

IAPS Sport and Pupil Experience Programme: Booking Terms & Conditions

This document outlines the terms and conditions for booking, as well as the expectations for conduct and safeguarding, at all IAPS Sport and Pupil Experience events. These events are designed to be safe, fair, and enjoyable for all participating pupils and schools. By entering an event, schools agree to adhere to these policies in full.

Please read this document alongside the IAPS Safeguarding Policy and Procedures, available on the IAPS website.

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Eligibility and General Terms

The following eligibility criteria apply to all IAPS Sport and Pupil Experience events, including sports, arts, and curriculum-based competitions.

- IAPS sporting events are open exclusively to schools that are current members of the Independent Association of Prep Schools (IAPS). By submitting a booking, the school confirms its membership status.
- A competitor's age is determined as of 1 September of the current academic year, in line with IAPS age group classifications.
- Competitors may only participate in one age group throughout the entire competition. This includes all qualifying events and any subsequent finals.
- Unless otherwise specified, each school may only enter one team per tournament or championship.
- Only pupils officially enrolled in the prep school may participate. Pupils registered with a senior school, even if affiliated with an IAPS prep school, are not eligible to enter.
- Competitors must be registered full-time pupils at the school they are representing. Temporary, visiting, or short-term exchange pupils are not eligible.
- Pupils may not represent more than one IAPS school in a single academic year, except in the case of permanent enrolment change.
- Combined or joint teams from multiple schools are not permitted unless explicitly allowed in the event rules and approved by IAPS.
- Once a pupil has competed in a qualifying round, they may not be replaced for the finals without IAPS approval, except for injury or illness.
- All competitors must be medically fit to participate and must comply with sport-specific safety regulations (e.g., mouthguards, protective equipment, etc.).
- If a school is found not to be a member, the entry will be automatically withdrawn without refund.
- All schools entering events must ensure the Head has authorised the booking and that the school has adequate insurance coverage in place for the event.

Event Booking and Conduct

1. Bookings must be made by a current member of school staff using an official school email address.
2. Entries are accepted on a first come, first served basis.
3. All schools, staff, and competitors must comply with the IAPS Code of Conduct.

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Safeguarding and Supervision

- It is the responsibility of each participating school to ensure that all staff and adults attending an event are fully compliant with Keeping Children Safe in Education (KCSiE) and have undergone appropriate safeguarding checks.
- Schools must ensure that an appropriately qualified member of staff accompanies pupils to the event. This person is responsible for:
 - The welfare, behaviour, and health & safety of the children
 - Upholding the IAPS Code of Conduct for pupils, staff, and parents
- IAPS reserves the right to withdraw a school from an event, or future events, if the behaviour of pupils, staff, or spectators breaches the IAPS Code of Conduct. Serious or repeated breaches may result in a formal review of a school's eligibility to participate in the programme.
- Schools are responsible for bringing all relevant medical information and emergency contact details for their pupils. Staff must be equipped to respond to pupil health needs, including access to medication such as inhalers or epinephrine.

Photography and Media

- Photography and video may be taken at IAPS events for promotional and marketing purposes.
- By entering an event, schools acknowledge and accept that pupil images may be captured and used by IAPS in accordance with its [Media Policy](#).

Cancellation Policy

By the School

- We kindly ask that schools notify IAPS as early as possible if they need to cancel their booking by emailing **sport@iaps.uk** or **competitions@iaps.uk**
- Late withdrawals cause significant disruption to other participants, so prompt communication is essential.

By IAPS

- IAPS reserves the right to cancel any event at its discretion. Reasons may include, but are not limited to:

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- Insufficient entries
 - Severe weather conditions
 - Public health concerns or other circumstances beyond IAPS's control
- IAPS shall not be liable for any failure or delay in delivering events where such failure results from circumstances beyond its reasonable control. This includes, but is not limited to, natural disasters, pandemic-related restrictions, industrial action, or government regulations.
- IAPS will endeavour to notify schools as early as possible in the event of cancellation.

Refund Policy

If a School Cancels

- **Full refund:** Cancellations made up to and including 14 days after the entry deadline.
- **No refund:** Cancellations made more than 14 days after the entry deadline or failure to attend a final.
- Entry deadline dates are published on the IAPS website.

If IAPS Cancels

- **Qualifiers and individual events:** IAPS may offer a full refund if no non-recoverable costs have been incurred. This is assessed on a case-by-case basis.
- **Finals:** No refunds will be issued for cancelled finals. The entry fee supports the cost of delivering qualifiers, which have already taken place.
- All refund decisions are at the sole discretion of IAPS.

Liability

- IAPS accepts no responsibility or liability for loss, theft, or damage to personal property belonging to any person attending an IAPS event, however caused.

Data Protection and Privacy

All data collected during the booking process will be processed in accordance with the IAPS Privacy Policy and UK GDPR regulations. By submitting a booking, schools agree to the use of data for the purposes of event management, communication, and safeguarding.

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By submitting a booking, schools acknowledge that they have read, understood, and agreed to these Terms and Conditions.