

WESTERN PROVINCE ATHLETICS

DOMESTIC RULES

For implementation from **01 March 2016**
as approved at a Council meeting dated **08 December 2015**

IAAF/ ASA
Cross Ref

Rule

CHAPTER 1 : COMPETITIONS

IAAF 1 1 APPLICATION OF DOMESTIC RULES

- ASA 1 1.1 These domestic rules shall apply to all events organised under the auspices of WPA.
1.2 In addition to these rules the rules of ASA shall apply.

IAAF 6 2 PRIZES

- ASA 2 2.1 Prize money allocation is at the discretion of the organizers but the following principles are required:
- IAAF141 2.1.1 Men and Women must receive equal prize money.
ASA 11 2.1.2 Juniors should be especially looked after in races under 15 km.
2.1.3 Prize money **must** total at least 15% of the entry fees budgeted (based on the previous year's finishers). To avoid delays, any application to depart from this requirement must be submitted to WPA Road Running Commission for consideration before submitting the race flyer for approval.
2.1.4 Awards must be made in the following age categories before introducing awards in 5-year categories : Junior, Senior/Open, 40, 50, 60, 70+,
2.1.5 A minimum of three prizes should be awarded in each age category up to and including age 60+.
2.1.6 Age group categories must ensure that all athletes are included.
2.1.7 If prizes are to be awarded to the overall winners of an event (1st, 2nd, 3rd etc), these must be OPEN prizes.
2.1.8 It is NOT necessary to offer prizes in the Senior category if Open prizes are offered.
- 2.2 Junior athletes must wear age category tags to qualify for an age group prize regardless of whether they are wearing Junior or Senior licenses.
- 2.3 An athlete may enter in a younger category, excluding Junior, provided that s/he purchases the correct entry card and wears the relevant age category tags.
- 2.4 In the event that an athlete's age category tags do not match the category (card) that they entered, the athlete shall be excluded from all age category prizes and will only count for Open prizes unless it is proven that the error has been caused by the organizers, in which case the athlete will count for prizes according to their age category tag.
- 2.5 Athletes may be required to provide proof of age before receiving age category prizes. If this cannot be done on the day of the race, the prize money will be forwarded to the WPA office where it will be kept until proof of age is supplied.
- 2.6 Provincial incentives for performance shall be paid subject to budgeted/available funds and in accordance with criteria approved by the WPA Board.
- 2.7 In the event that Technical Officials appointed by WPA make a mistake in the awarding of prizes (e.g. incorrect team calculations, omitting athletes etc), WPA shall be responsible for rectifying such mistake, including if required the payment of additional prize money to the correct persons.
- 2.8 All prize money shall be paid in cash up until and including an amount of R750, all

other payments shall be done by cheque on the day or by eft within three days unless waiting for the results of drug testing.

IAAF 8 **3 ADVERTISING**

ASA 3 3.1 For purposes of interpreting rules regarding advertising, it shall always be assumed that an event sponsor will be involved.

ASA 4 **4 ENTRY FORM / RACE PAMPHLET**

4.1 An entry form is optional. All races are organised in accordance with the rules of ASA and WPA, which must be stated on the entry form or pamphlet.

4.2 Details of current event record holders should be included on the form or pamphlet.

4.3 All entry forms / pamphlets **MUST** be approved by the WPA office before distribution. Failure to do this will result in a fine. Although forms will be scrutinised as quickly as possible, **two weeks** should be allowed for this process.

4.4 Events that form part of the Inter-club League or King/Queen Mountain series must show the relevant sponsor's logo. Coca-Cola/Powerade should be acknowledged whenever they are involved.

4.5 Wheelchair competitors may only participate if the organisers make special provisions for them (lead vehicles etc) and if permission has been granted by the relevant traffic authority.

4.6 If the event does not take place mostly on made up roads this should be indicated on the race pamphlet.

4.7 For races up to 10km in length, Juniors and pupils in school colours may purchase Temporary Licences at a discounted price. Where possible different coloured numbers or a different number sequence will be used to distinguish these licences and proof of age may be requested.

4.8 The following definition of Juniors should be included in the rules of the event.

4.8.1 "A Junior is anyone under the age of 20 at 31st December of the year of competition, i.e. born in 1995 or later" (The year is correct for 2014 and will change each year)

4.9 The race pamphlet must indicate the cut-off time to complete the race. Cut-off times are at the discretion of the organizers except that the **MINIMUM** times for League races shall be as follows:

If walkers are to be accommodated over the same distance, use the times in brackets:

10km	1hr 10mins	(1hr 40)	15km	1hr 45mins	(2hr 15)
21km	2hr 30mins	(3 hr 15)	30km	3hr 30mins	(4hr 30)
36km	4hr 30mins	(5hr 30)	42km	4hr 30mins	(6hr 20)
56km	6hr 30mins	(8hr 30)			

4.10 Where combined run/walk events make use of Entry Forms provision is to be made on the form to distinguish between runners and walkers.

