



ROAD RUNNING MANUAL
FOR CLUB ADMINISTRATORS,
RACE ORGANIZERS AND TECHNICAL OFFICIALS

2014-15 VERSION



BOLANDATHLETICS



5-STAR COMMUNITY ACHIEVER PROGRAMME

www.bolandathletics.com

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FORWARD

Boland Athletics is an affiliate of Athletics South Africa and registered as service provider with the Western Cape Department of Sport and the Boland Sport Council.

The area of jurisdiction of Boland Athletics within the Western Cape is the Districts Cape Winelands, Overberg and West Coasts. Within the 3 Municipal Districts and 14 Municipalities, Boland Athletics, through its registered clubs provide a service to the communities of the 14 Municipalities.

The operations of Boland Athletics are based on its business plan called “5-Star Community Achiever Programme”, incorporating a comprehensive Talent Identification Programme.

Due to the demographics of Boland Athletics, consisting mainly of rural and disadvantaged communities, the 5-Star Community Achiever Programme is supported by its Rural and Schools Development Programmes.

The Boland Athletics Philosophy is “To develop Boland Athletics into a role model that is recognized for its level of excellence and for the leading role it plays to develop, co-ordinate and support athletics”.

Drakenstein Municipality, located within the Boland Athletics area of jurisdiction, recently adopted a similar philosophy “Drakenstein Municipality – A Place of Excellence”.

With the similarity in philosophies as departure point, Boland Athletics and Drakenstein Municipality entered into a working relationship to service the community of Drakenstein Municipality.

In the Agreement Boland Athletics will be primarily responsible for Human Resource Development such as the skills development of Officials and Coaches in Clubs and Schools in the Drakenstein Municipal Borders.

Drakenstein Municipality will primarily provide infrastructural resources for projects hosted by Boland Athletics in the Drakenstein Municipal District e.g. Disaster Management Services, Law Enforcement Services, Electricity Services, Cleaning and Maintenance of Sport Stadiums, etc.

This manual “Road Running Manual For Club Administrators, Race Organizers And Technical Officials” are freely available to all Members on the website www.bolandathletics.com, but within the borders of Drakenstein Municipality, a printed version of the manual will be presented to all Members attending courses within the borders of Drakenstein Municipality.

This manual will be instrumental in increasing the level of Excellence in the Road Running Community within the Drakenstein Municipal borders.

Drakestein Municipality is proud to be associated with this initiative.

ROAD RUNNING MANUAL FOR CLUB ADMINISTRATORS, RACE ORGANIZERS AND TECHNICAL OFFICIALS

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ROAD RUNNING MANUAL FOR CLUB ADMINISTRATORS, RACE ORGANIZERS AND TECHNICAL OFFICIALS

1 INTRODUCTION

- 1.1 To address the needs of local organizers of road races, IAAF Rules and Regulations are elaborated on to provide the necessary guidance during road races at entry level.
- 1.2 The following rules and regulations will operate in tangent, and are subject to the latest version of:
 - 1.2.1 IAAF Competition Rules and Regulations
 - 1.2.2 The ASA Constitution
 - 1.2.3 ASA Rules and Regulations
- 1.3 Any infringement of these Rules may be subject to the sanctions set out in these Rules or other action as determined from a disciplinary hearing.

2 THE ATHLETICS CLUB [Refer to the Provincial Constitution]

- 2.1 An Athletics Club is a social order of people who are dedicated to athletics.
- 2.2 The club's first responsibility is to form and manage the club as an organization, constituted to promote athletics, and offer eligible members social amenities.
- 2.3 The club is the most basic form of organized administration to ensure that the needs of the eligible members are catered for.
- 2.4 It is the responsibility of the club administrators to affiliate to the local province, adhere to the constitution of the province, and ensure that all eligible members of the club operate within the rules and regulations that governs athletics.
- 2.5 The club is the "eyes and ears" of the province in the local community. It is with the assistance of the club that the local province will protect the interest of its eligible members by ensuring that athletics is not abused in the local community by parties not affiliated to the club or province.

3 ELIGIBILITY [Refer IAAF Competition Rules 20-22]

3.1 DEFINITION OF AN ELIGIBLE ATHLETE

An athlete is eligible to compete if he/she agrees to abide by the Rules and has not been declared ineligible.

3.2 RESTRICTION OF COMPETITION TO ELIGIBLE ATHLETES

- 3.2.1 Competition under these Rules is restricted to athletes who are under the jurisdiction of a club and who are eligible to compete under the Rules.
- 3.2.2 In any competition under the Rules, the eligibility of an athlete competing shall be guaranteed by the club to which the athlete is affiliated.
- 3.2.3 The eligibility rules of a club shall be strictly in conformity with those of the Province and no club may pass, promulgate or retain in its constitution or regulations any eligibility rule or regulation which is in direct conflict with a Rule or Regulation. Where there is a conflict between the eligibility rules of the IAAF and the eligibility rules of a club, the eligibility rules of the IAAF shall apply.

3.3 INELIGIBILITY FOR INTERNATIONAL AND DOMESTIC COMPETITIONS

- 3.3.1 The following persons shall be ineligible for competitions, whether held under these Rules or the rules of a province, South Africa on any other country or area affiliated to the IAAF. Any athlete, athlete support personnel or other person;
 - 3.3.1.1 whose club is currently suspended by the province. This does not apply to club competitions organised by the currently suspended club for the members of the club;
 - 3.3.1.2 who has been provisionally suspended or declared ineligible under the rules of his/her province from competing in competitions under the jurisdiction of that province;

- 3.3.1.3** who is currently serving a period of provisional suspension from competition under these Rules;
- 3.3.1.4** who does not meet the eligibility requirements set out in IAAF/ASA Rule 141 or the Regulations thereunder;
- 3.3.1.5** who has been declared ineligible as a result of a breach of the Anti-Doping Rules in IAAF/ASA Rules Chapter 3;
- 3.3.1.6** who has been declared ineligible as a result of a breach of any other Rule or Regulation under IAAF/ASA Rule 60.4.

3.4 PARTICIPATION

- 3.4.1 If an athlete competes in a competition when not eligible to do so under IAAF/ASA Rule 141 or the Regulations thereunder, without prejudice to any other disciplinary action that may be taken under the Rules, the athlete and any team for which the athlete competed shall be disqualified from the competition with all resulting consequences for the athlete and the team, including the forfeiture of all titles, awards, medals, points and prize and appearance money.
- 3.4.2 If an athlete competes (or an athlete support personnel or other person participates) in a competition, whether held under these Rules or the rules of an Area or Member, whilst ineligible to do so under the Anti-Doping Rules in Chapter 3, the consequences set out in Rule 40.11 shall apply.
- 3.4.3 If an athlete competes (or an athlete support personnel or other person participates) in a competition, whether held under these Rules or the rules of an Area or Member, whilst ineligible to do so under any other Rule, the period of his/her ineligibility shall recommence from the time he/she last competed as though no part of a period of ineligibility had been served.

