



WESTERN PROVINCE ATHLETICS

Green Point Athletics Stadium,  
Vlei Rd, Green Point  
PO Box 101, Lansdowne, 7779  
Tel: 021 418 3232  
[www.wpa.org.za](http://www.wpa.org.za)

**GUIDE TO**  
**ORGANISING A**  
**SUCCESSFUL**  
**ROAD RACE**  
**EVENT**



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**Board Members**

**Lester Cameron (President) | Jakes Jacobs (Vice President) | Candyce Hall | Francois Gouws | Stefano Kruger | Mariana Meyer | Allen Barnes | Michael Schouw | Adnaan Mohamed | Gavin Burgess | Waleed Donough**

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### **Finalizing the date:**

- Attend Fixture meeting

### **Arranging the LOC:**

- Technical Person
- Race Secretary
- Head marshal
- Strat / Finish & Parking Team
- Feeding Stations Teams
- Clean Up Team
- Registration Person

### **Getting the permits documents:**

- Get from WPA
- Get from City of Cape Town's Website

### **Supporting documents:**

- Description of event
- Event Programme
- Layout Plan
- Event Safety Plan
- Transport Management Plan
- Traffic Management Plan
- City Health Requirements
- Community Participation / Consultation Plan
- Application Forms / Approvals
- City Services Requirements
- Event Communication Plan
- Environmental Protection Plan
- Indemnity Forms
- Confirmation of Appointment of Safety Officer

### **Finalizing Route:**

- Course Lay-out
- Measuring

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### **Rules that need to be on the flyer:**

- Get from WPA (updated rules attached)

### **Submitting permits documents:**

- 1<sup>st</sup> Submission – 3 months before event
- Follow Up – 2 months before event
- Make sure everything is sorted – 1 month before event

### **Submitting race flyer:**

- Send 1<sup>st</sup> draft to [events@wpathletics.co.za](mailto:events@wpathletics.co.za) – 6 weeks to 2 months before the event

### **Approved Flyer:**

- Printed
- Publish flyer on Website
- Social Media
- Email get send to other clubs

### **Receiving PLI from WPA:**

- As soon as flyer is approved WPA give the Public liability insurance

### **Receiving the Referee's doing duty at your event:**

- After Flyer was approved Referee's doing duty and contact details will be send to the club.

### **Receiving Blank Race information sheet:**

- The Blank Race information sheet will be send with the Referee's doing duty.

### **Completing and sending back the race information sheet:**

- Do as soon as possible. So that Referee's doing duty can have the information well in advance.

### **Contact Referee's to arrange a briefing meeting:**

- Well in advance of your event arrange a meeting with Referee's to explain the route as well with the Marshals.

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### **WPA Referee's:**

- Get Contact details from WPA
- Arrange VIP Parking
- Transport for Referee to be offered on the day

### **Finances:**

- Budget
- Sponsorship
- Prize Money (Previous year finishers X Entry Fee X 15% )
- Race Levies (Finishers / Pre entries X Entry Fee x 10% )

### **Temps:**

- Get from WPA (Contact person: Pearl [admin@wpathletics.co.za](mailto:admin@wpathletics.co.za))
- Collect from office

### **Equipment:**

- Contact Person at WPA – Harold [equipment@wpathletics.co.za](mailto:equipment@wpathletics.co.za)
  - Entry Cards
  - Bank Bags
  - Result Boards
  - Cones

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### **Planning till Race Day:**

#### **LOC:**

- Technical Person:
  - Measuring Route
  - Getting Officials
    - Chief Referee
    - Assistance Referee
    - Line Judge
    - Result Official
    - 2 X Timekeepers
  - Traffic Officers
  - Cones
  - Lease with Cape Town City Council
  - Person to capture results correctly
  - Place km marker board on route
  - Marshals
  - Starter
  - Traffic Department
- Race Secretary:
  - Record of all Minutes
  - Handling Race info line
  - Bookkeeping
  - Orders
  - Supply Chief referee with:
    - Certificates
    - Documentation from traffic
    - Doctor Contact details
    - Portfolio holders contact details

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- Head marshal:
  - Recruiting marshals
  - Detailed picture of route:
    - Critical Points
    - Turn Points
    - Bottle necks
  - Planning & Positioning of:
    - Marshals
    - Traffic officers
  - Arrange:
    - Bibs
    - Flags
    - Whistles
    - Direction boards
  - Identify with medical team
  - Brief lead vehicle or cyclist
  - Arrange briefing
- Strat / Finish & Parking:
  - Provide Layout for:
    - Start
    - Finish
    - Parking
  - Preparation of finish sachets:
    - 3 days before event
    - Get from WPA
    - Quantity
    - Numerical Sequence
  - Arrange Start & Finish
  - Banners & advertising
  - Provide control at start
  - Confirm Race starter & pistol
  - Position Coke on the field
  - Arrange Tog Bag area
  - Positioning of Finish Board

