

WESTERN PROVINCE ATHLETICS

DOMESTIC RULES : Schedule G of the Constitution

For implementation from 13 April 2018
as approved at a Council meeting dated 12 April 2018

The numbering of these rules is intended to correspond with those used in the 2018 ASA Rules and Regulations

IAAF/ ASA
Cross Ref

Rule

CHAPTER 1 : COMPETITIONS

IAAF 1 1 **APPLICATION OF DOMESTIC RULES**

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

IAAF 6 2 **PAYMENTS and 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 22 2.1.2 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.
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. (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.)
2.1.4 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+
2.1.5 Age group categories must ensure that all athletes are included.
2.1.6 It is NOT necessary to offer prizes in the Senior category in addition to Open prizes.
2.2 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 must be forwarded to the WPA office where it will be kept until proof of age is supplied.
2.3 Provincial incentives for performance shall be paid subject to budgeted/available funds and in accordance with criteria approved by the WPA Board.
2.4 All prize money shall be paid in cash up until and including an amount of R750, all other payments may 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.

4 ENTRY FORM / RACE PAMPHLET

- 4.1 Printed race flyers should be made available in addition to distribution by electronic means. An entry form is optional.
- 4.2 Details of current event record holders should be included on the form or pamphlet.
- 4.3 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.
- 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 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.
- 4.6 Where combined run/walk events make use of Entry Forms provision is to be made on the form to distinguish between runners and walkers.

4.7 RULES / INSTRUCTIONS TO APPEAR ON THE RACE FLYER

- 4.7.1 The race is run according to the rules of IAAF, ASA and WPA.
- 4.7.2 Participants must be XX years of age or older on race day. (*insert age from the table below*)

ROAD RACES – PROGRESSION OF DISTANCES AND AGE GROUPS

Distance of event or relay leg	<=5 km	5> =10 km	10> =15 km	15 >=21,1 km	21,1> =32 km	32> =42,2km	42,2km>
Recognised IAAF distance	5km	10km	15km	21,1km	30km	42,2km	Ultra
Minimum age on the day of competition	9 years	14 years	15 years	16 years	19 years	20 years	20 years

- 4.7.3 Race numbers (bibs) will not be issued. All registered athletes must wear two valid licence numbers. Unregistered participants must purchase a Temporary Licence which must be worn on the front of the vest.

Alternatively (when one race number is issued)

One race number (bib) will be issued. Registered athletes must wear their ASA licences on the front and back of their vest. The race number must be worn on the front of the vest, partially covering the ASA licence, so that the ASA licence sponsor remains visible.

Temporary licenced runners must wear the race number on the front of their vest and the temporary licence on the back.

alternatively (when two race numbers are issued)

Two race numbers (bibs) will be issued. Licenced athletes must wear their ASA licences on the front and back of their vest. The race numbers must be worn front and back, partially covering the ASA licence, so that the ASA licence sponsor remains visible.

Temporary licenced runners must wear the temporary licence on the back. The race numbers must be worn front and back, partially covering the ASA temporary licence, so that the ASA licence sponsor remains visible.

alternatively (only for events that have applied to use a Special Licence Number)

Two Special Licence Numbers (bibs) will be issued for this event with permission from ASA. These bibs may cover the normal ASA permanent licences. The ASA permanent licences do not need to be worn or displayed. Unregistered athletes must pay for a Temporary licence but do not have to wear it.