4 THE DOMICILIUM RULE (Refer to ASA Constitution)

- 4.1 A club shall only be a member of an ASA province wherein the club's offices are located.
- 4.2 An athlete shall only represent the ASA province wherein he/she is domiciled. With the exception of a National Athlete, an athlete shall only be a member of a club if the athlete and the club are both domiciled in the same ASA province.
- 4.3 A National Athlete may belong to a club of his/her choice anywhere in South Africa, but he/she will only represent an ASA province where he/she is domiciled.
- 4.4 No athlete may relocate from one province to another or from one club to another, without being in possession of a written clearance certificate from his/her former province/club entitling him/her to compete in the new province. Failure to obtain such a clearance certificate shall render the athlete ineligible to compete in the new province.
- 4.5 Other than in an exceptional case, or where a club has received no co-operation from the province, the club shall have no right to communicate directly with the office of ASA, except through the province.
- 4.6 An athlete may communicate directly with the office of ASA only in exceptional cases where the athlete has not received cooperation both from his/her club and his/her province.

5 MEMBERSHIP OR CHANGE OF MEMBERSHIP - Eligibility to Represent a Member [Refer to IAAF Rule 5]

- 5.1 In provincial and club meetings listed on the ASA or provincial events calendars, clubs shall be represented only by the athlete of the Club or province.
- 5.2 An athlete who has never competed in club or provincial competition under Rules 1.1(a), (b), (c), (f) or (g) shall be eligible to represent a club in a provincial Competition under Rules 1.1(a), (b), (c), (f) or (g) if he/she is:
 - 5.2.1 a Citizen of the Country (or Territory) by virtue of having been born or by virtue of having a parent or grandparent born in the Country (or Territory); or
 - 5.2.2 a Citizen of the Country (or Territory) through the acquisition of a new Citizenship but, in such a case, he/she may represent his/her new club no earlier than one year following the date of acquisition of new Citizenship pursuant to the athlete's application. This period of one year may be reduced or cancelled as set out below:

- 5.2.2.1 the period shall be cancelled if the athlete has completed one continuous year of Residence in the Country (or Territory) immediately preceding the club/provincial Competition in question;
 - 5.2.2.2 the period may be reduced or cancelled in exceptional cases by the Council. An application for a reduction or cancellation must be submitted by the relevant club in writing to the provincial office at least 30 days before the club/provincial Competition in question.
- 5.3 Having once represented a club in a provincial or club Competition listed on the ASA or provincial events calendars, no athlete may thereafter represent another club in provincial or club Competition listed on the ASA or provincial events calendars, except in the following circumstances:
- 5.3.1 The incorporation of one club or province into another.
 - 5.3.2 The creation of a new club recognized by the provincial Council.
 - 5.3.3 Acquisition of a new athlete. In this case, the athlete shall not represent his/her new club or province in a club or provincial Competition listed on the ASA or provincial events calendars, until the license period expires. This period may however be reduced or cancelled as set out below:
 - 5.3.3.1 The waiting period may be reduced or waived with the agreement of all clubs and provinces concerned. The reduction shall be effective upon receipt by the provincial office of a written notification of the athlete's agreement;
 - 5.3.3.2 The period may be reduced or cancelled in truly exceptional cases by the provincial Council. This matter should be submitted to the provincial Council for its dealing at least 30 days before the Competition which the change concerns.
 - 5.3.4 No dual membership is allowed under the Constitution of the province and ASA.
 - 5.3.5 When an athlete, which is suspended from the province or ASA is seeking to become an athlete of a club which is not suspended, he/she may compete in domestic competitions organised by the club which is not suspended on condition that:
 - 5.3.5.1 he/she renounces his/her former club membership in the process of applying for membership of the club which is not suspended and he/she publicly states this/her fact by advising the relevant club's;
 - 5.3.5.2 he/she completes at least one year's continuous membership of the club;
 - 5.3.6 An athlete who has complied with the requirements above may compete in club or provincial meetings, listed on the ASA or provincial events calendars, only after completing a period of 30 days continuous membership in his/her new club or province.
 - 5.3.7 The period(s) of continuous residence shall be computed on the basis of a year of 365 days, starting from the day after a person become a member in the new club or province where he/she seeks to acquire new membership.
 - 5.3.8 In any continuous 365 day period, an athlete may not spend more than a total of 90 days in the foreign club or province of the Member under suspension.
 - 5.3.9 An athlete seeking to qualify under this Rule must refrain from any athletics activities, which shall include, but not be restricted to, exhibition races, training, coaching, officiating, lecturing, and giving interviews and publicity interviews, with any representatives of a Member which is under suspension.
- 5.4 Members and their officials, coaches and athletes are not to conduct any activities, as defined above, or otherwise, associated with any representative of a suspended club, its officials, coaches, judges, athletes, etc. In case of any infringement of this Rule, the provisions for suspensions and sanctions laid down in the Constitution shall apply.
- 5.5 In accordance with IAAF/ASA Rule 21.2, the eligibility of an athlete competing under these Rules shall at all times be guaranteed by the club to which the athlete is affiliated. The burden of proof in establishing whether an athlete is eligible in accordance with this Rule 5 rests with the club and the athlete concerned. The club must provide the province with valid / authentic documentation demonstrating the athlete's eligibility and such other evidence as may be necessary to prove the athlete's eligibility on a definitive basis. If required by the province,

Members shall provide a certified copy of all documentation on which it seeks to rely in demonstrating the athlete's eligibility under this Rule.

6 ROAD RACES (Refer to ASA Constitution and Events Calendar]

- 6.1 All road races organised by the province are subject to ASA rules and this must be stated in all announcements, advertisements, programmes, enrolment forms and printed matter related to the race as follows: "This meeting takes place under the rules of the ASA".
- 6.2 Road Races are subject to the rules of ASA confined to "Eligible Athletes" (licensed Athletes) as defined by ASA and IAAF.
- 6.3 Any Club or Affiliate holding a race may neither postpone, cancel nor change the venue, distance or starting time for such a race without the prior approval of the relevant ASA affiliate.
- 6.4 All new events (i.e. events not contained in the provincial calendars approved by ASA), in the Provinces must be submitted within 7 days by the province to ASA for formal sanctioning.
- 6.5 The province and ASA reserves the right not to sanction any event where the details of the event are not submitted to ASA for approval at least three (3) months before the preferred date of the event.

7 ATHLETE REPRESENTATION (Refer to IAAF Rule 7, 21 and ASA Constitution]

- 7.1 Athletes may use the services of an Athletes' Representative to assist them in the negotiation of their athletics programme and in such other matters as they may agree. Alternatively, athletes may negotiate their own Athletics programmes.
- 7.2 An Athletes' Representative shall have integrity and good reputation. If required to do so, he/she shall demonstrate sufficient education and knowledge for the activity of Athletes' Representative by successfully completing an examination established and organised in accordance with the Athletes' Representative Regulations.
- 7.3 Athletes' representatives negotiating on behalf of athletes must, on request, produce written evidence that they are registered with ASA and have the athlete's permission to negotiate on his/her behalf.
- 7.4 Athletes' managers and representatives must be registered with ASA.
- 7.5 No club, committee or any other party may enter a competitor in any road race without the consent of the competitor concerned.

8 CLOTHING AND BIBS [REFER TO IAAF RULE 143]

8.1 Clothing

- 8.1.1 In all events athletes must wear clothing which is clean, and designed and worn so as not to be objectionable.
- 8.1.2 The clothing must be made of a material which is non-transparent even if wet. Athletes must not wear clothing which could impede the view of the Judges.
- 8.1.3 Athletes' vests should have the same colour on the front and back.
- 8.1.4 At all competitions listed on the provincial or ASA Events calendar, athletes shall participate in the uniform clothing approved by their provincial Governing Body. The Victory Ceremony and any lap of honour are considered part of the competition for this purpose.