CHAPTER 2 : ELIGIBILITY

IAAF 21 5 ELIGIBILITY TO PARTICIPATE AT WPA CHAMPIONSHIPS

ASA 5

- 5.1 Any athlete who is licensed with Western Province Athletics and who has been resident within the borders of the province for a period of three months prior to the championships shall be eligible to participate in the Western Province Championships; with the exception of *bona fide* students or scholars, in which case the residency period shall not apply.
- 5.2 A *bona fide* student means any athlete who is registered for a course of study at a tertiary educational institution, which is recognised as such by the national education department, within the borders of the province. In the event of any dispute as to the status of a student, a certificate by the registrar of the relevant institution that the athlete is a *bona fide* student shall be sufficient to establish eligibility.
- 5.3 A *bona fide* scholar means any athlete registered with a school recognised by the Western Cape education department and within the borders of the WPA province. In the event of any dispute as to the status of a scholar, a certificate by the principal of the school that the athlete is a *bona fide* scholar shall be sufficient to establish eligibility.
- 5.4 In the event of any dispute as to the period within which an athlete has been resident in the province, the following shall be relevant factors, individually or cumulatively:
 - 5.4.1 That the athlete has owned fixed property as a residence within the province for the required period of time.
 - 5.4.2 That the athlete has rented fixed property as a residence within the province for the required period of time.
 - 5.4.3 That the athlete has competed regularly in domestic competitions within the required period of time.
 - 5.4.4 That the athlete has been a licensed WPA athlete for the required period and her or his licence form indicates a local address.
 - 5.4.5 In the event of a dispute as to eligibility, the person disputing another's eligibility shall be required to present *prima facie* doubt that the athlete in question has been resident for the required period of time. Should that be shown, the *onus* shall be on the athlete whose status is questioned to prove residency on a balance of probabilities. The mere questioning of an athlete's eligibility shall not be sufficient to place any *onus* on that athlete.

IAAF30 CHAPTER 3 : ANTI-DOPING

to 45

- 6.1 Responsibility for obtaining a Therapeutic Use Exemption (TUE) for any medication or condition rests with the athlete.

CHAPTER 4 : DISPUTES

ASA and IAAF rules apply without amplification or amendment

CHAPTER 5 : SECTION I : TECHNICAL DELEGATES

IAAF112 7 RACE OFFICIALS

ASA 7 7.1 For road races the following officials will be appointed by WPA Technical Officials Committee :

IAAF113	Chief Referee	Assistant Referee
ASA 8	Chief Timekeeper / Starter	Assistant Timekeeper

7.2 For road races the Race Organiser may appoint the following persons provided they are registered technical officials, or may request WPA to appoint them:

IAAF120	Line Judge	
ASA 9	Results official(s)	Jury of Appeal

7.3 The race organiser is required to pay the officials on the day of the race iaw the payment form received from the Chief referee.

7.4 If a race organiser uses officials that are not qualified or registered, then WPA shall bill the race as if WPA had appointed registered officials and in addition impose a fine equal to that amount.

7.5 Remuneration of officials appointed by the race organiser is a matter between the race organiser and the person concerned.

7.6 The Race Organiser is to contact the Chief Referee and Chief Timekeeper at least TWO WEEKS before the event, and if it has not been sent previously, provide the Chief Referee with a copy of the Race Information Sheet.

7.7 If a Technical Delegate is not appointed for any road competition, the Chief Referee shall assume that responsibility.

7.8 The Chief Referee shall submit a report to the WPA office within 2 WEEKS of the event taking place.

7.9 All officials scheduled to do duty at any event shall report to the Chief Referee at least 30 minutes before the start of the event and, unless excused by the Chief Referee, will stay until at least 30 minutes after the announcement of the results (prize-giving).

IAAF113 8 MEDICAL DELEGATE: DOCTOR AND FIRST AID

ASA 8 8.1 A Disaster Medical Plan shall be compiled and submitted in accordance with the Events Procedures Policy of the City of Cape Town and the event organisers shall abide by the stipulated conditions of the approved Disaster Medical Plan in terms of the number and type of medical personnel and services present at the event venue and on the course.

8.2 In anticipation of the requirements of 8.1, organizers should anticipate that medical services must remain available until all activities related to the event have been completed (including prize-giving) and participants and supporters have dispersed.

8.3 The assigned medical personnel may NOT participate in the event.

8.4 Race organisers must furnish the referees, medical personnel and the route marshals with the contact names/numbers of the assigned emergency services. It is strongly recommended that this information be included on the race pamphlet.