- 4.7.4 Temporary licence holders when registering must complete and hand in the tear off strip from the number in order to be eligible to compete.
- 4.7.5 Licenced athletes should wear club colours. Full club colours must be worn to qualify for team prizes. Temporary licenced athletes must run in clothing without advertising.
- 4.7.6 Age category tags must be worn (front and back) and visible for the entire race to be eligible for any age category prize.
- 4.7.7 A Junior is anyone under the age of 20 at 31st December of the year of competition, i.e. born in 1999 or later. *(The year is correct for 2018 and will change each year)*
- 4.7.8 Entry cards, when issued, must be in the athlete's possession during the race and handed in at the results board at the Finish.
- 4.7.9 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)			
- 4.7.10 Prize-giving is at xxhxx
- 4.7.11 Do not litter. Dispose of sachets and cups responsibly by using the boxes provided or carrying them to the Finish. Report offenders to the referees. #RunClean.
- 4.7.12 The use of music players with headphones is not allowed and may result in disqualification.
- 4.7.13 Detailed rules are available on www.wpa.org.za or on request from the organisers or the WPA office.
- 4.7.14 Wheelchair athletes must please contact the organisers timeously to discuss arrangements for their participation.
- 4.7.15 To qualify for team prizes, athletes must wear full club colours and participate with a permanent licence.
- 4.7.16 If the event does not take place mostly on made up roads this should be indicated.
- 4.7.17 Ideally include a route profile if there are significant hills.
- 4.7.18 Disclaimer : Participants take part at their own risk and indemnify the organisers, sponsors and provincial and national athletics bodies against any claims that may result from their participation in the event.

Race Entry forms – either manual or online - should include a full Indemnity/Waiver

INDEMNITY / WAIVER

By entering this event I undertake to be bound by the rules and regulations of the event including those of IAAF and ASA. I warrant that I am in good health and aware of the risks and dangers of physical nature of this sporting event, and do not claim ignorance of these risks and dangers. I hereby accept that I participate in the event entirely at my own risk and I release and discharge, to the fullest extent allowed in law, the organisers of the event, all sponsors, persons and organisations assisting in the staging of the event, provincial and national athletics bodies and all local authorities from any responsibility, liability or costs relating to any injury, loss or damage of whatever nature, however caused, arising directly or indirectly from my participation in the event including pre-and post-race activities. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the activity;

MINOR RELEASE: *and I, the minor's parent and/or legal guardian, understand the nature of athletic activities and the minor's experience and capabilities and believe the minor to be qualified, in good health, and in proper physical condition to participate in such activity and I enter into this Indemnity/waiver on behalf of the minor.*

Printed name of participant (parent/guardian in the case of a minor) _____

Signature: _____ Date: _____

- 4.7.19 Display the #RunClean and GARBIE logos on the race flyer if you are using their bins
- 4.7.20 Display the WPA flyer and results logo on the race flyer
- 4.7.21 Display the Coca Cola/Peninsula Beverage logo when using their product and services.
- 4.7.22 In addition, Race organisers to add any race-specific rules and instructions
- 4.7.23 The Standard entry fees in Rule 23 apply
- 4.7.24 Temporary licences shall be charged in accordance with Rule 25

CHAPTER 2 : ELIGIBILITY

IAAF 21
ASA 5

5 ELIGIBILITY TO PARTICIPATE AT WPA CHAMPIONSHIPS

- 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.

CHAPTER 3 : SECTION I : OFFICIALS

IAAF112 17 RACE OFFICIALS

- ASA 17
- 17.1 For road races the following officials will be appointed by WPA Technical Officials Committee
: Chief Referee Assistant Referee
Chief Timekeeper / Starter Assistant Timekeeper
- 17.2 For road races the Race Organiser may appoint the following persons provided they are registered technical officials, or may request WPA to appoint them:
Line Judge Results official(s) Jury of Appeal
- 17.3 Unless alternative arrangements have been agreed, the race organiser is required to pay the officials on the day of the race in accordance with the payment form received from the Chief Referee.
- 17.4 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.
- 17.5 Remuneration of officials appointed by the race organiser is a matter between the race organiser and the person concerned.
- 17.6 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.
- 17.7 If a Technical Delegate is not appointed for any road competition, the Chief Referee shall assume that responsibility. The Technical Delegate shall be entitled to payment for additional travel and meetings attended prior to the event.
- 17.8 The Chief Referee shall submit a report to the WPA office within 2 WEEKS of the event taking place.
- 17.9 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 18 MEDICAL DELEGATE: DOCTOR AND FIRST AID