8.2 Shoes

8.2.1 General

- 8.2.1.1 Athletes may compete barefoot or with footwear on one or both feet.
- 8.2.1.2 The purpose of shoes for competition is to give protection and stability to the feet and a firm grip on the ground. Such shoes, however, must not be constructed so as to give an athlete any unfair additional assistance, including by the incorporation of any technology which will give the wearer any unfair advantage. A shoe strap over the instep is permitted.
- 8.2.1.3 All types of competition shoes must conform to IAAF Rules

8.2.2 Number of Spikes

8.2.2.1 The sole and heel of the shoes shall be so constructed as to provide for the use of up to 11 spikes. Any number of spikes up to 11 may be used but the number of spike positions shall not exceed 11.

8.2.3 Dimensions of Spikes

8.2.3.1 When a competition is conducted on a synthetic surface, that part of each spike which projects from the sole or the heel shall not exceed 9mm except in the High Jump and Javelin Throw, where it shall not exceed 12mm. The spike must be so constructed that it will, at least for the half of its length closest to the tip, fit through a square sided 4mm gauge.

8.2.4 The Sole and the Heel

8.2.4.1 The sole and/or heel may have grooves, ridges, indentations or protuberances, provided these features are constructed of the same or similar material to the basic sole itself.

8.2.4.2 The sole and/or heel may be of any thickness.

8.2.4.3 The thickness of the sole and heel shall be measured as the distance between the inside top side and the outside under side, *including the above-mentioned features and including any kind or form of loose inner sole.*

8.2.5 Inserts and Additions to the Shoe

8.2.5.1 Athletes may not use any appliance, either inside or outside the shoe, which will have the effect of increasing the thickness of the sole above the permitted maximum, or which can give the wearer any advantage which he/she would not obtain from the type of shoe described in the previous paragraphs.

8.3 Club Colours

8.3.1 To facilitate easier access to the club, club colours are optional and not compulsory for individual athletes without personal or club sponsorships participating in competitions as specified in ASA rule 13.1. However, Club Colours are compulsory in team competitions.

8.3.2 Only "Eligible Athletes" (licensed Athletes), wearing club colours, may wear advertising during races.

8.3.3 Club Colours of Athletes/Clubs with personal sponsorships must adhere to IAAF Advertising Regulations Clause 4.1 and the relevant amendments thereof by the ASA rules.

8.3.4 Affiliated clubs may include a title sponsor in the name of the club. Either the Club Name **or** the Club Sponsor **or** the Club Logo, may be displayed on the front of the vest/leotard on the right chest. Such display shall be rectangular in shape, with a maximum size of 40cm² and with the lettering a maximum height of 4cm.

8.3.5 The Club Name may appear on the back of the vest/leotard with the lettering a maximum height of 4cm, and no restriction in width.

8.3.6 Clubs must register their kit with their Provincial Athletics body. Where a manufacturer's logo is displayed it must be in accordance with the rules. No change of manufacturer's logo displayed on any garment in the club kit will be acceptable unless the kit is re-registered with the Provincial Athletics body.

8.3.7 In the case of women wearing a top where the licence number prevents the club name being displayed on the upper body garment, the club name may be displayed once only on the waist band of the lower body garment. The club name may not be displayed on the rear of the lower body garment.

8.3.8 The settlement of any dispute or appeal regarding clothing will rest with the Disciplinary Committee of the Provincial Athletic Body. Any further appeal must be made to the Provincial Board in writing within 14 days.

8.3.9 Special permission to run in other colours may be granted by the Provincial Athletic Body.

8.4 Licence Numbers

8.4.1 At club or inter-club competitions, as specified in ASA rule 13.1, only a license number is required.

8.4.2 Licences are the ASA registration licenses issued through the Provincial Athletics Bodies to club members

8.4.3 Unless otherwise specified, licences expire on 31st December each year.

8.4.4 Licence forms are issued by ASA through the Provincial Athletic Bodies.

8.4.5 Athletes may only wear a licence issued by the Province in which they are domiciled.



8.4.6 No dual registration will be permitted. Where athletes change their place of residence during a calendar year, they may retain their licence until it expires.

8.4.7 Only club members may purchase a licence and all licensing is done through the clubs.

8.4.8 No athlete whose application for a licence has been refused or whose licence has not been renewed, will be allowed to compete in any road race.

8.4.9 Licence numbers shall not be altered in such a way as to conceal the number, name of the sponsor, the Province and the year for which issued.

8.4.10 Every athlete shall be provided with two bibs which, during the competition, shall be worn visibly on the front and back.

8.4.10.1 These bibs will be the official licence number or, if the race organisers require a special bib to be worn, the athlete must comply.

8.4.10.2 If the organisers of a road race provide only one special competition bib, then the licence number must be worn on the back of the vest.

8.4.10.3 The minimum height of the licence number characters shall be 120 mm.

8.4.10.4 Licence numbers are not transferable under any circumstances.

8.4.11 The bib shall correspond usually with the number allocated to the athlete on the start list or in the programme.

8.4.12 If track suits are worn during the competition, bibs shall be worn on the track suit in a similar manner.

8.4.13 Either the athletes' names or other suitable identification on the bibs will be allowed instead of numbers on any or all of the bibs.

8.4.14 These bibs must be worn as issued and may not be cut, folded or obscured in any way.

8.4.15 In long distance events these number bibs may be perforated to assist the circulation of air, but the perforation must not be made on any of the lettering or numerals which appear on them.

8.4.16 Where a Photo Finish System is in operation, the Organising Committee may require athletes to wear additional number identification of an adhesive type on the side of their shorts.

8.4.17 No athlete shall be allowed to take part in any competition without displaying the appropriate number bib(s) and/or identification.

8.5 Special Bibs (Athlete Bib) [Refer to IAAF rule 143]

- 8.5.1 In events listed on the ASA or provincial events calendars, either athletes' names or other suitable identification the bibs will be allowed instead of numbers on any or all the bibs.
- 8.5.2 Every athlete shall be provided with two bibs which, during the competition, shall be worn visibly on the front and back. The bib shall correspond usually with the bib allocated to the athlete on the start list or in the programme.
- 8.5.3 If track suits are worn during the competition, bibs shall be worn on the track suit in a similar manner. Either the athletes' names or other suitable identification on the bibs shall be allowed instead of numbers on any or all of the bibs.
- 8.5.4 These bibs must be worn as issued and may not be cut, folded or obscured in any way. In long distance events these bibs may be perforated to assist the circulation of air, but the perforation must not be made on any of the lettering or numerals which appear on them.
- 8.5.5 Where a Photo Finish System is in operation, the Organising Committee may require athletes to wear additional number identification of an adhesive type on the side of their shorts. No athlete shall be allowed to take part in any competition without displaying the appropriate bib(s) and/or identification.
- 8.5.6 Failure to wear a licence / bibs at events listed on the ASA or provincial events calendars will automatically disqualify the runner.
- 8.5.7 Where event organisers require a special bib to be worn, the athlete must comply.
- 8.5.8 Neither the special bib nor an athlete's licence numbers are transferable under any circumstances.
- 8.5.9 Where special bibs (race numbers) are provided by the event organiser it must be worn and it may cover the ASA license numbers. When only one special bib is provided it must be worn on the front and the ASA licence number must be displayed on the back of the upper body clothing.

