



BRITISH TRIATHLON GUIDE TO ORGANISING VIRTUAL CHALLENGES



Version 1
– 13 July 2020

Introduction

British Triathlon and the three Home Nations (Triathlon England, Triathlon Scotland and Welsh Triathlon) have produced this guidance for clubs, coaches and third party organisers looking to facilitate the staging of virtual challenges.

Covid-19 requirements

Organisers must ensure that individuals are aware of and follow the latest guidance published by the relevant government and British Triathlon during the Covid-19 pandemic. This includes, but is not limited to, following rules on social distancing and guidance on increased hygiene provisions. Further information can be found on the [British Triathlon website](#).

It is important to note that the position of devolved governments on the easing of restrictions is fluid. To see the current position on the suspension of activity for your Home Nation please visit the [British Triathlon website](#).

What is a virtual challenge?

A virtual challenge is defined as an activity which has a specified distance to complete, or a specified time in which to complete a total distance. Individuals take part on their own, in their own location and at a time they choose. There is no time limit in which to complete the virtual challenge other than a defined period of completion as determined by the organiser.

This guidance is provided to triathlon clubs, coaches and third party organisers for the safe organisation and running of multisport virtual challenges in any combination of two segments of swim, bike and run. Organisers looking to facilitate single discipline virtual challenges are recommended to consult guidance provided by the respective governing body. This guidance does not cover the organising of races or challenges taking place solely online.

How do I organise a virtual challenge?

Virtual challenges will fall into one of two scenarios. The first of these is where there is no set swim/bike/run course and the second, where the organiser has specified a set swim/bike/run course that must be completed by participants. The different requirements for each scenario are detailed below.

Whilst all due care has been taken in its production, British Triathlon cannot be held responsible for any omissions or errors, or for any damage or injury arising from any interpretation of the content of this guidance.

Organising a virtual challenge – no set course

Format

The organiser will define the segment distances across which the virtual challenge will take place and will require the individual participants to determine their own routes in order to complete the distance. This can be any combination of two segments of swim, bike and/or run and allows individuals to complete the segments in their own time, either in one go or across multiple sessions. A defined period during when the activity can be completed (e.g. across a two-week period) may be determined by the organiser.

Swim activity can be completed either in a swimming pool, open water or an endless pool where available. Cycle activity can be completed either outside on a bike or indoors using a turbo trainer or static bike. Run activity can be completed outside or indoors using a treadmill. The use of rowing machines is excluded from this guidance.

The recording of the activity can be done either through evidence of completion (e.g. by submission of Strava/Garmin etc. data) or by submission of times where participants are encouraged to honestly report their activity.

Leaderboards may be created to promote competition between individuals though, for the avoidance of doubt, it must be stated that virtual challenges are to be completed as individuals and competing against another individual on the same course at the same time is not permitted. Organisers should remember that in this instance it may be difficult to draw a true comparison between participant times as they may have participated on a different route and this should be taken into account when using leaderboards.

Medals/certificates may be awarded upon submission of evidence of completion.

Children & Young People

The organiser may wish to offer a virtual challenge that children and young people can take part in. Parents, guardians or responsible adults should consider the suitability of the challenge distance(s) and consideration should be given for children to complete the segments across a number of sessions. The key point is to ensure that children are not overly burdened at a young age and to be mindful of them completing distances that are achievable taking into account the individual rate of maturation.

It may not be possible for records of children's activity to be taken to create leaderboards, therefore organising clubs should consider alternative formats of evidencing participation and recognising completion rather than competition.

Children under the age of 15 must not cycle or run on the public highway unless supervised by a parent, guardian or responsible adult. Children aged 15 must have parental/guardian consent to cycle on the public highway without supervision. Participants aged 16 and 17 are assumed to have autonomy to make this decision, however, it is recommended the participant consults their parent, guardian or responsible adult.

Entry process and individual responsibility

The organising club must ensure that all participants undertake an entry or registration process whereby the individual understands and accepts their responsibilities in undertaking the virtual challenge. An example of the entry terms and conditions can be found in Appendix A.

At all times, individuals must take responsibility for their own safety and the safety of others, obey traffic regulations and practice good sportsmanship.

Individuals are also responsible for ensuring they are adhering to the most up-to-date government and British Triathlon guidance in relation to Covid-19.