- ASA 18
- 18.1 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.
- 18.2 In anticipation of the requirements of 18.1, 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.
- 18.3 The assigned medical personnel may NOT participate in the event.
- 18.4 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.
- 18.5 A medical incident 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 21 21 FIXTURE LIST AND NEW EVENTS

- 21.1 Clubs wishing to stage a new event in the following year shall apply to WPA in writing before 30 April of the current year.
- 21.2 A series of Fixtures planning meetings shall be held between May and August to plan the calendar for the next year.
- 21.3 The final fixture list for the upcoming year will be tabled for adoption at the AGM, held in September of each year.
- 21.4 The following ideals will be applied to the compilation of the fixture list :
 - 21.4.1 Except in exceptional situations clubs may not organize more than 2 (two) road running events a year.
 - 21.4.2 Every club will be given the opportunity to organize a race if they wish to.
 - 21.4.3 Clubs with a single event 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.
 - 21.4.4 Each month should contain a balance of distances (10,15,21,42 km etc)
 - 21.4.5 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.
 - 21.4.6 Popular events staged by other provinces will be considered, but shall not prevent WPA clubs from organizing an event on the same date if they wish to.
- 21.5 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.
- 21.6 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.
 - 21.6.1 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.
 - 21.6.2 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.
 - 21.6.3 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.
 - 21.6.4 Proposed additions and changes must be submitted to WPA at least 4 months before the proposed date and are subject to approval by ASA.
- 21.7 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 22 AGE GROUPS AND TEAM COMPETITIONS

- ASA 22 22.1 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.
- 22.2 The relevant Commission shall determine the rules applicable to domestic leagues and inter-club competitions.

IAAF142 **23 ENTRIES**

ASA 23

- 23.1 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.
- 23.2 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.
- 23.3 Organisers may offer incentives/handouts to pre-entries that are not offered to entries on the day of the race.
- 23.4 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.
- 23.5 All clubs organising road races shall adhere to the following race entry fee structure.
- 23.6 There are no minimum entry fees:

There are two categories of race entry fees:

23.7 Standard Races

- 23.7.1 Standard races have a maximum entry fee set by Council and must conform to the Minimum Standards for Race Organisation contained in these WPA Domestic Rules or as otherwise published by WPA.
- 23.7.2 Maximum entry fees cannot be exceeded without permission unless provided for in these rules ~~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.
- 23.7.3 League and Championship races should usually come from these races. Standard schedules of fines shall be applicable.
- 23.7.4 From 01 January 2017 until revised by a decision of Council, the following maximum entry fees apply:

Up to 13km	R 50-00	Juniors R 30-00
above 13km to 20km	R 70-00	
above 20km to 27km	R 90-00	
above 27km to 35km	R 110-00	
above 35km to 43 km	R 150-00	

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

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

23.8 Exempt Road Races

- 23.8.1 Exempt races can charge whatever they want, provided:
- 23.8.2 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.
- 23.8.3 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.
- 23.8.4 The club enters into a written agreement with WPARR setting out their obligations.

- 23.8.5 There may be requirements set for these races over and above those for standard races.
- 23.8.6 The race organisers must agree to work with a Technical Delegate 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 Technical Delegate 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.
- 23.9 For 10km races the entry fee for Juniors shall be less than the entry fee for other athletes, unless permission is obtained from WPARR to charge the same 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.
- 23.10 All competitors must enter the event prior to competing.
- 23.11 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.

23.11.1 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 30 Senior R 10 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	

IAAF143 **24 CLOTHING**

- ASA 24 24.1 Any new club kit, or change of design of an existing club must be submitted to WPA for approval before proceeding to production.
- 24.2 No athlete shall compete in WPA team clothing unless competing officially for WPA.

IAAF143 **25 LICENCES**

ASA 25 **25.1 Permanent Licence Bibs**

25.1.1 Where an athlete leaves a Club or changes Clubs within the province during a calendar year, they may retain their licence until it expires. However in accordance with ASA rule 25.3 in any team competition they will count for the club that issued the licence, provided, when the athlete changes clubs, the new licence registration has been received, processed and approved by WPA prior to the event and the athlete competes in the Club's approved colours.