8.6 Temporary Licence

- 8.6.1 All entrants must wear a licence number. To enable unlicensed athletes to compete in approved races, and also to cater for licensed athletes who leave their licence numbers and/or club colours at home, temporary licences may be issued subject to the following conditions:
 - 8.6.1.1 Temporary licences are only valid for the race for which issued (approved provincial variations may exist).
 - 8.6.1.2 If two special bibs are issued, unlicensed athletes must still pay for the temporary licence numbers, but need not display them.
 - 8.6.1.3 If two temporary license numbers are issued, one must be worn on the front and one on the back of the upper body clothing.
 - 8.6.1.4 If only one temporary licence number is issued it must be worn on the front of the upper body clothing.
 - 8.6.1.5 The host province in whose area the event takes place may levy an additional fee over and above the entry fee when issuing temporary licenses.
 - 8.6.1.6 Athletes taking out temporary licenses must sign an indemnity accepting the conditions of the event organizers and the rules of ASA.
 - 8.6.1.7 Holders of temporary licenses will be eligible for prizes but may only claim age group prizes if they;
 - A have entered the relevant age category, and
 - B are wearing the necessary age category tags; and
 - C can prove their age by one of the official means, on the day of the race.
 - 8.6.1.8 Holders of temporary licenses may compete in the team competition provided they are wearing club colours.
 - 8.6.1.9 Organisers must provide the necessary administration and facilities to enter temporary licensed athletes separately.

- 8.6.1.10 Athletes with temporary licences may not display any advertising on their running clothing during the race.
- 8.6.1.11 A temporary licence may not be issued to a suspended athlete without the approval of ASA.

8.7 Entry Card

To assist with the placing and identification of athletes, runners in road races are issued with entry cards. The card is placed in a protected, small, transparent plastic bag and pinned to the pants for security purposes.

- 8.7.1 The entry cards for male and female athletes will be different colours for easy identification.
- 8.7.2 The entry card must carry the following information:
 - 8.7.2.1 Name and surname of athlete
 - 8.7.2.2 Name of club
 - 8.7.2.3 Licence number of athlete
 - 8.7.2.4 Age category
 - 8.7.2.5 Event enrolled for
 - 8.7.2.6 Category symbol

8.7.3 An example of an entry card is as follows:

Junior Athletes	Senior Athletes	Athletes 40 - 49 years																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Name</td><td style="width: 50%;"></td></tr> <tr><td>Club</td><td></td></tr> <tr><td>Lic. no</td><td rowspan="2" style="font-size: 2em; vertical-align: middle;">J</td></tr> <tr><td>Age</td></tr> </table>	Name		Club		Lic. no	J	Age	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Name</td><td style="width: 50%;"></td></tr> <tr><td>Club</td><td></td></tr> <tr><td>Lic. no</td><td></td></tr> <tr><td>Age</td><td></td></tr> </table>	Name		Club		Lic. no		Age		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Name</td><td style="width: 50%;"></td></tr> <tr><td>Club</td><td></td></tr> <tr><td>Lic. no</td><td rowspan="2" style="font-size: 2em; vertical-align: middle;">40</td></tr> <tr><td>Age</td></tr> </table>	Name		Club		Lic. no	40	Age
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- 8.7.4 The entry card must have a rubber stamp, or any other form of mark that cannot be easily duplicated, on the back of the entry card as proof that the entry card is legal.
- 8.7.5 In events where competition numbers are issued by event organisers, the competition number must have a tear off slip that must be removed once the athlete crosses the finish line. The information on the tear off slip must be the same as on an entry card.
- 8.7.6 The entry cards are placed on a board close to the finish area in the order that the athletes finished in the race.

8.8 Age Category Tags

- 8.8.1 To assist the Referee and Officials to determine in which category the athlete is participating, all athletes, with the exception of senior athletes, are required to wear category tags.
- 8.8.2 Category tags ensure that category winners are identified faster and accurately.
- 8.8.3 The size of the lettering on all age category tags must be a minimum of 6cm and a maximum of 8cm in height and must be worn visibly above the Licence/Race number bib on the upper body clothing, back and front.
- 8.8.4 The following category tags are in use:
 - 8.8.4.1 J – Junior – Athletes 19 or younger
 - 8.8.4.2 40 – Athletes between 40 and 49 years of age
 - 8.8.4.3 50 – Athletes between 50 and 59 years of age
 - 8.8.4.4 60 – Athletes between 60 and 69 years of age

- 8.8.4.5 70 – Athletes 70 years and older
- 8.8.5 All athletes not wearing category tags will be regarded automatically as senior athletes.
- 8.8.6 An example of an Age Category tag is as follows:



9 AGE AND GENDER GROUPS [Refer IAAF Rule 141]

9.1 AGE CATEGORIES

- 9.1.1 For any race distance other than those listed below the minimum age for participation will be the same distance as that listed for the next longer race distance.

The events on the events list at THE IAAF World Champs and the ASA Nat. Champs are underlined	5 Km Road Race	10 Km Road Race	15 Km Road Race	21,1 Km Road Race	32 Km Road Race	Marathon Road Race	Ultra – Marathon Road Race
Minimum age of participation for men and women	9 years and older	15 years and older	15 years and older	16 years and older	19 years and older	20 years and older	20 years and older

CAT.	AGE GROUP	ACTUAL AGE
Open	All age categories are eligible to qualify for prizes in this category.	The age restriction in open races are 16 years and older on 31 st December in the year of competition (T&F, XC) with the exception of marathon and ultra-marathons where the age will be 20 years and older on 31 st December in the year of competition
Senior	Only senior athletes are eligible for prizes in this category	20 years and older on 31 st December in the year of competition
Junior	U/20	18 to 19 years on 31 st December in the year of competition
Masters	Over 35	Any athlete who has reached his/her 35 th birthday for stadia events and the 40 th birthday for out of stadia events.

Note (i): All other matters concerning Masters' competitions are referred to the IAAF/WMA Handbook approved by the IAAF and WMA Councils.

Note (ii): Eligibility, including minimum ages for participation in IAAF Competitions, shall be subject to the specific Technical Regulations.

- 9.1.2 An athlete shall be eligible to compete in an age group competition under these Rules if he is within the age range specified in the relevant age group classification. An athlete must be able to provide proof of his age through presentation of a valid passport or other form of evidence as permitted by the regulations for the competition. An athlete who fails or refuses to provide such proof shall not be eligible to compete.
- 9.1.3 Any other age group category competition may be allowed by ASA on approval by the Council.
- 9.1.4 In road races the "Open" category is open to all athletes of the same gender irrespective of age.
- 9.1.5 The Open category shall not be considered as an age category for team competitions.
- 9.1.6 The Senior category in Road Running is considered a closed category for athletes entered in the age group 20 to 39 years.
- 9.1.7 A Junior athlete is defined as being under the age of 20 on 31 December in the year of competition.

- 9.1.8 Athletes may not compete in more than one age group during the same meeting unless there is no corresponding event within the age group they initially select to compete in.
- 9.1.9 An athlete must declare (on the enrolment form) in which category the athlete will be competing in prior to the race.
- 9.1.10 In events where the competition takes place according to age categories, the athletes will participate, and only be eligible for the prizes in the category they entered. Athletes must display the relevant official numerical age category tags front and back on their vest. Any athlete may qualify for a maximum of two individual prizes (one in the open category and a second in the age category entered for).
- 9.1.11 Master Athletes may enter either their chronological age category or any age category younger than their chronological age up to senior level.
- 9.1.12 Age category athletes may not compete simultaneously in more than one team category in the same event, and must declare at time of entry which team category they are competing in. If not specified the age category shall correspond with the age of the athlete, if the relevant age category tag is correctly displayed. In these cases the athlete will only qualify for individual prizes in the age category entered for.
- 9.1.13 All athletes participating in age group competitions must have an official numerical age category tag on the front and back of their running top. If an athlete does not have a numerical age group tag on his front and back he will count as a senior athlete for results and points.

