



## **REPORTING ACCIDENTS**

### **Introduction**

All accidents connected with any event promoted under Cycling Time Trials Rules and Regulations need to be reported. All such accidents are referred to CTT's insurers. If as a result of any such accident there is a possibility that a claim may be made against CTT, CTT's insurers may well wish to investigate the circumstances surrounding the incident. Accordingly, it is essential that all accidents are reported promptly, so that such investigation can be made whilst evidence is still available and whilst the facts of what happened are still fresh in the minds of those involved.

Cycling Time Trials Regulation 43 provides that:

### **43. Reporting Accidents**

If a competitor or an event official is involved in an accident in or in the vicinity of an event which either/or:

- (a) results in personal injury
- (b) involves a third party
- (c) is reported to the police

He/she must report the circumstances to the Event Secretary as soon as possible. The Event Secretary shall ensure that a full report is submitted to the National Secretary and the appropriate District Secretary within fourteen days of the accident. The District Secretary shall notify the National Secretary of the District Committee's findings when its investigations into the accident have been concluded.

When a competitor is involved in an accident with a stationary vehicle, the appropriate District Committee **MUST** hold an investigation in accordance with Cycling Time Trials Rule 2(a) as a matter of urgency.

*All accidents involving serious injury or death **MUST** be reported to the National Secretary immediately it is practical to do so.*

In the event of an accident that involves:

- 1) personal injury; or
- 2) a third party; or
- 3) is reported to the police

an accident report form must be completed and a copy sent to both the appropriate District Secretary and to the National Secretary (Legal & Corporate).

The accident report form is available to download from the CTT website.

Details of the relevant District Secretary can be found in the current Cycling Time Trials Handbook and are also available on the CTT website.

The accident report form can be sent to the National Secretary (Legal & Corporate) by post (again details can be found in the current Cycling Time Trials Handbook and are also available on the CTT website), or alternatively a scanned copy can be sent by email to:

[nick.sharpe@cyclingt看trials.org.uk](mailto:nick.sharpe@cyclingt看trials.org.uk)

A copy of all documents relating to the event should be kept by the event organiser, and sent to the National Secretary (Legal & Corporate), if requested, to include:

1. copy of the police notification form sent to the police
2. any letter of acknowledgement from the police
3. start sheet
4. signing on sheet
5. "on the day" risk assessment
6. any warning notice given to the competitors on the day (usually displayed alongside the signing on sheet)

If any formal notification of a claim is received, which would likely be a letter of claim from the claimant's solicitor or insurer, no response should be given by the event organiser, nor should any response be given by whoever it is who receives any such notification. Instead, the letter of claim should be sent without delay to the National Secretary (Legal & Corporate). A scanned copy sent by email to [nick.sharpe@cyclingt看trials.org.uk](mailto:nick.sharpe@cyclingt看trials.org.uk) is preferable. The National Secretary (Legal & Corporate) will deal with the matter in conjunction with CTT's insurers and a reply will be sent as appropriate.

In all cases where an accident is reported, the District Secretary must notify the National Secretary (Legal & Corporate) of the District Committee's findings when its investigations into the accident have been concluded. Even if it is decided that no action is to be taken, that should still be notified to the National Secretary (Legal & Corporate).