8.5 Any medical kit obtained from WPA must be returned to the WPA office within two days after the race.

8.6 A medical report form is to be compiled by the Service Provider and handed to the Chief Referee before the Service Provider departs from the venue. The form is available from the WPA office.

CHAPTER 5 : SECTION II : GENERAL COMPETITION RULES

ASA 10 9 FIXTURE LIST AND NEW EVENTS

- 9.1 Clubs wishing to stage a new event in the following year shall apply to WPA in writing before 30 April of the current year.
- 9.2 A series of Fixtures planning meetings shall be held between May and August to plan the calendar for the next year.
- 9.3 The final fixture list for the upcoming year will be tabled for adoption at the AGM, held in September of each year.
- 9.4 The following ideals will be applied to the compilation of the fixture list :
 - 9.4.1 Clubs may not organize more than 2 (two) road running events a year.
 - 9.4.2 Every club will be given the opportunity to organize a race if they wish to.
 - 9.4.3 Clubs with existing events will be given date preference where possible. Clubs organizing a second event, will be accommodated once all clubs have been given a chance to schedule their first event.
 - 9.4.4 Each month should contain a balance of distances (10,15,21,42 km etc)
 - 9.4.5 Where possible there will not be conflicting events on the same date – including cross country events. Two events on the same weekend will be allowed provided they are different distances and in different geographic areas.
 - 9.4.6 Popular events staged by neighbouring provinces will be considered, but shall not prevent WPA clubs from organizing an event on the same date if they wish to.
- 9.5 In principle changes of date should be raised at the fixtures planning meetings and should not change after the final fixture list is presented for the AGM.
- 9.6 Once the final fixture list is adopted, any request for a change in date or distance of the event must be submitted in writing to WPA.
 - 9.6.1 A change in distance or addition of an additional event/distance on the same day shall be allowed at the discretion of the relevant Commission.
 - 9.6.2 A change in date will be allowed provided the organizers of other events within 7 days either side of the requested date have no objection. The same restriction shall apply to requests for new events.
 - 9.6.3 The onus shall rest with the club requesting the change in date to obtain such agreements in writing and to submit these to WPA with their request for change.
 - 9.6.4 Proposed additions and changes must be submitted to WPA at least 4 months before the proposed date and are subject to approval by ASA.
- 9.7 Clubs that cancel events after adoption of the final fixture list shall be subject to a fine and will have to re-apply to host an event in the subsequent year. Previous dates on the calendar will not be guaranteed.