25.1.2 As per ASA rule 5, a clearance certificate is required from the former club before any club may issue a new licence to an athlete previously licensed by another club, regardless whether in WPA or another Province.

25.2 Temporary Licences

25.2.1 Organisers must provide the necessary administration to sell age category tags with the temporary licences.

- IAAF143 **26 COMPETITION BIBS**
ASA 26
- 26.1 Competition/Race Number Bibs**
- 26.1.1 All events that wish to use a competition/race bib must submit such design to WPA for approval.
- 26.1.2 In accordance with ASA rule 22.9.7 When organisers provide competitors with two personalised competition/race bibs the age category tag can be included in the design of the bib and separate age category tags shall not be required.
- 26.2 Special Number Bibs**
- 26.2.1 Applications for Special Number Bibs must be submitted to ASA through the WPA office.
- IAAF145 **27 DISQUALIFICATIONS AND PROTESTS**
IAAF146
ASA 27
- 27.1 Breach of Technical Rules**
- 27.1.1 Repeated infringements of technical rules (e.g. failure to wear two licences) may be referred for disciplinary action.
- 27.2 Unfair Advantage**
- 27.2.1 Any action that leads to a participant gaining an unfair advantage over other participants shall render the participant gaining the advantage liable for disqualification.
- 27.2.2 Where possible and when appropriate, athletes shall be warned before being disqualified, but this is not obligatory.
- 27.3 Improper conduct**
- 27.3.1 An athlete may be disqualified for breaches of the ASA or WPA codes of conduct including unsporting behaviour or improper conduct if, after a warning, the athlete continues to behave in the manner for which the warning was issued.
- 27.3.2 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.
- 27.4 Consequences of Disqualification**
- 27.4.1 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.
- 27.4.2 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.
- 27.4.3 Persons that have been disqualified may be subject to a fine and/or disciplinary action.
- 27.4.4 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.
- IAAF146 **28 LITTERING**
ASA 28
- 28.1 Race organisers may be fined for failure to develop and implement a waste management plan.

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

33 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:

- 33.1 To be eligible for prize monies, place medals or League points walkers are to be identified as follows :
 - 33.1.1 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?
 - 33.1.2 Athletes entering using a Temporary Licence. The letter "W" to be marked in RED on both Temporary Licences.
- 33.2 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.
- 33.3 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).
- 33.4 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.
- 33.5 For domestic events Judges shall follow the race to monitor, as closely as practical, the mode of progression of participants in contention for awards.
- 33.6 A modified form of the judging system as laid out in IAAF and ASA rules will be used:
 - 33.6.1 Cautions shall be issued by the Judges in the normal manner.
 - 33.6.2 The Judges shall make a collective decision at the end of the event regarding any disqualifications.
 - 33.6.3 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.
 - 33.6.4 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.

34 RACE INFORMATION SHEET

- 34.1 Race Organisers must complete and submit the WPA Race Information Sheet.
- 34.2 This document should reach the WPA Office at least two weeks before the race date.

ASA 34.1 **34 COURSE PLANNING & MEASUREMENT**

- 34.3 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.
- 34.4 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, and be clearly identified with cones, warning boards and marshals.
- 34.5 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:
 - 34.5.1 certifying the exact distance of the course;
 - 34.5.2 describing the method used and the date upon which the course was measured and by whom the measurement was undertaken;
 - 34.5.3 providing a plan of the course layout.
- 34.6 Courses used for Championship and League races shall not, unless unavoidable, include long sections on gravel or grass.
- 34.7 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.
- 34.8 Adequate use of cones, tape and marshals must be used to ensure that the participants follow the measured course.
- 34.9 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.
- 34.10 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 **34 REFRESHMENT STATIONS AND SECONDING**

ASA 34.8 34.11 AT THE START : Water should be available.

34.12 ON THE ROAD

34.12.1 As a minimum, Refreshment stations are to be provided at least at 5km intervals as follows: -

0 - 10km	one station
11 - 15km	two stations
16 - 21,1km	three stations
22km and over	stations every 5-km

Race organisers are at liberty to provide additional refreshment stations, particularly if conditions are expected to be hot.

