

IAPS Event Booking Terms and Conditions – Sport and Pupil Experience

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IAPS Event Booking Terms and Conditions – Sport and Pupil Experience

This document outlines the terms, expectations and practical guidance for taking part in all our Sport and Pupil Experience events. These events are designed to be safe, fair and enjoyable for all participating pupils and schools.

By submitting an entry, schools confirm that they understand and agree to follow these guidelines.

Eligibility and entry requirements

This section explains who can enter our events and the criteria for pupils, teams and schools.

- Our pupil events are open exclusively to schools that are current members of the Independent Association of Prep Schools (IAPS).
- If a school is found not to be a member, the entry will be withdrawn.
- Schools within the same foundation or group must enter events as individual schools. Combined or joint teams are not permitted.
- Schools may enter any qualifying or festival event. Entries are not restricted by geographical proximity and schools are welcome to select the event that best suits their schedule.
- Only pupils enrolled in the prep school may participate. Pupils registered with a senior school, even if affiliated, are not eligible.
- Unless otherwise stated, each school may enter one team per tournament or championship.
- A competitor's age is determined as of 1 September of the current academic year.
- Pupils may compete in only one age group for the duration of a competition (including qualifiers and finals).
- Competitors must be full-time registered 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 unless permanently enrolled elsewhere
- Once a competitor has competed in a qualifying round, they may not be replaced for the finals without our approval, except for injury or illness.
- All competitors must be medically fit to participate.
- Schools must ensure they hold suitable insurance for attendance at our events.

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Booking an event

This section explains how schools enter our events.

- Bookings must be made by a current member of school staff using an official school email address.
- Entries are accepted on a first come, first served basis.
- All schools, staff, and competitors must comply with our [Code of Conduct](#).

Safeguarding and supervision

We are committed to providing a safe environment for pupils.

- Schools are responsible for ensuring all adults accompanying pupils meet safeguarding requirements and follow Keeping Children Safe in Education (KCSiE).
- A suitably qualified member of staff must accompany pupils and is responsible for:
 - pupil welfare, behaviour, and health & safety
 - upholding our [Code of Conduct](#)
- We may withdraw a school from an event (or future events) if behaviour from pupils, staff, or spectators breaches our [Code of Conduct](#).
- Schools must bring all relevant medical information and emergency contacts for pupils.

Photography and media

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

Cancellation policy

If a school cancels

- Please notify us as early as possible if you need to cancel your booking by emailing sport@iaps.uk or competitions@iaps.uk
- Early notification helps minimise disruption for other participating schools.
- Refunds are outlined in Section 7.

IAPS Event Booking Terms and Conditions – Sport and Pupil Experience

If we cancel

- We may cancel an event for reasons such as insufficient entries, extreme weather, public health concerns, or other unavoidable circumstances.
- We will communicate cancellations as early as possible.
- We cannot accept liability for delays or cancellations arising from circumstances beyond reasonable control.

Refund policy

If a school cancels

- **Full refund:** up to and including 14 days after the entry deadline.
- **No refund:** after 14 days post entry deadline or failure to attend a final.

If we cancel

- **Qualifiers and individual events:** a full refund may be offered if no non-recoverable costs have been incurred.
- **Finals:** no refunds are issued if finals are cancelled, as entry fees contribute to qualifier delivery.
- All refund decisions are at our discretion.

Liability

- We do not accept responsibility for loss, theft, or damage to personal property at our events.

Data protection and privacy

Data collected during the booking process is processed in accordance with our Privacy Policy and UK GDPR. Data will be used for event administration, communication and safeguarding.

Agreement

By submitting a booking, schools confirm that they have read and agreed to these Terms and Participation Guidelines.