9.2 GENDER COMPETITIONS

- 9.2.1 Competitions under these Rules are divided into men's and women's classifications. When a Mixed Competition is organised outside the stadium or in one of the limited cases set out in Rule 147, separate men's and women's classification results should still be declared or otherwise indicated.
- 9.2.2 An athlete shall be eligible to compete in a men's competition if he is recognised as a male in law and is eligible to compete under the Rules and Regulations.
- 9.2.3 An athlete shall be eligible to compete in a women's competition if she is recognised as a female in law and is eligible to compete under the Rules and Regulations.
- 9.2.4 The Council shall approve Regulations to determine the eligibility to participate in women's competition of
 - 9.2.4.1 females who have undergone male to female sex reassignment; and
 - 9.2.4.2 females with hyperandrogenism.
 An athlete who fails or refuses to comply with the applicable Regulations shall not be eligible to compete.

10 ENTRIES [Refer to IAAF Rule 142]

- 10.1 Event organisers may not refuse entry to members of a club duly affiliated to the relevant province without prior consent of the province.
- 10.2 The province will approve entry restrictions:
 - 10.2.1 Based on qualifying performances or entry standards, dearly announced beforehand e.g. athletes which finished a marathon in 4 hours or faster may enter for an ultra-marathon.
 - 10.2.2 Based on security or injury risks to athletes e.g. the road can only accommodate 5000 athletes, than the 1st 5000 athletes that enter will be accommodated
 - 10.2.3 A race in a sanctuary, farm, etc. may limit the amount of visitors to reduce damage to the environment.
- 10.3 Wheelchair competitors may only participate if the organisers make special provision for them and in the case of events on the road; the relevant traffic authority has granted permission.
- 10.4 The following documents will be accepted as proof of age: -
 - 10.4.1 A South African ID Document
 - 10.4.2 Passport

10.4.3 Birth Certificate (since 1994)

- 10.5 Any athlete who cannot upon demand produce any of the acceptable "Proof of Age" documents will automatically be eligible to compete in the senior or open category only.
- 10.6 Unless otherwise stipulated in the competition manual / competition rules, a club/province may enter only one team per gender and age group for an event. There will be no restriction on the number of athletes in the team and the first number of athletes as specified will count towards the team prize.
- 10.7 Clubs are responsible for ensuring that only eligible athletes are licensed and allowed to participate in their club colours. Clubs are required to keep copies of documentation proving the eligibility of their licensed members.
- 10.8 Race organisers may not accept an entry from any athlete suspended by his club, province, or ASA. Should an entry already have been accepted prior to such suspension, the entry shall automatically become invalid.
- 10.9 All entries, properly signed, must be made in the real name of the competitor, and races must also be completed in the competitor's real name.
- 10.10 The furnishing of false information shall constitute grounds for disqualification and disciplinary action.
- 10.11 Race organisers may refuse an entry from any athlete on grounds of fake information, or for failing to comply with any of the conditions of entry published or advertised by the organisers.
- 10.12 Race organisers may not refuse entry to any competitor on the grounds of politics, race or religion.
- 10.13 Race organisers may require participants to produce a certificate from a registered medical practitioner certifying that the participant is fit to participate in the event.
- 10.14 All athletes competing at the provincial Championships must be authorised and entered by their Club. No athlete will be allowed to participate as an individual athlete.
- 10.15 All athletes participating in an event listed on the ASA Events Calendar and its affiliates, must be, at the time of participation be a holder of an ASA licence issued by, or through the Provincial Athletic body.
- 10.16 Any athlete selected for a Provincial or National team, who is not available, for whatever reason, to compete for that team, will not be allowed to participate in any competition for five days prior or five days after the competition.
- 10.17 Any registered athlete consciously participating against non-licensed competitors in an athletics event of any nature, or competing in any illegal meeting, and is aware of these facts, will forfeit their licence.
- 10.18 Organisers of events held according to the Rules of IAAF and ASA must provide each non-registered athlete with temporary licence numbers.
- 10.19 Temporary licensed athletes must adhere to all other requirements and rules for participation in South Africa.

10.20 Simultaneous Entries

- 10.20.1 If more than one race takes place at the same time, an athlete may not enter for more than one race simultaneously.

10.21 Failure to Participate

At all competitions under IAAF/ASA Rules 1.1(a), (b), (c) and (f), an athlete shall be excluded from participation in all further events in the competition, including relays, in cases where:

- 10.21.1 a final confirmation was given that the athlete would start in an event but then failed to participate; Note: A fixed time for the final confirmation of participation shall be published in advance.
- 10.21.2 an athlete failed to compete honestly with bona fide effort. The relevant Referee will decide on this and the corresponding reference must be made in the official results. Note: The situation foreseen in Rule 142.4(c) will not apply to individual events within Combined Events.

10.22 Exceptions to the rule

- 10.22.1 A medical certificate, provided by and based on an examination of the athlete by the Medical Delegate appointed under IAAF/ASA Rule 113 or, if no Medical Delegate has been so appointed, by the Medical Officer of the Organising

Committee, may be accepted as sufficient reason to accept that the athlete became unable to compete after confirmations closed or after competing in a previous round but will be able to compete in further events on a subsequent day of the competition.

- 10.22.2 Other justifiable reasons (e.g. factors independent of the athlete's own actions, such as problems with the official transport system) may, after confirmation, also be accepted by the Technical Delegate(s).

10.23 Races attracting foreign entries

- 10.23.1 Clubs registering foreign athletes as licensed athletes in their clubs must provide ASA, through the Provincial office, of a list of these athletes.
- 10.23.2 Foreign athletes must adhere to IAAF Rule 4.2 before joining a club in South Africa. Copies of the written approvals from their country of origin must form part of the registration documents at the club and province.
- 10.23.3 Such races must be held under IAAF and ASA Rules.
- 10.23.4 Invitations to athletes must be sent to the athlete's IAAF Member Federation with a copy to the athlete concerned.
- 10.23.5 Foreign competitors must be able to produce a letter from their national Federation confirming their eligibility.

11 TEAMS

- 11.1 There is no limit to the size of a team that a club/province may enter.
- 11.2 All entrants according to the age group will constitute a team
- 11.3 The first 4 finishers will score for the team.
- 11.4 The members of a team shall be eligible for individual awards.
- 11.5 If a team fails to finish with a complete scoring team, the athletes finishing shall be counted as individuals in the race result and shall be eligible for individual awards.
- 11.6 Organisers may deviate from this rule provided this is clearly stated on the entry form, and prior permission had been obtained from the Provincial Road Running Body.

