



WESTERN PROVINCE ATHLETICS

WPA Race Organizer's Workshop – 2018

Domestic Rule changes

Prize money

- Juniors should be especially looked after in races under 15 km. When two distances are offered at the same competition (eg 21km and 10km), **Junior prizes must be structured to encourage participation in the SHORTER distance.**
- 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. (Where an event was a league race in the preceding year, prize money may be based on the average number of participants from the previous three years.)
- **A minimum of three prizes should be awarded in each age category up to and including age 70+. Organisers are encouraged to award the same value prizes to the age groups 50-59, 60-69 and 70+**

Race Flyers

- Printed race flyers should be made available in addition to distribution by electronic means. An entry form is optional.
- Details of current event record holders should be included on the form or pamphlet.
- All entry forms / pamphlets **as well as rules / entry conditions to be posted on a website** 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 to finalise this process.

Entries

- Unless permission has been obtained from WPA Road Running Commission, all events must make provision for athletes to enter using manual entry forms and/or cash payments in addition to any online entry/payment system. Where a limit on race entries is imposed, the opportunity to enter manually must be available **BEFORE** online entries reach the imposed cap. The manual pre-entry fee may not exceed the standard schedule of Maximum Fees approved by Council, unless the event applies for Exempt status.
- 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.
- Organisers may offer incentives/handouts to pre-entries that are not offered to entries on the day of the race.
- **Organisers may charge a surcharge, not to exceed 20% of the pre-entry price, for late entries taken on the day of the race. (This is in recognition of the cost of banking cash, and to encourage pre-entries thus reducing the risk of cash being handled on the day.)**
- Competitions with less than 2000 athletes (total for all events on the day) must apply and motivate for permission if they wish to charge an additional fee for chip timing.

Race Levies

- **RACE LEVIES**

- 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**.
 - For events up to and including 15 km no levy will be due for the first 1000 finishers.
 - 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.
 - For events that have pre-entries only, the levy shall be based on the number of entries actually taken by the organisers.
- Provided each cost element can be substantiated by appropriate invoices etc. then no levy will be due on:
 - VAT included in the entry fee when the event is registered for VAT;
 - optional items included in the entry form (e.g. t-shirts, magazine subscriptions etc);

Temporary Licences

1. Effective **01 Jan 2018** the following prices for Temp licences apply:

Distance	Sale price to athlete	Cost to Club
Up to 13km	R 35 Senior R20 Junior	R 25 Senior R 0 Junior
above 13km to 20km	R 45	R 35
above 20km to 27km	R 55	R 45
above 27km to 35km	R 55	R 45
above 35km to 42,2km	R 65	R 55
above 42,2km	In consultation with WPA	

To be considered that clubs will only be given the R10 discount on Cost to Club on presentation of the completed tear off strip from the Temporary Licence or a completed participant data form.

- Temp licenced runners are NOT covered by ASA insurance

Race numbers

- Used in conjunction with the ASA licence
- Can be on front or front and back
- Can include a sponsor
- Numerals minimum 6cm high
- Must be approved by WPA office

ASA licence

+

Race number

=

Combined

