

**2019 ITU World Triathlon Leeds – Volunteer Engagement Terms and Conditions including all relevant terms and conditions.**

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**“The Organiser”** – [British Triathlon, PO BOX 25, Loughborough, Leicestershire, LE11 3WX]

**“The Event”** – 2019 ITU World Triathlon Leeds to be held on 07/08/09/June.

**“The Volunteer”** – each individual who wish to volunteer at The Event and have submitted their application and relevant personal data via the designated registration process.

**1. Conditions of Registration**

By completing the registration process volunteers are agreeing to abide by the following terms and conditions.

**2. Completion of Registration process**

It is the Volunteer’s responsibility to provide accurate and truthful information when completing the registration process, any errors in data entered and any consequence that arises as a result of such error, will be the responsibility of the Volunteer.

**3. Confirmation of Registration**

Upon completion of the registration process your appointment as a volunteer to the Event will be confirmed via email to the email address provided. Subsequent emails will provide further detail about Event timings, the role that you have been assigned, the day(s) that you will be volunteering, briefing information and details about where to report.

**4. Making Changes to Your Information**

It is possible to change your email, postal address, or contact number through emailing the Volunteer Team at [trimakersleeds@britishtriathlon.org].

**5. Volunteer Code of Conduct**

Once you are confirmed as a volunteer for the event, you will be required to comply with the ‘*Volunteer Code of Conduct*’. This will also be contained within the ‘*Volunteer Handbook*’, which will be provided to all volunteers approximately three weeks before the Event. The Code of Conduct will:

- include our expectations of our volunteers;
- outline the level of support that you can expect from us;
- include details of any organisational policies, guidelines and procedures - including all aspects of equal opportunities, health and safety, data protection and safeguarding

As a volunteer, it is essential that everyone you encounter while discharging your volunteer duties is treated with dignity and respect. No form of harassment, bullying or discrimination will be tolerated. Volunteers are expected to work in partnership with other volunteers, staff, Event officials, Event security, spectators and the general public.

## 6. Young Volunteers

- We cannot accept applications from anyone under 16 years of age on 8 June 2018.
- Volunteers aged 16 or 17 must have parental permission to volunteer.

## 7. Disabled Applicants

We welcome individuals with a disability to register to volunteer with us and are committed to ensuring you have the support you require to fulfil your role. Please get in touch with the Volunteer Team ([trimakersleeds@britishtriathlon.org](mailto:trimakersleeds@britishtriathlon.org)) to discuss your application with us.

## 8. Animals

No animals apart from registered service dogs can accompany a volunteer

## 9. Alcohol and Smoking

Alcohol is not permitted and must not be consumed during the Event. Smoking is not permitted at the Event. This includes any use of 'vaping' products.

## 10. Photography

The organisers retain the right to use quotes, images, photographs and video taken by their contracted photographers and employees at the event without informing the Volunteer including those under 18 years of age. These images will only be used for the purposes of promoting, reporting and broadcasting the event, and any other promotion related to the business activities of the Organiser.

Any individual who does not wish to have their image used by the organiser for these purposes must inform the organiser via email [[trimakersleeds@britishtriathlon.org](mailto:trimakersleeds@britishtriathlon.org)] no later than 5pm on FRIDAY 31 MAY 2019 – i.e. one week prior to the event. Notification closer to, or after the Event, can be made and the Event Organiser will use its best endeavours to prevent images of that individual being used but, in these circumstances, cannot we guarantee it.

## 11. Medical Conditions & Information

All volunteers are required to provide emergency contact details as part of the registration process, and to disclose any known medical conditions to the Event Organiser. These details will only be held for the purpose of the Event and consent from that third party is assumed once details are provided.

It is the Volunteer's responsibility to ensure they have the right level of physical ability to volunteer. If you know that you have, or are concerned that you might have, a medical condition which might interfere with your volunteering at the Event, then before you apply to register you should seek advice from a relevant medical professional and follow that advice.

## 12. Liability

Volunteering at the Event is at the volunteer's own risk and must take care of his or her own health and wellbeing and that of the other volunteers and participants in the Event.

The Organiser shall not be liable to the Volunteer for any loss of or damage to personal property or equipment belonging to the Volunteer.

### **13. Collection & use of data**

Your personal information will be used for administrative purposes to complete your sign up to the Event and for contacting you in relation to the Event you have offered your volunteer service for., in addition to future volunteer opportunities and activities.

Where you have consented to do so, your personal information will be used to send you details of how to become a member and its associated benefits.

Where you have consented to do so, your personal information will be used to send you information regarding marketing from our Event Partners and/or BTF partners.

Your personal information will not be used for any other reason and will not be shared with any other organisations unless we are legally required to do so, it is legal to do so, or we have stated as such.

You may contact us if you wish us to stop using your personal information for these purposes. Further details on how we use your personal information can be found within our Volunteer Privacy Notice.

### **14. Health commitment statement**

This Health Commitment Statement sets the standards that the Organiser and the Volunteer can reasonably expect from each other in regard to the health of the volunteer.

#### *Our commitment to you;*

We will respect your personal decisions and allow you to make your own decisions about what level of volunteering you can carry out. However, we ask you not to volunteer beyond what you consider to be your own abilities.

We will make all reasonable steps to ensure first aid is available at event to an industry standard.

#### *Your commitment to us;*

You should not take on a volunteer role which is beyond your own abilities. If you know or are concerned that you have a medical condition which might interfere with your safe volunteering at our event, before you register you should seek advice from a relevant medical professional and follow that advice.

It is the decision of the Volunteer, and not the Event Organiser, to determine whether he or she is fit enough to volunteer. If the Volunteer is in any doubt, the volunteer should seek medical advice. You should let us know immediately, if you feel unwell whilst volunteering, there will be first aid provision in attendance at our events.