11.7 Scoring: Calculation Of Team Positions

- 11.7.1 In a race where the result is to be determined by the scoring of points, the method of scoring shall be agreed upon by all the competing countries before the start of the event.
- 11.7.1.1 The method of determining the winning team must be stated on the entry form.
- 11.7.1.2 Team sizes will be equal for men and women.
- 11.7.2 When using time to determine the winning team, team time will be calculated by adding all the times of the first runners from the one club or province that complete the team size.
- 11.7.3 When using positions, the team position will be calculated by adding all the finishing positions of the first 4 runners from the one club or province.
- 11.7.4 The winning team will be the team with the lowest score or time.
- 11.7.5 In the event of a tie, individuals who are not part of the competition (i.e. men if for a women's competition) and individual entries are extracted from the results, and all positions adjusted accordingly, and the team with the lowest total position on points or time wins.
- 11.7.6 In the event of a tie, it shall be resolved in favour of the team whose last scoring member finishes nearest to first place.

12 CUT-OFF TIMES [Refer to Provincial Technical Standards]

- 12.1.1 A race must be held in fair (bona fide) competition. It is forbidden for any competitor to receive an unfair advantage.
- 12.1.2 There should be a minimum of five competitors in a race.
- 12.1.3 Time limits - A time limit should be imposed on longer ultra-marathons which are defined by distance, i.e. 100km, 100 miles. This time limit should take in account

the quality of the field and the conditions of the race (particularly making allowances for the difficulty of the course and variations in the weather conditions).

- 12.1.4 Cut-off times - In some events cut-off times at specific points along the course may be necessary, enforcing retirement from the race on those athletes arriving after such times.

CUT-OFF TIMES OF ROAD RACES BASED ON THE STARTING TIME OF THE MEN'S RACE

DISTANCE	CLUB RACES		PROVINCIAL RACES	
	½ WAY MARK	FULL DISTANCE	½ WAY MARK	FULL DISTANCE
Up to 15 km	No cut of time	No cut of time	No cut of time	No cut of time
20 km +	2 hours	4 hours	1½ hours	3 hours
30 km +	2½ hours	5 hours	2 hours	4 hours
Marathon	3 hours	6 hours	2½ hours	5 hours
Ultra-Marathon	1 hour/10km	1½ hours/10km	1 hour/10km	1½ hours/10km

13 RECORDING

- 13.1 Race organisers must set up a frequent cross check system which will monitor competitor's progress throughout the race. This should reveal whether competitors are lost or injured as soon as possible.
- 13.2 Checkpoints must be set up at regular intervals to record each competitor.
- 13.3 Lap recording - In every track or road multi-loop ultra-marathon a complete set of lap times must be produced for each competitor. The cumulative time (hours, minutes and seconds) for each completed lap must be taken and recorded on the lap sheet immediately following the completion of each lap.
- 13.4 Lap recorders - On a small loop or track there should be a lap recorder for each competitor. This recorder may be replaced by another during a long race.

13.5 Timing assistance for recorders

A display clock should be placed at the start/finish line. Lap recorders can then read off the time as an competitor crosses that line. If such a clock is not available:

- 13.5.1 each lap recorder must have a timer (watch), or
- 13.5.2 a timekeeper must call out the cumulative time at the end of the lap for all competitors throughout the race.

13.6 A lap recording sheet should contain the following information:

- 13.6.1 cumulative distance covered for each successive lap (or small group of laps, e.g. 5 laps on a 400 metres track);
- 13.6.2 cumulative elapsed lap times;
- 13.6.3 successive lap split times;
- 13.6.4 comment column for notes, e.g. walking, eating, times of departure and return to track etc.

13.7 Instruction to recorders:

- 13.7.1 A clear concise set of instructions should be given to each lap recorder.
- 13.7.2 This should be passed on to any new recorder.
- 13.7.3 Lap recorders should clearly indicate to runners that they are recording the lap time. This is to reassure the athletes that their lap has been recorded.
- 13.7.4 Lap recorders must sign the sheet they have used. Any corrections, alterations (e.g. compensating for laps credited incorrectly to an athlete) must be signed by the Chief Recorder.

13.8 Back-up recording

It is recommended that a double control sheet is maintained by a separate recorder. He would record all the numbers of the passing athletes (no times) in order of passage. The time of starting and finishing that double control sheet must be shown clearly. An alternative to this would be a suitable proven computer lap scoring system.

13.9 Location of recorders and facilities

- 13.9.1 Lap recorders should be seated under cover on or near the start/finish line. They should be located on the outside of the track or loop, a few metres back from the running lanes. They should have a clear view of the competitors at all times. For this reason, the area in front and several metres either side of the recorders must be cordoned off. Recorders must be disturbed as little as possible. Distractions cause errors.
- 13.9.2 Adequate lighting must be available at night, with back-up facilities in case of power failure.
- 13.9.3 Any food and drinks station, toilet or results board should be located a minimum of 20 metres beyond the start/finish line. This discourages competitors from lingering near the start/finish line, thereby confusing recorders

13.10 Race Information

Race boards showing race order and distance covered should be displayed and updated at frequent intervals, i.e. each hour in a 24 hour race. Such boards should be placed where runners and officials can see them. In shorter loop races a race board with laps completed should be displayed.

13.11 Result sheet (See example of result Sheet in Annexure 13.11)

The organisers must produce a result sheet, preferably in a computerized format (excel spreadsheet), showing final times/distances and split times within a reasonable time following the race.

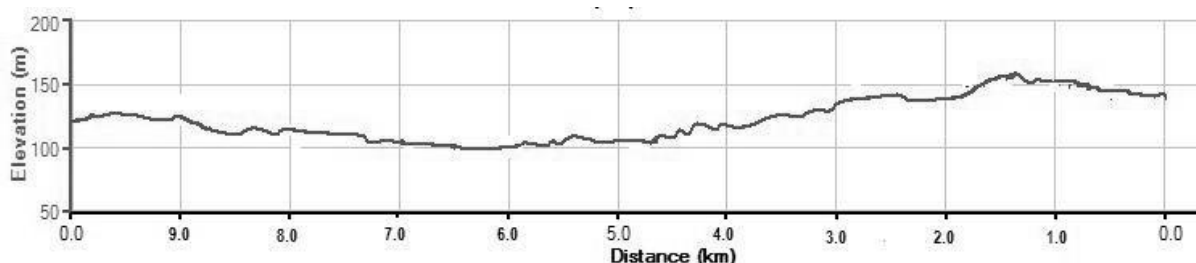
14 RACE DISTANCES [Refer to IAAF Rule 240]

- 14.1 The standard distances for men and women shall be 10km, 15km, 20km, Half-Marathon, 25km, 30km, Marathon (42.195km), 100km and Road Relay.
- 14.2 It is recommended that the Road Relay race be run over the Marathon distance, ideally over a 5km loop course, with stages of 5km, 10km, 5km, 10km, 5km, 7.195km.
- 14.3 For a junior Road Relay, the recommended distance is a Half-Marathon with stages of 5km, 5km, 5km, 6.098km.
- 14.4 It is recommended that road races be staged in the months leading up to the relevant National Road Running Championships. Well positioned road races of relevant distances will assist athletes to do well at national events, and to assist them to qualify for international events.

15 THE COURSE LAY-OUT [Refer to IAAF Rule 240]

- 15.1 The races shall be run on predetermined roads. However, when traffic or similar circumstances make it unsuitable, the course, duly marked, may be on a bicycle path or footpath alongside the road, but not on soft ground such as grass verges or the like. The start and finish may be within an athletic arena.
- 15.2 For road championships, the road surfaces should be over 99% paved roads, paved pedestrian footpaths and paved sidewalks.
- 15.3 It is acceptable for the start, finish and other segments of the race to be conducted on grass or other non-paved surfaces. These segments shall be kept to a minimum.
- 15.4 The start and the finish of a race shall be denoted by a white line at least 5cm wide.
- 15.5 The course shall be measured along the shortest possible route that an athlete could follow within the section of the road permitted for use in the race.
- 15.6 In all competitions under Rules 1.1(a) and, where possible, (b), (c) and (f), the measurement line should be marked along the course in a distinctive colour that cannot be mistaken for other markings.
- 15.7 If it is intended that parts of the course on race day will be defined by the use of non-permanent equipment such as cones, barricades, etc. their positioning shall be decided not later than the time of the measurement and the documentation of such decisions shall be included in the measurement report.

