

Bar National Mock Trial Competition

Participant Terms & Conditions

A box can be found on the competition entry form, stating 'I agree to the terms and conditions of entry to the competition.' By ticking that box, you agree to comply with and be bound by the following terms and conditions of use, which govern the Citizenship Foundation's relationship with you in relation to the competition.

The term 'Citizenship Foundation' or 'us' or 'we' refers to the organiser of the competition whose registered office is 63 Gee Street, London EC1V 3RS and whose charity registration number is 801360 and our company registration number is 2351363, registered office as above. The term 'you', 'school', 'participant' or 'teacher' refers to the users of the competition.

Entry to the competition is subject to the following terms of use:

1 Deposit & Fees

- 1.1 Upon entry to the competition, schools must pay the Citizenship Foundation the sum of £150. Payment is to be made by cheque, which should be made payable to 'Citizenship Foundation'. Due to the volume of entries, the Citizenship Foundation is unable to invoice schools for this amount. The application confirmation email which requests payment should be treated as an invoice.
- 1.2 The Citizenship Foundation will publish a closing date for the competition. Only entries for which an application form and payment have been received will be processed. It is the school's responsibility to ensure that payment has reached us by the specified date. We will take no responsibility for cheques that are lost in the post, incorrect or late.
- 1.3 £50 of the payment is an entry fee and £100 is a deposit.
- 1.4 Schools which are not allocated a place or that are allocated a reserve place but do not then get to participate will receive the entire £150 back.
- 1.5 Schools which are allocated a place, that are allocated a reserve place and do get to participate or that are allocated a place and withdraw prior to the withdrawal deadline set by the Citizenship Foundation will receive the £100 deposit back only.
- 1.6 Schools which are allocated a place or a reserve place but withdraw after the withdrawal deadline set by the Citizenship Foundation will not receive any monies back.
- 1.7 Schools will be sent a 'Deposit Return Form' which must be completed and returned to the Citizenship Foundation by the date specified on it and in correspondence pertaining to it in order to receive their payment. Schools for whom we have not received a form by this date will forfeit all monies paid to us.
- 1.8 All returns of deposits and fees will take place in April of the academic year of the competition.
- 1.9 Deposits cannot be carried forward to future cycles of the competition.

2 Allocation of Places

- 2.1 In each year of the competition more applications than places are received. Although regrettable it is therefore necessary to give priority to entrants in the following order. 'Applied before the deadline' implies that we have received a fully completed entry form and payment:
 - a. Schools that have not previously participated in the competition and applied before the deadline;
 - b. Reserve Schools who were not placed in the previous year and have applied before the deadline;

- c. Reserve Schools who were placed in the previous year and participated or withdrew with at least 2 week's notice (including those who did not have a place at the time they withdrew) and applied before the deadline;
- d. Schools that have participated in the competition before, but did not take part in the previous cycle and applied before the deadline;
- e. Schools which were placed into the previous year's regional heat, participated or withdrew with at least 2 week's notice and applied before the deadline;
- f. Schools that have failed to attend heats with no notice or who withdrew with less than 2 week's notice in the previous cycle;
- g. Schools that have applied after the deadline.

2.2 Applications will not be processed until both the entry form and payment have been received.

2.3 The submitted 100 words will be considered at each level where there are more entries than available places.

2.4 Schools are asked to select a first and second choice of court. We will do our best to allocate you to one of your preferred options. Unfortunately this cannot be guaranteed. The location of regional heats is subject to change.

2.5 No guaranteed places are given for the following year of the competition under any circumstances.

2.6 The Citizenship Foundation reserves the right not to accept applications, or to give a lower priority to applications in some circumstances. For example, if it is found that a school has not fully completed or has given inaccurate information on their application form.

3 Volunteers & Child Protection

3.1 Schools may be allocated a barrister volunteer to visit their team where requested and available. We do not guarantee that a barrister volunteer will be allocated to any school.

3.2 Under current legislation, volunteers do not require a CRB check to visit a school.

3.3 Volunteers must not be left alone with students under any circumstances. Participating schools are responsible for the supervision of volunteers. Volunteers are informed in their guidance that they can refuse to continue a session if they are left unsupervised.

3.4 If a volunteer visits a school on 3 or more occasions in 30 days or more than once a month, they will need to be registered with the Independent Safeguarding Authority (ISA). Where this is the case, the school involved is responsible for completing this registration and paying any fees involved.

4 Attendance at Events

4.1 Prior to the regional heats and national final, schools will be expected to provide a team list and signed photography permission form. The Citizenship Foundation will set a deadline by which these forms must be returned.

4.2 The original signed photography permission form must be returned by post. Photocopied or faxed copies cannot be accepted.

4.3 The Citizenship Foundation and/or court staff reserves the right to refuse entry to the building to any school who have not returned their team list and photography permission forms by the deadline set by us.

4.4 The number of guests that a school can bring to the regional heats and national final will be limited according to the capacity of the court building. Schools will be informed as to the number of guests they may bring in correspondence. Unfortunately we are unable to be flexible on these numbers under any circumstances.

4.5 Teachers are responsible for the conduct of their own students and guests in the court building. It is your obligation to ensure that any areas of the building that you have used are left clean and tidy and that all belongings or rubbish are removed or placed in the bins provided. Schools which fail to do this may be refused entry to the competition in future years.