A minimum ration of 3 "drinks" per runner per station should be used as this takes into account water used for cooling.

34.12.2 Races up to 10km	No Coke necessary on route
Races longer than 10km	every 2 nd table should have Coke / equivalent

34.12.3 When the race offers water refill points for athletes using hydration packs or carrying their own bottles, the following criteria should be used :

- Refill option to be noted on the race flyer.
- Refill stations to be positioned every 10km (every second refreshment point)
- The refill station to be positioned AHEAD of the refreshment station (to enable athletes to get a drink if they do not refill)

34.12.4 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.

34.12.5 AT THE FINISH: One station offering Water and Coke or suitable alternative.

ASA 34.10 **34 SAFETY**

34.14 Marshals should not be younger than 18 years of age.

34.15 Marshals should be provided with distinctive bibs and flags, which include reflective elements if the event is run in hours of darkness.

34.16 Marshals must be placed at all road crossings and turn points. Positioning of marshals at side-road intersections is at the organizers discretion.

34.17 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.

34 RACE RESULTS

34.18 Full results are required for all official events.

34.19 It is left to the discretion of the Race Organiser to adopt a method of recording the final results in an efficient manner.

34.20 The result sheet to include:

34.20.1 Name of Race

34.20.2 Distance of Race

34.20.3 Name of Organising Club

34.20.4 Date of Race

34.20.5 Prize winners and team results.

34.20.6 The following particulars of each participant to finish:

Position - Name - Club - Sex - Age - Category - Time

34.20.7 Correct abbreviations of Clubs to be used, consult the WPA Office.

34.21 Results in electronic format are to be supplied to WPA within 2 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.

~~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.~~

34.22 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.

ASA 28 **34 LITTER**

34.23 It is the responsibility of the Organisers to ensure that all litter is removed from the start, the route and the finish.

34.24 Athletes competing in any WPA event (particularly road or cross country) are required to dispose of their litter within a "designated area".

34.25 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'.

34.26 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. Organisers are also encouraged to provide litterboxes at each kilometre mark.

- 34.27 Athletes who dispose of water sachets, cups or other litter outside of this designated area (intentional littering) shall be guilty of an offence and liable to a warning and/or a fine.
- 34.28 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.
- 34.29 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.
- 34.30 Clubs organising races shall be responsible for arranging litter boxes and warning signs from WPA or sponsors (Garbie), using them on the route and returning them if required. Clubs that fail to implement these anti-litter measures shall be subject to a fine.
- 34.31 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.
- 34.32 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.

34 TOILETS

- 34.33 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 (1-60).
- 34.34 Ensure that toilet paper is always available.
- 34.35 Toilets/Change rooms should be clearly signposted.
- 34.36 Events that accommodate wheelchair participants must ensure that appropriate toilet facilities are provided.
- 34.37 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.

ASA 24 34 FLAGS FOR PACE SETTERS

In accordance with the ASA 2018 rules and regulations, official pace-setters in road races may carry sticks/flags. This domestic rule is intended to define the parameters for such sticks/flags.

Extract from 2018 ASA rules "2018-ASA-Rules-Regulations-Final-Approved-28-October-2017-1-2.pdf"

24.20.2 No participant/official/coach/supporter may, without permission, carry items of any form or shape that may injure or place fellow participants / officials in danger, including, without limitation, sticks, poles, weapons, banners, boards, animals, clothing, headwear. The sticks/flags carried by official pace-setters in road races shall be exempt from this clause provided they have been approved by the organisers / referees.

24.20.3 The display of legitimate national flags during an event shall be permitted provided they do not present a safety risk or interfere with any other athlete or the presentation of the event. In accordance with 24.20.2 above, except as part of an official ceremony, such flags carried by an athlete may not be mounted on a pole. Under no circumstances will any slogans, chants, banners, placards or such-like of a political, religious or offensive nature be tolerated.