- 15.8 It is recommended that for Road Races staged over standard distances, the overall decrease in elevation between the start and finish should not exceed 1:1000, i.e. 1m per km (0.1%). For approval of Records, see Rule 260.28 (c).
- 15.9 The length of the course should have been certified in advance by an ASA approved course measurer.
- 15.10 The length of the course shall not be less than the official distance for the event. To prevent a course from being found to be short on future re-measurement, it is recommended that a "short course prevention factor" be built in when laying out the course. For bicycle measurements this factor should be 0.1% which means that each km on the course will have a "measured length" of 1001m.
- 15.11 The distance in kilometres on the route shall be displayed to all athletes.
- 15.12 For Road Relays, lines 50mm wide shall be drawn across the course to mark the distances of each stage and to denote that scratch line. Similar lines shall be drawn 10m before and 10m after the scratch line to denote the takeover zone. All takeover procedures, which, unless otherwise specified by the organisers, shall comprise a physical contact between the incoming and outgoing athletes, shall be completed within this zone.
- 15.13 A course measurement certificate is valid for five years, after which the course shall be re-measured even when there are no obvious changes to it.
- 15.14 All road races held in South Africa must be measured using the Calibrated Bicycle method of measurement, and the course measurement report and certificate must be lodged with the Provincial Athletics Body prior to the date of the race.
- 15.15 The course measurement reports and certificates for all events listed on the ASA Events Calendar and its affiliates must be lodged with the Provincial Office at least 7 days prior to the event.
- 15.16 ASA reserves the right to order an independent measurement of any course by a recognised course measurer.
- 15.17 A typical Course Measurement Certificate can be seen in the annexure.
- 15.18 To assist athletes in their race planning, a topographic map should be made available to athletes before the race.



EXAMPLE OF A TOPOGRAPHIC MAP

15.19 The Course Marking

15.19.1 Maps

Clear maps should be provided to all competitors well before the start of the race.

15.19.2 Signs

- 15.19.2.1 The course must be clearly marked. Repeated direction signs should be displayed at any point where uncertainty about the course may arise or where the course changes direction. After changes of direction, there should be further course markers.
- 15.19.2.2 Where possible, the measurement line should be a continuous line, marked along the course in a distinctive colour that cannot be mistaken for other markings. These markings assure the competitors that they are on the correct route.
- 15.19.2.3 If it is intended that parts of the course on race day will be defined by the use of non-permanent equipment such as cones, barricades, etc. their positioning shall be decided not later than the time of the measurement and the documentation of such decisions shall be included in the measurement report.

- 15.19.2.4 Kilometre markers should be placed along the route for the benefit of all competitors.
- 15.19.2.5 For Road Relays, lines 5cm wide shall be drawn across the course to mark the distances of each stage and to denote the scratch line.
- 15.19.2.6 A 50mm wide line shall be painted on the road to denote the beginning/end of each leg.
- 15.19.2.7 Similar lines shall be drawn 10m before and 10m after the scratch line to denote the 20m take-over zone. All take-over procedures shall be completed within this zone.

15.19.3 Deviating from course.

If a competitor deviates from the course, he must not be given any credit for the additional distance covered. However, he/she is permitted to receive a lift back to the point where he/she went off course. He/she then continues on foot in the race.

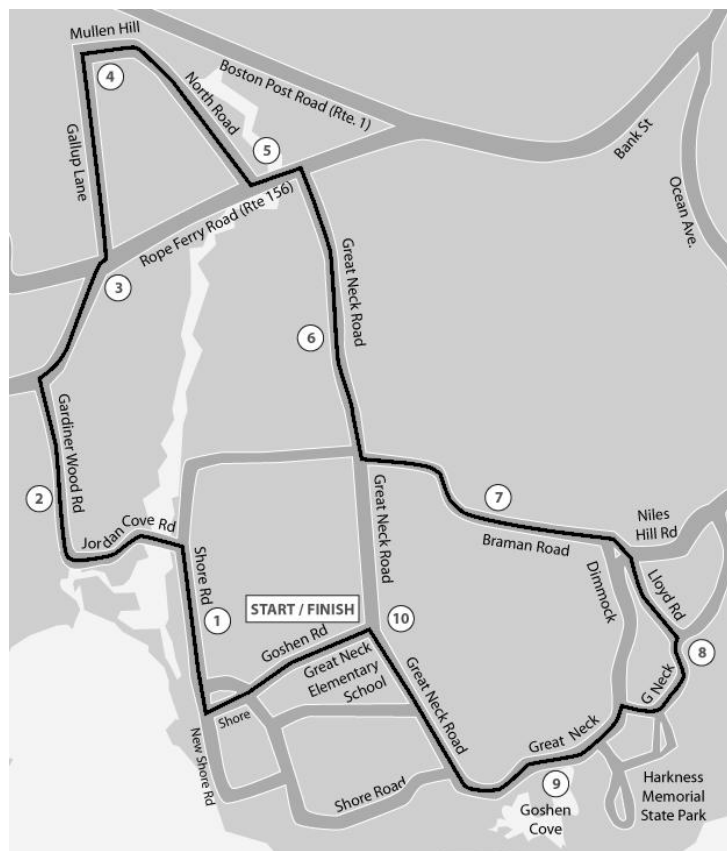
15.19.4 Safety - Control of Road Junctions

All road Junctions carrying significant traffic must be controlled by the appropriate authorities, or competent marshals wearing conspicuous tabards or bibs.

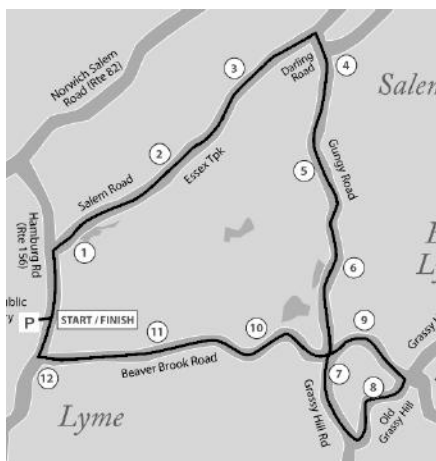
16 COURSE TYPES (See example of Course Measurement Certificate in Annexure 16)

16.1 Standard Courses

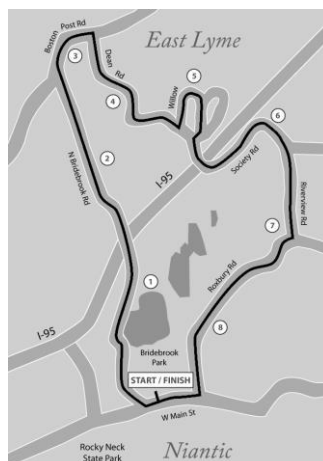
- 16.1.1 The road surface should not have an altitude drop exceeding 1m/km.
- 16.1.2 The start and finish points, measured along a theoretical straight line between them should not be further apart than 50% of the race distance.
- 16.1.3 Records will only be recognised on Standard Courses.
- 16.1.4 Where possible the Race Organizer is advised to organize standard course road races to assist athletes to run legal times, to set records and to qualify for national teams.
- 16.1.5 The length of standard courses shall not be less than the official distance for the event. The uncertainty in the measurement shall not exceed 0.1%.
- 16.1.6



