlon Ireland race calendar. I understand that both fees are non-refundable if sanctioning is withdrawn due to non-compliance with Triathlon Ireland sanctioning requirements.

☐ **Competitor Fees**

I will pay all additional competitor fees to Triathlon Ireland immediately following the event. (Details of additional competitor fees can be found [here](#).)

☐ **Event Documentation**

I will submit a completed Event Management & Safety Plan (EMP) no later than three months prior to the event, or by the deadline requested by Triathlon Ireland, whichever is earlier.

☐ **Technical Officials**

I agree to work with the appointed Technical Officials to ensure the event is delivered safely, fairly, and in accordance with World Triathlon rules and Triathlon Ireland specific derogations.

☐ **Safeguarding**

I confirm that my event will meet all Triathlon Ireland safeguarding requirements, ensuring a safe and inclusive environment for all eligible participants.

☐ **Branding & Sponsorship**

I will comply with all activation, branding, and sponsorship requirements as outlined in this document.

☐ **Clean Sport**

I confirm that my event will comply with Triathlon Ireland's Clean Sport Policy and will cooperate fully with any anti-doping procedures, including the provision of appropriate space and access for testing if required.

☐ **Period Friendly Events**

I confirm that my event will support Triathlon Ireland's commitment to inclusivity by providing period products and toilet facilities at the race venue, ensuring all participants have access to what they need on race day.

☐ **Prize Giving**

I will follow the Triathlon Ireland Prize Giving Guidelines, including equal awards across all eligible age group categories.

☐ **Entries & Results**

If not using the Triathlon Ireland entry system, I will ensure valid Triathlon Ireland licence numbers are collected, all participants sign the insurance waiver, and a record of attendance is maintained in line with Triathlon Ireland's requirements.

I will also ensure that final race results are submitted to events@triathlonireland.com no later than 9:00 PM on the Tuesday following the event. Late submissions will be included in the following week's update.

Contact Directory

#	Area	Contact	Email	Responsibility
1	General Event Management	Triathlon Ireland Events Team	events@triathlonireland.com	Overseeing event management, safety plans, sanctioning processes.
2	Marketing and Media	Marketing Department	marketing@triathlonireland.com	Branding approval, sponsorship guidelines, media and event activation.
3	Anti-Doping Requirements	Anti-Doping Officer	eleanor@triathlonireland.com	Coordinating with Sport Ireland, doping control facilities, and athlete notifications.
4	Technical Officials & Operations	Assigned Technical Delegate & TI Lead	calvin@triathlonireland.com	Appointing referees, ensuring adherence to competition rules and safety measures.
5	Safeguarding	TI Development Team	mary@triathlonireland.com	Ensuring child protection protocols, safeguarding training, and risk assessment.

#	Area	Contact	Email	Responsibility
6	Prize Fund and Race Results	TI Events Team	events@triathlonireland.com	Collecting and publishing race results within 48 hours.
7	Insurance and Compliance	TI Events Team	events@triathlonireland.com	Managing public liability insurance and sanctioning fee compliance.