Individual participant insurance

Where participants of the virtual challenge are British Triathlon Home Nation members, their public liability (Essential, Core and Ultimate) and personal accident (Core and Ultimate) cover includes taking part in the virtual challenge. This is deemed as part of the undertaking of swim, bike and/or run training, provided that the individual follows the guidelines set out by the organiser who has in turn adopted the practices outlined in this document.

Where participants of the virtual challenge are not British Triathlon Home Nation members, no insurance is provided to the individual. The organiser is required to ensure that these participants are made aware of this as part of the entry process. British Triathlon Home Nation affiliated club members that do not hold membership of a British Triathlon Home Nation are not covered by club insurance.

Organiser insurance

British Triathlon Home Nation affiliated club insurance cover is extended to include virtual challenges as part of the organising and delivery of regular club activity subject to the adoption of the practices outlined in this document.

Third party organisers must ensure that they have public liability insurance (minimum £5 million indemnity) in place which covers the organising of virtual challenges. For the avoidance of any doubt, no indemnity is granted by the British Triathlon insurance programme.

Organising a virtual challenge – specified courses

Format

The organiser will define the specific course(s) that must be used in order to complete the virtual challenge for any combination of two segments of swim, bike and/or run.

This may be a course that is already used for existing club or organised activity. Organisers should carefully consider using any bike course that takes place on the public highway, and notification made to the relevant highways authority. If you decide to use roads for the bike course consider how you can make the course as straightforward as possible (e.g. a looped course which involves all left-hand turns at junctions, as these are simpler and safer for the cyclist compared with right-hand turns).

Organisers are required to undertake route risk assessment(s) for all segments where the bike and/or run course is specified. Further guidance on completing risk assessments is found below and a risk assessment template is available on the [Event Organisers System](#). Individuals will be allowed to complete the segments in their own time either in one go or across multiple sessions. A defined period during which the activity can be completed (e.g. across a two-week period) may be determined by the organiser.

Swim activity can be completed either in a swimming pool, open water or an endless pool where available. Cycle activity can be completed either outside on a bike or indoors using a turbo trainer or static bike. Run activity can be completed outside or indoors using a treadmill. The use of rowing machines is excluded from this guidance.

The recording of the activity can be done either through evidence of completion (e.g. by submission of Strava/Garmin etc. data) or by submission of times where participants are encouraged to honestly report their activity.

Leaderboards may be created to promote competition between individuals though, for the avoidance of doubt, it must be stated that virtual challenges are to be completed as individuals and competing against another individual on the same course at the same time is not permitted.

Medals/certificates may be awarded upon submission of evidence of completion.

Children & Young People

The organiser may wish to offer a virtual challenge that children and young people can take part in. Parents, guardians or responsible adults should consider the suitability of the challenge distance(s) and consideration should be given for children to complete the segments across a number of sessions. The key point is to ensure that children are not overly burdened at a young age and to be mindful of them completing distances that are achievable taking into account the individual rate of maturation.

It may not be possible for records of children's activity to be taken to create leaderboards, therefore organising clubs should consider alternative formats of evidencing participation and recognising completion rather than competition.

Children under the age of 15 must not cycle or run on the public highway unless supervised by a parent, guardian or responsible adult. Children aged 15 must have parental/guardian consent to cycle on the public highway without supervision. Participants aged 16 and 17 are assumed to have autonomy to make this decision however, it is recommended the participant consults their parent, guardian or responsible adult.

Course risk assessment

Risk assessment is the process of systematically examining a situation, venue or environment to identify potential hazards that might harm people during a virtual challenge. The organiser must decide whether the identified hazard(s) is significant and, if so, devise and implement precautions to minimise the risk or prevent any harm.

The risk assessment must be carried out in advance of the start of the virtual challenge and should address what could happen to participants as well as those outside the challenge such as members of the public.

1. Identify potential hazards to participants and members of the public resulting from the challenge.
2. Decide who might be harmed and how.
3. Evaluate the likelihood and potential impact of risk (e.g. low to high) and decide how that risk can either be removed or minimised (e.g. participant pre-challenge information).
4. Record the findings on a risk assessment form. A British Triathlon Virtual Challenge Risk Assessment template has been provided on the [Event Organisers System](#), but alternative formats may be used.
5. Implement the actions to ensure the route(s) are safe for the challenge.