IAAF141 **10 AGE GROUPS AND TEAM COMPETITIONS**

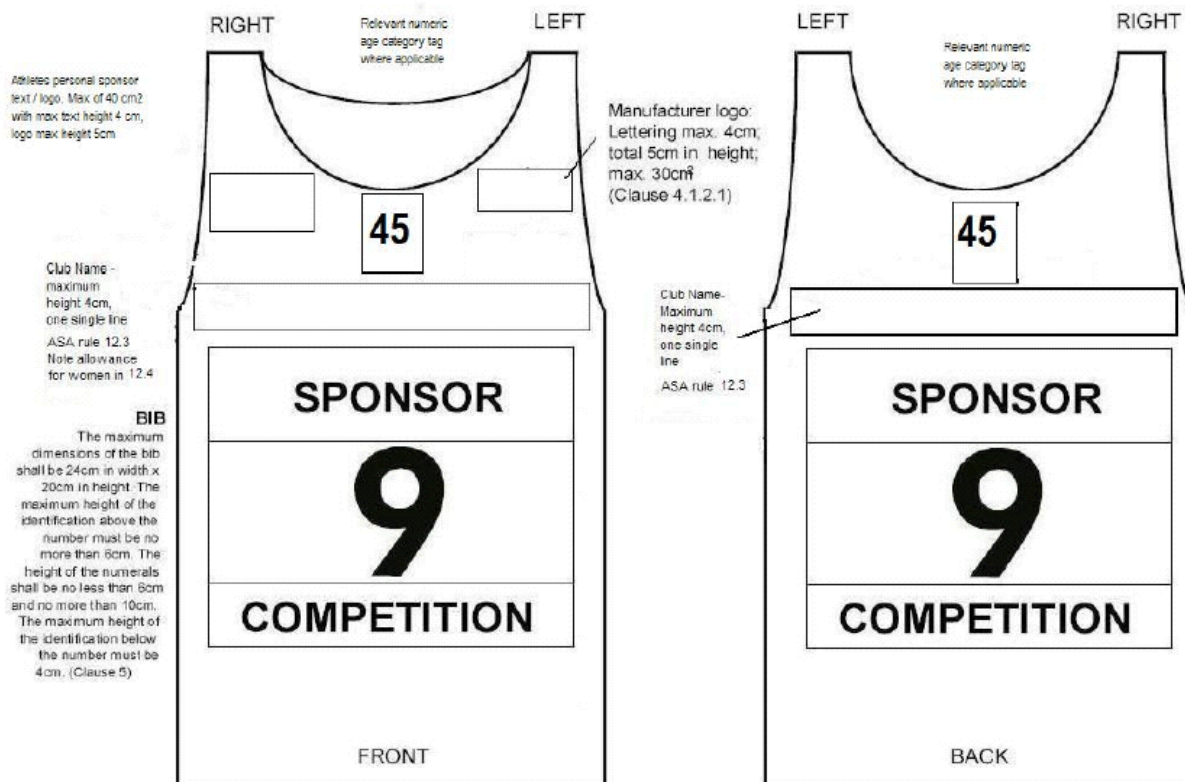
ASA 11

For WPA domestic events;

- 10.1 If there is only one team category, it shall be termed “OPEN” and all athletes shall be eligible regardless of their individual age categories.
- 10.2 When team prizes are offered in more than one age category, the OPEN classification shall NOT be used and all teams must refer to a specific age group e.g.. Junior, Senior, Masters 40-49 etc.
- 10.3 If team prizes are offered in more than one age category, athletes will be eligible for the team competition corresponding to the individual age category tags displayed.
- 10.4 If no Junior team category is offered, Juniors shall count towards the Senior team competition.
- 10.5 Older participants qualify automatically for a younger team competition if there is no team competition for their specific age category. E.g. athletes 50 and older count for the team competition Masters 40-49 if there is no older team competition. Ideally this team competition should be termed Masters 40+
- 10.6 For road races team sizes for all age/gender categories shall be three (3) athletes to count except Senior/Open Men/Women will be four (4) athletes. Permission must be obtained from WPARR to deviate from these numbers.
- 10.7 The relevant Commission shall determine the rules applicable to domestic leagues and inter-club competitions.
- 10.8 Age category tags must be clearly displayed for the duration of the event, i.e. not covered by rain jackets etc. Athletes that fail to display their age tags will be considered for Senior prizes only.

**ASA CLUB VEST
FIGURE 1**

For competitions under ASA rule 1 a, b, c.



IAAF142 **11 ENTRIES**

ASA 12

- 11.1 Reduced fees for pre-entries shall be allowed at the organisers discretion provided the entry fee on the day of the race does not exceed the maximum allowed. Similarly organisers may offer incentives/handouts to pre-entries that are not offered to entries on the day of the race. The maximum fees listed below are fully inclusive of all costs (pre entry fee and bank charges)
- 11.2 Online entry fees may exceed the stated maximum figures to accommodate bank charges and service provider fees. The online fee must be stated on the race flyer to enable the participant to make an informed choice.
- 11.3 All clubs organising road races shall adhere to the following race entry fee structure.
- 11.4 There are no minimum entry fees:

There are two categories of race entry fees:

11.5 Standard Races

- 11.5.1 Standard races have a set maximum entry fee and must conform to the Minimum Standards for Race Organisation contained in the WPA Domestic Rules or as otherwise published by WPA.
- 11.5.2 Maximum entry fees cannot be exceeded under any circumstances. Races wishing to do so must apply for Exempt status. Races that do so without approval will be subject to the current disciplinary rules.
- 11.5.3 League and Championship races must come from these races. A race which is designated as a league or Championship cannot become an Exempt race without losing the status.
- 11.5.4 Standard schedules of fines shall be applicable.
- 11.5.5 From 01 January 2015 until revised by a decision of Council, the following maximum entry fees apply:

Up to 13km	R 40-00	Juniors R 25-00
above 13km to 20km	R 55-00	
above 20km to 27km	R 70-00	
above 27km to 35km	R 80-00	
above 35km to 43 km	R 120-00	

Entry fees for races above 43km to be submitted to and approved by WPARR

- 11.5.6 The maximum entry fee for relay runners shall be related to the distance (or average distance) which individual runners run.

11.6 Exempt Road Races

- 11.6.1 Exempt races can charge whatever they want, provided:
- 11.6.2 The host club applies to WPARR at least six months in advance of the race. The decision to allow exempt races rests with the WPARR Commission. Applications will be dealt with in the order that they are received by the WPA Secretary.
- 11.6.3 The number of exempt races is limited to ten in a year, excluding the Two Oceans Marathon, SPAR ladies race and Cape Town Marathons. There is no limit to the number per month, although WPARR may turn down an application if, in its opinion, there are too many Exempt races too close together. For the purpose of this sub rule all races, which have exempt status and are organised by the same club on the same day shall count as one race.
- 11.6.4 The club enters into a written agreement with WPARR setting out their obligations.
- 11.6.5 There may be requirements set for these races over and above those for standard

aces.