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- Documentation to be available on race day:
  - Course measuring Certificate
  - Validation Certificate
  - CCC Authorisation
- Equipment:
  - Chevron Tape
  - Stakes – Finish tunnel
  - Finish Boards
  - Finish Sachets
  - Torches
- Parking
- Torches for parking marshals
- Provide for timekeepers:
  - Table
  - Chairs
  - Gazebo
- Feeding Stations:
  - Work out how many water sachets is needed
  - Collection & Storage of water sachets
  - Set up
  - Work out how many coke on water points and finish
  - Distribution of water
  - Station Captains
  - Equipment needed:
    - Litter Bins (5)
    - Black refuse bags
    - Tables
  - Clean Up

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- Clean Up Team:
  - Arrange man power
  - Arrange litter bins
  - Arrange black bag
  - Placing bins
  - Clean up venue & Route
  - Set up toilet facilities
  - Signage for toilets
  - Make sure toilets are clean and have enough toilet paper
- Registration:
  - Source Helpers
  - Management of:
    - Insert safety pins in to bank bags
    - Stamping of Race Cards
  - Brief helpers
  - Equipment:
    - Tables
    - Boxes
    - Pens
    - Signage
    - Float
  - Hiring of equipment
  - Provide a layout
  - Signage for Temp runners

### **Venue:**

- General Layout
- Start & Finish
- Hire of Venue
- Branding
- Signage
- Set-up / Clean up
- Change Rooms / Showers
- Toilets
- Access passes for officials
- Waste Management

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### **Entries:**

- Online entries
- Store entries
- Pre entries
- On the Day entries
- Limit on Entries

### **Media & VIP:**

- Invitation to VIP's and Guests
- Invitation to Sponsors
- Press Coverage – Local Newspapers & Radio
- Neighbourhood Letter
- Regular updates on website and social media

### **Medical:**

- Ambulance
- Safety Officer
- Medical staff at the following points:
  - Strat & Finnish
  - On the route

### **Security:**

- Venue
- Registration
- Parking
- Tog Bags

### **Vendors:**

- Gas Licence
- Certificate of Acceptability for Food Premises

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### **On Race Day:**

- Registration:**
  - Venue
  - Lay-out
  - Staff Requirements
  - Equipment needed
    - Tables
    - Chairs
    - Float
    - Entry Cards
    - Temps
    - Pre packed entries
    - Pens
    - Gazebo's
  - Route map for display
  - List of sponsors for display
  - Signage
- Handouts:**
  - For the Runners
    - Medals
    - Ribbon
  - For Helpers
- Start:**
  - Banner / Arch
  - Starters Gun
  - Bunting / Start Line
  - Staff requirements
  - Signage
  - Announcer
  - Loudhailer
  - Sound System
  - Start Pens for Men & Women
  - Toilets

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- Route:**
  - Position of water stations:
    - 5km
    - 10km
    - 15km
    - 21,1km
    - 30km
    - 42km
    - 56km
  - Km boards
  - Taping
  - Cones
  - Fencing
  - Clean – up
- Parking:**
  - Venue
  - Staff Requirement
  - Signage
  - Security
- Marshals:**
  - Traffic Assistance
  - Road Closure
  - Traffic Plan
  - Bibs/Flags
  - Staff Requirement
  - Lead vehicle / cyclist
  - Emergency contact list
  - Briefing
- Refreshments:**
  - Water Stations & Finish
  - Branding
  - Coke / Water
  - Litter Bins
  - Signage
  - Staff Requirements

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- Catering:
  - Vendors / Refreshments for Runners and Supporters
  - Catering for:
    - VIP's
    - Staff
    - Officials
  - Signage
- Finish:
  - Banner / Arch
  - Chutes
  - Staff Requirements
  - Timing Equipment
  - Position of result board
  - Box for race card overflow
  - Announcer
  - Loudhailer
  - Sound System
- Results:
- Prize Giving:
  - Venue
  - Cash Prizes
  - Spot Prizes
  - VIP to hand out Prizes
  - Announcer
  - Loudhailer
  - Sound System
  - Thank you's
  - Display of Sponsors
  - Trophy
- General:
  - Photographer
  - Emergency contact list
  - Thank you's Post event

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**After Race Day:**

**Referee sending Static Race Report:**

- The documents get send to WPA the Monday after the event

**Referee sending Race Referee report & supporting documents:**

- Referees have 10 days to send to WPA

**Clubs receiving documents from their event:**

- Clubs receive documents as soon as WPA receive the documents from the Referee's

**Clubs get invoiced:**

- On Race Levies
- Temps sold

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