



# Race Day Fund Guidance Notes

The Race Day Fund enables members to claim back entry fee costs for external running, walking, swimming and cycling events.

Please read these guidance notes before completing an application.

## What events are covered?

CSSC Race Day Fund covers any external accredited events in the following activities:

Running	All events of 5kms or over, including 10kms, half-marathons & marathons.
Obstacle Courses	Any obstacle course over 10km, for example tough mudder.
Cycling	All forms of cycling including road races, mountain biking, cycle trekking and time trials.
Triathlon/Duathlon	All duathlon distances. Triathlon – sprint, olympic, classic, iron, long course etc.
Wheelchair Events	All track and road wheelchair races including half-marathons and marathons.
Open Water Swimming and Sailing Events	All types of open water swimming events. Sailing events..
Walking/Trekking	All walking and trekking events 5 km or over.
Orienteering Events	All types of orienteering, for instance relays, sprint, multi day, trail-O, mountain bike orienteering etc.

## How much can I claim?

The level of subsidy payable is determined by the entry fee for the event in question:

- Entry fees between £10.00 to £20.00 – 100% of fee awarded.
- Entry fees over £20.00 – £20.00 maximum awarded.

In most cases you should receive the funds into your bank account within 10 working days of successfully completing, submitting and CSSC approving your application.

## How often can I claim?

Members can claim a subsidy **ONCE** per calendar year.

Please be aware that funding could be limited due to budget restrictions and popularity at certain times and may not be available year-round.

## How do I claim?

All forms must be submitted as soon as possible **AFTER** completing the event and **within three months of the event completion date**.

[Applicants can apply via the online form.](#)

Applicants must have been a **CSSC member at the time of competing in the event**.

Proof of participation results should be added to the relevant section on the online application form. Although we understand that some events do not have relevant results published, if this is the case, please state this on the form.

Queries regarding the Race Day Fund can be sent to [active@cssc.co.uk](mailto:active@cssc.co.uk).

## Data Protection Statement

The UK General Data Protection Regulations defines your rights as an individual in relation to the information held about you and how it may be used. CSSC takes its responsibilities in respect of data protection very seriously and takes the utmost care when using data related to members. We will use the information provided to help us assess your application and review the success of the project. We will also use this to contact you for updates on how your project is performing if successful.

CSSC share relevant information with a third party, if necessary, to review and process your application.

The information we hold may be updated by yourself, or by a third party working on your behalf, at any time.

We may also use the information for accounting, audit, statistical or research internally within CSSC or under contract for use exclusively by CSSC. We will not disclose any of your information outside CSSC, other than as mentioned above, unless you have given us your prior consent.

In line with our retention period your data will be kept for a period of four years, unless you request us to remove it sooner. To view CSSC's privacy notice please visit <https://store.cssc.co.uk/privacy-notice>