Risk assessment(s) must be carried out in advance of the start of the virtual challenge and identify specific hazards, who they will impact upon, the severity of the risk and what mitigation will be implemented to reduce the risk to as low as reasonably practicable. The risk assessment(s) must be documented and updated regularly.

The cycle and run courses (where used) must be risk assessed by the organiser. Where the challenge has a swim segment, organisers must confirm with the venue provider that a

sufficient risk assessment is in place and that participants understand any conditions they are required to meet.

Risk assessments will not be submitted to or reviewed by British Triathlon and it remains the organiser's sole responsibility to ensure that a suitable and sufficient risk assessment is carried out for all activities where specific courses are determined.

Entry process and individual responsibility

The organising club must ensure that all participants undertake an entry or registration process whereby the individual understands and accepts their responsibilities in undertaking the virtual challenge. An example of the entry terms and conditions can be found in Appendix A.

At all times, individuals must take responsibility for their own safety and the safety of others, obey traffic regulations and practice good sportsmanship. Individuals are also responsible for ensuring they are adhering to the most up to date government and British Triathlon guidance in relation to Covid-19.

Individual participant insurance

Where participants of the virtual challenge are British Triathlon Home Nation members, their public liability (Essential, Core and Ultimate) and personal accident (Core and Ultimate) cover includes taking part in the virtual challenge. This is deemed as part of the undertaking of swim, bike and/or run training, provided that the individual follows the guidelines set out by the organiser.

Where participants of the virtual challenge are not British Triathlon Home Nation members, no insurance is provided to the individual. The organiser is required to ensure that these participants are made aware of this as part of the entry process. British Triathlon Home Nation affiliated club members that do not hold membership of a British Triathlon Home Nation are not covered by club insurance.

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British Triathlon Home Nation affiliated club insurance cover is extended to include virtual challenges as part of the organising and delivery of regular club activity subject to the adoption of the practices outlined in this document.

Third party organisers must ensure that they have public liability insurance (minimum £5 million indemnity) in place which covers the organising of virtual challenges. For the avoidance of any doubt, no indemnity is granted by the British Triathlon insurance programme.

Appendix A: Example Terms and Conditions

Terms and conditions for participants of the **Virtual Challenge name** from **Organiser name**.

Introduction:

These are the terms and conditions applicable to all participants of the **Virtual Challenge name** (this will be referenced as “Virtual Challenge” from this point forward).

Please read these terms and conditions (the “Terms”) carefully to ensure that you understand and agree to them, as they contain the legal terms and conditions that all participants shall be deemed to have agreed to when submitting their application for the Virtual Challenge. All participants must adhere to these Terms at all times.

Any references to “we”, “us” or “our” shall be taken as references to **Organiser name**. Any references to “you” or “your” shall be taken as references to any applicant for the Virtual Challenge.

Activity safety during Covid-19

- At all times whilst participating in the challenge promoted by **Organiser name** on the Virtual Challenge website you should adhere to all instructions given by the website and by British Triathlon (<https://www.britishtriathlon.org/covid-19>) and the relevant government in [England](#), [Scotland](#) and [Wales](#).

Activity safety

- For all challenges and physical activity that you undertake, it is your responsibility to ensure that you have the correct equipment that is in a good safe working order and take weather conditions and the space around you into account when preparing to take part.

Children’s activity

- The Virtual Challenge is all about participation and the time it takes to complete the challenge really doesn’t matter, so please keep this in mind when supporting your child to complete the challenge.
- All children and families are encouraged to consider the time of day and period of time they exercise; carefully select their route taking into consideration suitability of roads, paths or other surface, and apply social distancing to stay clear/give priority to pedestrians and people using public spaces.

Medical conditions

- It is your responsibility that you and your children are sufficiently fit and healthy to participate in all challenges and physical activity. If you are in any doubt, we recommend that you seek medical advice beforehand. Please read our Health Commitment Statement below for further advice.
- If you or your children have not exercised before or for some time, you should consult your doctor before taking part in challenges related to the Virtual Challenge.