- 11.6.6 The race organisers must agree to work with a Technical Official appointed by WPARR, who will verify that the organisers are preparing properly. The payment to the official (at reasonable rates applicable to all technical officials) comes from the race. The official is there purely to oversee that the standards are being met and may not interfere with the actual organisation of the race. A list of potential officials will be submitted by WPARR to the race organisers who shall choose one acceptable to them, failing which WPARR may appoint the official.
- 11.7 For 10km races the entry fee for Juniors shall be HALF (or less than) the entry fee for other athletes, unless permission is obtained from WPARR to charge more for a justifiable reason. The levy payable to WPA will be set accordingly once the number of junior participants has been determined from the results.
- 11.8 All competitors must enter the event prior to competing.
- 11.9 When an entry card/sticker is supplied as proof of entry, that card/sticker must be carried by the competitor during the competition. Failure to present the card/sticker on request after crossing the Finish line may result in disqualification.

IAAF143 12 LICENCING AND NUMBER BIBS

ASA 13 12.1 ASA Number Bibs (licences)

- 12.1.1 Where an athlete leaves a Club or changes Clubs within the province during a calendar year, they may retain their licence until it expires. In any team competition they will count for the club where they are currently registered, provided the change in registration has been received, processed and approved by WPA prior to the event and the athlete competes in the Club's approved colours.
- 12.1.2 A clearance certificate is required from the former Province before any club may issue a licence to an athlete previously licensed in another Province.

12.2 Licences and Special Number Bibs

- 12.2.1 Clubs must apply to WPA for permission to replace the ASA licence with a race number. The design of the race number must be approved by the WPA office.

12.3 Temporary Licences

- 12.3.1 Organisers must provide the necessary administration to sell age category tags with the temporary licences.
- 12.3.2 Effective 01 March 2016 the following prices for Temp licences apply:

Distance	Sale price to athlete	Cost to Club
Up to 13km	R 25 Senior R15 Junior	R 20 Senior R 10 Junior
above 13km to 20km	R 30	R 20
above 20km to 27km	R 40	R 30
above 27km to 35km	R 40	R 30
above 35km to 42,2km	R 45	R 35
above 42,2km	In consultation with WPA	

IAAF 13 ASSISTANCE TO ATHLETES

144.3b

- 13.1 In road races the use of personal music players (MP3 players etc) is discouraged, but persons using them will not be disqualified unless during the course of the event the person fails to respond to a reasonable instruction by a race official.
- 13.2 Persons using such devices shall not be eligible for overall, age group or team prizes. A warning may be issued by the race referee, but such warning shall not be a pre-requisite for such exclusion from prizes.

IAAF145 **14 DISQUALIFICATIONS AND PROTESTS**

IAAF146 **14.1 Breach of Technical Rules**

ASA 14 14.1.1 Repeated infringements of technical rules (e.g. failure to wear two licences) may be referred for disciplinary action.

14.2 Unfair Advantage

14.2.1 Any action that leads to a participant gaining an unfair advantage over other participants shall render the participant gaining the advantage liable for disqualification.

14.2.2 Where possible and when appropriate, athletes shall be warned before being disqualified, but this is not obligatory.

14.3 Improper conduct

14.3.1 An athlete may be disqualified for unsporting behaviour or improper conduct if, after a warning, the athlete continues to behave in the manner for which the warning was issued.

14.3.2 Warnings for unsporting behaviour or improper conduct must be reported to WPA by the Chief Referee or Competition Director for possible further disciplinary action, whether the athlete was disqualified or not.

14.4 Consequences of Disqualification

14.4.1 Persons that have been disqualified on grounds of cheating (unfair advantage) or improper conduct, including failing to enter the event prior to participating, shall not be entitled to receive prizes, awards for finishing an event (medals etc) and shall not appear in the final results.

14.4.2 Persons that have been disqualified on technical “administrative” infringements (such as licensing, minimum age) but have correctly paid to enter the race and completed the distance shall be entitled to receive any event completion award (medal, spot prizes etc) offered by the organisers, but shall be ineligible for individual or team prizes, place medals, league points and shall not appear in the results.

14.4.3 Persons that have been disqualified may be subject to a fine and/or disciplinary action.

14.4.4 In certain events, such as the Two Oceans Marathon events, disqualification may lead to suspension from competing in the same event in future. This shall only apply if so stated and promulgated in the WPA approved flyer/entry form.