- 34.38. The appointment of pace-setters for WPA events shall be done in conjunction with the interest group Western Province Pace Setters (WPPS).
- 34.39. The Technical Delegate (Chief Referee) for any event must be informed by WPPS how many pace setters will be officially participating in the event. This can be done by email beforehand or verbally prior to the event.

Specifications for pace setter flags / sticks.

- 34.40. That the stick be:
- 34.40.1. no longer than 1.80m
 - 34.40.2. a dowel rod of 10mm diameter or a rod of another material of similar sturdiness / rigidity.
 - 34.40.3. have no sharp ends; or be fitted with a protective stopper.
 - 34.40.4. should not protrude more than 2.7m above ground level when carried in the normal running position – either in the hand or in a back-pack.
- 34.41. That any flags on sticks be:
- 34.41.1. A4 or less in size. Any larger size to be specifically motivated and agreed on a case by case basis.
 - 34.41.2. have any points or corners “rounded” – particularly the apex of a triangular flag.
 - 34.41.3. The material for the flag must not be solid (eg hard plastic) and should “fold” if it hits an obstruction. Paper laminated in plastic shall be acceptable.
 - 34.41.4. A flag must be affixed at the extreme end of the stick. (so that the flag serves as a “stopper” for the stick end.
 - 34.41.5. There may be more than one flag on a single stick.
- 34.42. A pace setter may carry the stick either in hand or in a suitable backpack/harness that maintains the stick in a near vertical position.
- 34.43. A pace setter may only carry one stick.
- 34.44. A pace setter should at all times carry the stick with the safety of other runners of prime importance. The stick should be kept as near vertical as practical and should not be waved around.
- 34.45. A referee or safety officer may warn a pace setter if they do not comply with any of the above. This may be escalated to confiscation of the stick or disqualification.
- 34.46. Referees to monitor compliance with the stick guidelines and raise any concerns back to WPPS, Technical Delegate, Technical Official Committee or Road Running Commission.

35 STANDARDS FOR CROSS COUNTRY COMPETITIONS

- 35.1 Subject to available funds, clubs organising cross country meetings will be paid an organising fee by WPACC.
- 35.2 Organisation of cross country competitions shall be in accordance with the guidelines drawn up by WPACC.
- 35.3 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 38 RECORDS

ASA 38

- 38.1 The process for ratifying a WP record shall follow the principles and procedures stated in IAAF rule 260/ ASA rule 42, but using the relevant WPA forms.
- 38.2 Road courses must be measured and validated by a registered course measurer.
- 38.3 WPA shall pay for the validation of any courses where a record has been broken or an incentive claimed.
- 38.4 Testing for doping control shall not be a pre-requisite for recognising WPA records.
- 38.5 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.
- 38.6 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

42 RACE LEVIES

- 42.1 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.
 - 42.1.1 For events up to and including 15 km no levy will be due for the first 1000 finishers.
 - 42.1.2 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.
 - 42.1.3 For events that have pre-entries only, the levy shall be based on the number of entries actually taken by the organisers.
- 42.2 Provided each cost element can be substantiated by appropriate invoices etc. then no levy will be due on:
 - 42.2.1 VAT included in the entry fee when the event is registered for VAT;
 - 42.2.2 optional items included in the entry form (e.g. t-shirts, magazine subscriptions etc);
 - 42.2.3 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.

43 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

- 43.1 Fines for individual athletes will be handled through the clubs.
- 43.2 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.

44 TEAM SELECTION

- 44.1 Selection of athletes to represent WPA shall be at the discretion of the relevant Commission, subject to ratification by the Board.
- 44.2 Any criteria and standards for selection released by the Commission will act as guidelines only and are not binding on the final team selection.
- 44.3 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.
- 44.4 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.
- 44.5 Team members shall make themselves available for any team meeting called, with reasonable notice, prior to departure for a competition.
- 44.6 Athletes representing WPA are required to compete in the uniform of WPA.
- 44.7 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.



WESTERN PROVINCE ATHLETICS

Race flyers and results

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END