Health commitment statement

Your health is your responsibility. **Organiser name** are dedicated to helping you take every opportunity to enjoy your participation as part of the Virtual Challenge. With this in mind, we have carefully considered what we can reasonably expect of each other.

Our commitment to you:

1. We will respect your personal decisions and allow you to make your own decisions about what exercise you and your children can carry out. However, we ask you not to exercise beyond what you consider to be your own abilities.
2. We will make every reasonable effort to make sure the recommended age and level of activity is communicated via the Virtual Challenge website. This will be communicated via the sign-up distances we have offered within the challenge. Please ensure you complete the challenge in the way that you feel best suits your ability, experience, health, and fitness.

Your commitment to us:

1. You should not exercise beyond your own abilities. If you know or are concerned that you or your children have a medical condition which might interfere with your safe participation you should seek advice from a relevant medical professional and follow that advice.
2. It is the decision of the participant/parent/guardian/responsible adult, to determine whether he or she is fit enough to exercise. If the participant is in any doubt, the participant should seek medical advice. It is up to the participant where to seek medical advice.
3. All children and families should be encouraged to consider the time of day and period of time they exercise, carefully select their route taking into consideration the advice above and apply social distancing to stay clear/give priority to pedestrians and people using public spaces.
4. Children under the age of 15 must not cycle or run on the public highway unless supervised by a parent, guardian or responsible adult. Children aged 15 must have parental/guardian consent to cycle on the public highway without supervision. Participants aged 16 and 17 are assumed to have autonomy to make this decision however, it is recommended the participant consults their parent, guardian or responsible adult.
5. If you or your children have a disability, you must follow all reasonable instructions to allow you to complete the Virtual Challenge safely.
6. During the period of the Covid-19 pandemic, you should only exercise within the government and British Triathlon guidance which is set out here: <https://www.britishtriathlon.org/covid-19>.

Disclaimer of warranties and liability

To the fullest extent permitted by English law, **Organiser name** makes no representations, undertakings or warranties about the Virtual Challenge or any content or information provided as a result of being a participant of the campaign. To the fullest extent permitted by English law all representations, warranties and undertakings (express or implied) in respect of the Virtual Challenge are excluded.

Liability

Except in the case of fraud, death or personal injury caused by our negligence or other cases where by law liability cannot be excluded or limited, we exclude all liability to you in respect of your application for the Virtual Challenge or any information or other content obtained either directly or indirectly as a result of your participation, howsoever arising, in any circumstances and whether in contract, tort, negligence, misrepresentation or otherwise.

Under no circumstances shall we have any liability for any loss of profit, business opportunity, goodwill, anticipated savings or data or for any special, indirect, incidental or consequential loss or damages of whatsoever kind resulting from your application for the Virtual Challenge or any information or other content obtained either directly or indirectly as a result of your participation, howsoever arising, in any circumstances and whether in contract, tort, negligence, misrepresentation or otherwise.

If you are in any doubt regarding the insurance cover for any physical activity that you are participating in as part of the Virtual Challenge you can contact **Organiser email address**.

Privacy and Data Protection

When you register your entry for the Virtual Challenge, we will ask for your contact details (name, email address etc.). We use this information to fulfil your request.

If you submit an entry and don't choose to be contacted by us again, then we'll only use your details to provide you with information and content related to the Virtual Challenge.

If you choose to receive news and information in the future from **Organiser name** and our partners, then we'll keep your details on file and may send you further information or newsletters that we think you might find interesting.

We don't and never will sell or pass on any of your details to another organisation for them to use for their own purposes, other than **Organiser name** partners listed here: **Link to Organiser partners**. Our full Privacy Statement can be found here: **Link to Organiser's privacy statement**.

At all times we'll ensure that we look after your details responsibly and that any organisations using your information on our behalf do the same.

Payment and Refunds

Organiser name will not be offering any refunds for entries to the Virtual Challenge. If you wish to discuss your entry, please email **Organiser email address**.

Payments will be made through **Organiser payment platform**. Terms and conditions of the **Organiser payment platform** can be found here: **Link to Organiser's payment platform**.

Medal and Certificates

Organiser name may send out a variety of medals for the Virtual Challenge. These may arrive up to three months after the Virtual Challenge end date.

Organiser name reserves the right to withhold any medal or digital certificate.