



SEAA Competition Limited
Crystal Palace National Sports Centre
Ledrington Road
London
SE19 2BB
Tel: 020 8778 7167

www.seaa.org.uk
e-mail: seaacompetition@gmail.com

21st January 2016

SEAA TWELVE/SIX STAGE ROAD RELAYS

This letter sets out the terms of the Agreement between the SEAA and Marshall Milton Keynes AC (the Promoter) for the staging of the SEAA Men's 12 Stage and Women's 6 Stage Road Relay Championships.

General

- 1.1 The overall Event will be known as the SEAA Men's 12 Stage and Women's 6 Stage Road Relays.
- 1.2 When the SEAA has a Title Sponsor for its Road Relay Championships, they will also become the Title Sponsor for the overall Event.
- 1.3 The Event date(s) and the cost of team entry for SEAA Championship teams will be agreed with the SEAA Endurance Working Group or their nominee. Event to be held on March 20th 2016. The deadline for entries will be March 7th 2016.
- 1.4 Any significant changes to the overall format of the Event will be agreed with the SEAA Endurance Working Group or their nominee by 1st October.
- 1.5 The agreement is on-going. Either party may withdraw by giving notice to the other before 31st August in the year preceding an event.

SEAA Rights & Obligations

- 1.6 The SEAA will retain any sponsorship monies they produce for Title Sponsorship.
- 1.7 The SEAA will appoint the Race Referee(s), Chief Timekeepers(s), and Takeover/Finish Area Technical Officials. The Promoter will be responsible for marshals & helpers.
 - 1.7.1 If requested by the Promoter, the SEAA will assist with the identification and appointment of other Technical Officials.
- 1.8 The SEAA will accept and administer the entries for their Championships.
- 1.9 The SEAA will provide medals for the first 3 teams and fastest lap in each category of their Championship.
- 1.10 The SEAA will publicise the event (and the entry procedure) through its website, newsletter and/or other regular communication with its Clubs/Members.
- 1.11 The SEAA will return 83.3% of the entry fees and the entry lists to the promoter at least 7 days before the event.

The Promoter obligations and rights

- 1.12 Other than above, the Promoter will be responsible for all aspects of the Event, including risks and costs, including hire of facilities, provision of first aid and preparation of the course(s).
- 1.13 The Promoter will obtain Road Race Permits for the Event, and ensure it is staged and run to the required standards and in compliance with UKA Rules.
- 1.14 The Promoter will ensure the course(s) is measured by a qualified UKA Course Measurer.
- 1.15 The Promoter will be responsible for advertising, for taking and processing entries (but see 1.8) and for producing results.
- 1.16 The Promoter is responsible for Race numbers (with suitable sponsorship/branding).
- 1.17 The Promoter is responsible for taking up to two late changes per team, up to four days before the event, and notifying the SEAA of any such late changes three days before the event so that they can be verified.
- 1.18 The SEAA will make available for the Promoter the original entry forms on the day for scrutiny by the Referee and nominated representatives of the SEAA.
- 1.19 Results will be available for the presentation of Championship Medals. Copies will be made available to the Referee(s) and direct to the SEAA office within 48 hours of the event.
- 1.20 With the exception of the Referee(s), Chief Timekeeper(s), and Senior Technical Officials, the Promoter will be responsible for appointing all other Officials, Marshals and other ancillary helpers (but see 1.7.1).
- 1.21 The Promoter is responsible for providing refreshments for, and meeting the reasonable costs including travel expenses (in line with current SEAA guidelines) of, the Referee(s), Chief Timekeeper(s), and all other Officials appointed under the terms of 1.7 and 1.7.1. Up to a maximum of 30 officials. Above this number both parties to agree on payment for higher numbers.
- 1.22 The Promoter will be responsible for providing any prizes and/or awards made in addition to the Championship medals but are not obliged to do so.
- 1.23 A fee of **£10.00** per Senior Men's team and **£5.00** per Senior Women's team will be deducted from the Entry Fees collected by the SEAA together with the online entry costs. The remainder will be made payable to Marshall Milton Keynes AC.
- 1.24 The Promoter will make every endeavour to meet the relevant terms and deliveries of any Title Sponsorship (see 1.2 and 1.6).
- 1.25 The Promoter is free to arrange supporting sponsorship, franchises and services, and to retain any monies and goods accruing from these.
- 1.25.1 Where there could be potential conflict with any Title Sponsorship, it will first be discussed and agreed with the SEAA.
- 1.26 The Promoter will make available a copy of the race accounts to the SEAA if so requested. Within 14 days of the event.
- 1.27 The Promoter must have robust processes in place to cope with event cancellation. The SEAA must be informed immediately if cancellation is being considered.

NAME:

SIGNED:

On behalf of SEAA Competition Limited

Date:

NAME: Dr Mick Bromilow

Mick Bromilow

SIGNED:

On behalf of Marshall Milton Keynes AC

Date: 22 January 2016