CHAPTER 5 : SECTION III & IV : TRACK AND FIELD EVENTS

ASA and IAAF rules apply without amplification or amendment

CHAPTER 5 : SECTION V : COMBINED EVENTS COMPETITIONS

ASA and IAAF rules apply without amplification or amendment

CHAPTER 5 : SECTION VI : INDOOR COMPETITIONS

ASA and IAAF rules apply without amplification or amendment

IAAF230 **CHAPTER 5 : SECTION VII : RACE WALKING EVENTS**
ASA 20 **15 ROAD WALK RACES**

For Road Walk races that take place in conjunction with Road Running events on an extended course/route, or in circumstances that do not comply with IAAF or ASA walking regulations, the following amendments to the IAAF/ASA rules will apply:

- 15.1 To be eligible for prize monies, place medals or League points walkers are to be identified as follows :
 - 15.1.1 Athletes who have an Annual Provincial Licence. Tags with the word “WALKER” or “W” in red on a white background to be displayed front and rear of the right shoulder of the vest. Minimum size at least 8cm?
 - 15.1.2 Athletes entering using a Temporary Licence. The letter “W” to be marked in RED on both Temporary Licences.
- 15.2 At Race Registration a separate registration point (table) for Walkers is to be provided. This registration table shall check/advise the athlete of the requirements for walker tags/markings the Temp licence.
- 15.3 Where Race Finishing Cards are used, Walker’s cards are to be marked with a large “W” (or use a different colour card to that used by the runners).
- 15.4 Judging of race walking shall be completely independent of the refereeing of any road running event. A separate Chief Judge’s report shall be submitted to the WPA office, with a copy to the Race Walking Committee.
- 15.5 For domestic events Judges shall follow the race to monitor, as closely as practical, the mode of progression of participants in contention for awards.
- 15.6 A modified form of the judging system as laid out in IAAF and ASA rules will be used:
 - 15.6.1 Cautions shall be issued by the Judges in the normal manner.
 - 15.6.2 The Judges shall make a collective decision at the end of the event regarding any disqualifications.
 - 15.6.3 Notice of disqualification shall be given to the competitor as soon as practicable after the competitor has finished, but before the results are announced unless the competitor has left the venue. The failure to give prompt notification shall not result in the reinstatement of a disqualified competitor.
 - 15.6.4 Race walkers disqualified for technical walking infringements will be entitled to Event completion medals but will be ineligible for place medals, prize monies, league points and their finishing time will not be displayed in the results.

CHAPTER 5 : SECTION VII : ROAD RACES

16 RACE INFORMATION SHEET

16.1 Race Organisers must complete and submit the WPA Race Information Sheet.

16.2 This document should reach the WPA Office at least two weeks before the race date.

IAAF240 17 COURSE PLANNING & MEASUREMENT

ASA 21

17.1 A qualified and registered course measurer must undertake course measurement. If such person is appointed by WPA then the club will be charged the going rate. If the course is not measured by a registered course measurer the organising club shall be fined double the equivalent charge that they would have paid WPA to appoint a registered course measurer.

17.2 When planning a course the runners' safety is paramount. Turn points should, where possible, be positioned in quiet streets where bends, hills or bridges do not impair visibility for oncoming traffic.

17.3 A course measurement report and certificate must be submitted to WPA at least two weeks prior to the date upon which the race is to be held:

17.3.1 certifying the exact distance of the course;

17.3.2 describing the method used and the date upon which the course was measured and by whom the measurement was undertaken;

17.3.3 providing a plan of the course layout.

17.4 Courses used for Championship and League races shall not, unless unavoidable, include long sections on gravel or grass.

17.5 There is no need to re-measure the course for subsequent events, providing that the organiser can vouch for the course not being altered (e.g. by road construction) since the last measurement was made. All routes must be re-measured at least every 5 years.

17.6 Adequate use of cones, tape and marshals must be used to ensure that the participants follow the measured course.

17.7 If due to measurement by an unregistered course measurer, incorrect course layout or marshalling errors a course is found to be too long/short the organising club shall be liable for a fine.

17.8 A long/short course caused by a technical error by the course measurer shall be subject to a disciplinary enquiry against the course measurer involved.

IAAF240 18 REFRESHMENT STATIONS AND SECONDING

ASA 21

18.1 ON THE ROAD

18.1.1 As a minimum, Refreshment stations are to be provided as follows: -

0 - 8km	one station
8 - 10km	two stations
11 - 13km	three stations
13 - 16km	four stations
17 - 21,1km	six stations
22km and over	stations every 3-km

A minimum ration of 3 water sachets per runner per station should be used.

18.1.2 Races up to 10km	No Coke necessary on route
Races up to 15km	every 2 nd table should have Coke / alternative
Races up to 21km	every 2 nd table should have Coke / alternative
Races more than 22km	every 2 nd table should have Coke / alternative

- 18.1.3 On an out-and-back course the Organiser is allowed to use discretion as to the placing of stations used for both directions providing the stations vary no more than 1km from the distance stipulated.
- 18.2 AT THE FINISH: One station offering Coke or suitable alternative.

19 SAFETY

- 19.1 Marshals should not be younger than 18 years of age.
- 19.2 Marshals should be provided with distinctive bibs and flags, which include reflective elements if the event is run in hours of darkness.
- 19.3 Marshals must be placed at all road crossings and turn points. Positioning of marshals at side-road intersections is at the organizers discretion.
- 19.4 The use of Traffic Officers is not compulsory but Marshals are not authorized to direct traffic. If traffic is to be controlled then Traffic Officers must be arranged.

20 RACE RESULTS

- 20.1 Full results are required for all official events.
- 20.2 It is left to the discretion of the Race Organiser to adopt a method of recording the final results in an efficient manner.
- 20.3 The result sheet to include:
- 20.3.1 Name of Race
 - 20.3.2 Distance of Race
 - 20.3.3 Name of Organising Club
 - 20.3.4 Date of Race
 - 20.3.5 Prize winners and team results.
 - 20.3.6 The following particulars of each participant to finish:
Position - Name - Club - Sex - Age - Category - Time
 - 20.3.7 Correct abbreviations of Clubs to be used, consult the WPA Office.
- 20.4 Results in electronic format are to be supplied to WPA within 3 weeks of the race. If it is not possible to produce final results in this time, extension of time can be applied for from WPARR, with reasons, in writing.
- 20.5 Neatly printed copies of the results are to be posted to all the addresses on the label run supplied by WPA, within 4 weeks of the race. If this is not possible, extension of time can be applied for from WPARR, in writing.
- 20.6 In the event of results not being received within 3 weeks by WPA, a fine will be imposed. Further fines will be imposed at the RR Commission's discretion.

21 LITTER

- 21.1 It is the responsibility of the Organisers to ensure that all litter is removed from the start, the route and the finish.
- 21.2 Athletes competing in any WPA event (particularly road or cross country) are required to dispose of their litter within a "designated area".
- 21.3 The designated area starts at the first hand out point/table of a refreshment station and finishes at least 200 metres past the last hand out point/table, where a sign will be placed stating 'no litter past this point'.
- 21.4 Organisers shall provide receptacles (boxes or equivalent) for collecting litter in the designated area. A receptacle should be placed with the sign at the end of the designated area.
- 21.5 Athletes who dispose of water sachets, cups or other litter outside of this designated area shall be guilty of an offence and liable to a warning and/or a fine.
- 21.6 Any person including marshals, technical officials, appointed litter monitors, spectators or other athletes may report offenders, up to the cut-off of the race, to the Chief Referee who shall record such details in his report. When practical, offenders shall be

notified at the event that they have been reported.

- 21.7 The WPA office shall maintain a record of reported offenders and shall issue warnings and/or fines. A first offence shall receive a written warning to the offender via their club. Second offenders shall be issued with a fine of R100 via their club. Further transgressions shall be the subject of a formal disciplinary process.
- 21.8 Clubs organising races shall be responsible for collecting litter boxes and warning signs from the WPA office, using them on the route and returning them. Clubs that fail to implement these anti-litter measures shall be subject to a fine.
- 21.9 Unless special arrangements have been made with the appropriate authorities routes must be cleaned of all race-related litter/equipment within 24 hours of the race finish.
- 21.10 Special provision for litter collection must be made if any section of the route is located in an environmentally sensitive area such as near the sea or nature reserves.

22 TOILETS

- 22.1 Adequate toilets must be provided to cope with the budgeted race entry and spectators. A minimum ratio of 1 toilet per 100 runners is required. A greater number of toilets should be provided for women.
- 22.2 Ensure that toilet paper is always available.
- 22.3 Toilets/Change rooms should be clearly signposted.
- 22.4 Events that accommodate wheelchair participants must ensure that appropriate toilet facilities are provided.
- 22.5 Provision should be made for toilet facilities along the route and/or at refreshment stations for any event with a cut off of over 3 hours. Said toilet facilities may be by arrangement with owners along the route.

CHAPTER 6 : SECTION IX : CROSS COUNTRY

23 STANDARDS FOR CROSS COUNTRY COMPETITIONS

- 23.1 Subject to available funds, clubs organising cross country meetings will be paid an organising fee by WPACC.
- 23.2 Organisation of cross country competitions shall be in accordance with the guidelines drawn up by WPACC.
- 23.3 Failure to comply with the organising guidelines may result in a deduction of a portion of the organising fee.

CHAPTER 6 : SECTION X : RECORDS

IAAF260 24 RECORDS

ASA 23

- 24.1 The process for ratifying a WP record shall follow the principles and procedures stated in IAAF rule 260/ ASA rule 23, but using the relevant WPA forms.
- 24.2 Road courses must be measured and validated by a registered course measurer.
- 24.3 WPA shall pay for the validation of any courses where a record has been broken or an incentive claimed.
- 24.4 Testing for doping control shall not be a pre-requisite for recognising WPA records.
- 24.5 Any WPA record may be set or broken, regardless of the number of competitors in the event, provided that the Rules pertaining to that event are complied with and that the competition is sanctioned by WPA, ASA or the IAAF and the event has been advertised, in advance, on the programme for that competition.
- 24.6 WP records will be recognised by the WPA Board, after submission of the required forms, by means of a certificate issued to the record-holder.

CHAPTER 7 : ADMINISTRATION

25 RACE LEVIES

- 25.1 For any road race run under the auspices of WPA, the organisers shall pay WPA a levy, being 10% (VAT inclusive) of the entry fee charged.
- 25.1.1 For events up to and including 15 km no levy will be due for the first 1000 finishers.
- 25.1.2 For events where entries are taken on the day of the race, the levy shall be based on the number of official finishers recorded by the Chief Timekeeper and/or the official results.
- 25.1.3 For events that have pre-entries only, the levy shall be based on the number of entries actually taken by the organisers.
- 25.2 Provided each cost element can be substantiated by appropriate invoices etc. then no levy will be due on:
- 25.2.1 VAT included in the entry fee when the event is registered for VAT;
- 25.2.2 optional items included in the entry form (e.g. t-shirts, magazine subscriptions etc);
- 25.2.3 access fees included in the entry fee applicable to the race venue/course paid by the organisers to property owners/departments e.g. Cape Point Nature reserve, Table Mountain National Park, provided that the Organiser has informed WPA while applying for flyer approval.

26 FINES

In accordance with the appropriate rules, the following fines shall apply.

NOTE: The following fines came in to effect on 01 January 2014.

TRANSGRESSION	All Events
CLUB FINES	
Race Entry Form/Flyer not submitted for approval	R600-00
Use of race numbers without permission	R200-00
Race Cancellation MORE than 6 months before date.	R1000-00
Race Cancellation LESS than 6 months before date	R1500-00
Lack of Water	R300 plus R150 per table short
Short / Long Course due to organiser error	R350-00
Bad Finish	R250-00
Poor Marshalling	R200-00
Poor Entry tables	R200-00
Late Results (in excess of 3 weeks)	R300-00
Failure to appoint qualified medical assistance with all necessary emergency equipment.	R500-00
Insufficient toilets	R300 per toilet less than 1 per 100 budgeted athletes
Failure to implement litter policy	R500-00
Failure to clean route (club)	R300 for first offence
Failure to use a registered course measurer	2x Equivalent payment to WPA appointing the official

Failure to use registered technical officials	2x Equivalent payment to WPA appointing the official
Charging in excess of the stipulated maximum race entry fees	The difference in income between the fee charged and the fee allowed
Awarding less than 15% of income of entry fees as prize money	The difference between the prize money awarded and 15% of entry fees based on number of participants from the previous year
ATHLETE FINES	
Failure to display two numbers	2x Temp licence fee for first offence
Littering (individual)	Warning for first offence R100 for second offence
Running without entering	2x Entry fee for a first offence

26.1 Fines for individual athletes will be handled through the clubs.

26.2 Appeals against any fine levied should be addressed, with written motivation, to the relevant Commission for their consideration. Any further appeal will be considered by the Board, whose decision shall be final.

27 TEAM SELECTION

27.1 Selection of athletes to represent WPA shall be at the discretion of the relevant Commission, subject to ratification by the Board.

27.2 Any criteria and standards for selection released by the Commission will act as guidelines only and are not binding on the final team selection.

27.3 Any athlete selected to represent WPA for a specific competition, who accepts such nomination and then subsequently withdraws, shall not be permitted to compete in any other athletic event within 8 days on either side of the date of the competition.

27.4 Commissions may impose conditions on athletes selected to represent WPA in respect of participation in other events leading up to the competition, e.g. no event longer than a certain distance so many weeks prior to the competition. These conditions shall be made known to the athletes prior to their acceptance of selection.

27.5 Team members shall make themselves available for any team meeting called, with reasonable notice, prior to departure for a competition.

27.6 Athletes representing WPA are required to compete in the uniform of WPA.

27.7 Any payment due by team members shall be made prior to departure. Failure to make any payment due may result in the athlete being left behind.

END