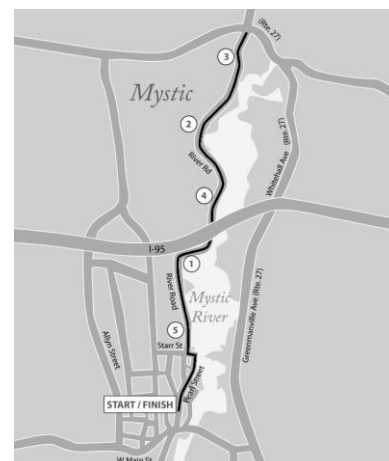
16.1.7 Lay-outs that should be avoided:



Between 6 km and 10 km, the route crosses, and can result in athletes running the wrong route, colliding with each other or cheating by taking short cut.



Between 1 km and 2 km, and 5km and 6 km the routes crosses a main road, which causes a security and injury risk to athletes



This route requires the athlete to run in one direction in the first half of the race, and run back on the same route to the finish. It is boring and encourages cheating

16.2 Aided Courses

Those with a net altitude drop greater than 1m/km but less than 3,5m/km and/or with a start/finish separation greater than 50 % of the total distance of the race.

16.3 Unrecognised Courses

Any course with a drop in excess of 3,5m/km is an unrecognised course. The following courses will also be regarded as unrecognised courses:

16.3.1 Fun Runs

- 16.3.1.1 The distance of fun runs may not exceed 5 km.
- 16.3.1.2 Fun run courses should be measured by the most accurate method practicable in the circumstances. The method used, must be stated in the race documentation.
- 16.3.1.3 Clear maps should be given to all competitors some time prior to the event.
- 16.3.1.4 Fun runs must be held on clearly marked courses.
- 16.3.1.5 Licensed and unlicensed athletes may participate in these events, no licence number need be worn in these events, and temporary licences need not be purchased.
- 16.3.1.6 The only prizes that may be awarded in fun runs are lucky draw awards that involve a process that provides an equal opportunity of winning to all participants. This may be based on entry or completion of the fun run.
- 16.3.1.7 Conditions of Approval - fun runs should only be sanctioned provided they are held under the auspices of an affiliated club, and if they comply with all the rules, stipulations and conditions laid down by the province.
- 16.3.1.8 Prizes and Participation Payments - Neither performance prizes, nor participation payments may be offered at a Fun Run.
- 16.3.1.9 Dress - Licensed athletes participating in fun runs need not wear club colours or display their licence numbers during such races.
- 16.3.1.10 Conduct - Licensed athletes shall still be subject to the rules of conduct of the Provincial Athletics Body and ASA, while participating in a fun run or much activity directly related to it.

16.3.2 Trail Races (Runs)

16.3.2.1 Trail courses should be measured by the most accurate method practicable under the circumstances. The method used, must be stated in the race documentation.

16.3.2.2 Clear maps should be given to all competitors some time prior to the event.

16.3.2.3 Trail ultra-marathons must be held on clearly marked courses.

16.3.2.4 Support and Assistance

- A Some trail races may be potentially dangerous for tiring competitors, particularly at night or in adverse weather conditions. In these circumstances the Race Director may authorise "individual Trial Guides" for each competitor on specific sections in the interests of safety. The Race Director must carefully define rules for the duration and type of support permitted. The Race Director or Referee may disqualify any competitor whose guide fails to obey those rules.
- B Such guides may not carry any food, fluid or equipment for the competitors that the competitor would normally carry if they were on their own.
- C Assistance at natural obstacles is permitted. Such assistance should be provided only by the race organiser and shall be detailed in pre-race instructions.

16.3.2.5 Distance Measurement

- A A track or indoor course should be measured by steel tape.
- B A road course should be measured by calibrated bicycle, along the shortest course available to the competitors on the day of the race. A short course prevention factor of 0.14 must be added to calibrated bicycle measured courses. Measurement must be in accordance with the procedures of the ASA Course Measurement Manual.
- C A trail course should be measured by the most accurate method practical under the circumstances. The method used must be stated in the race documentation.

16.3.2.6 Partial lap measurement

Measurement of any partial laps needed to complete intermediate distances not finishing at the start/finish should be completed before the race. A steel tape or the calibrated bicycle method should be used (see above).

16.3.2.7 End of race procedures

- A In races over a fixed time period (e.g. 24 hours) a gun is fired to mark the end of the race. A warning whistle (or other signal) may be sounded one minute before the finish. The exact finishing point of each competitor is the heel of the rear foot.
- B The distance is measured from the nearest convenient accurately measured distance marker. Measurements should be rounded down to the nearest centimetre and recorded. After measurement, all distances are rounded down to the next whole metre. For record purposes, distances must be measured by steel tape.
- C In road races with loops longer than 1km, a shorter lap for competitors to use for the last fifteen minutes may be organised. This aids quick and accurate measurement of the final part laps. This shorter lap should have the same start/finish line as the main lap. Separate prepared lap sheets must be used for this short lap.

16.3.2.8 Measurement of distances at intermediate time periods.

Distances at shorter time periods (i.e. 12 hours in a 24 hour race)

should be measured in the same way as described above. Otherwise the distance must be recorded as the distance of the last completed lap immediately prior to the end of that time period.

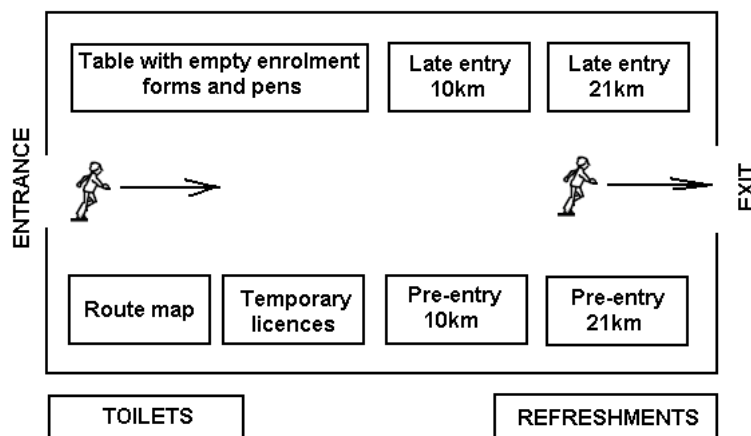
16.3.3 Ultra Marathons

- 16.3.3.1 Apart from the special rules listed below, all of the above rules will also apply to ultra-marathon running.
- 16.3.3.2 An ultra-marathon event is any footrace incorporating a continuously times section longer than a marathon (42.195km/26 miles 385 yards).
- 16.3.3.3 A trail ultra-marathon event is a race taking place on a circuit specifically built for athletic competitions.
- 16.3.3.4 A track ultra-marathon event is a race taking place on a course specifically built for athletics competitions, primarily on unpaved paths, tracks and trails unsuitable for ordinary motor vehicles.
- 16.3.3.5 A road ultra-marathon event is a race longer than the standard marathon distance.
- 16.3.3.6 An indoor ultra-marathon event is a race taking place on a circuit completely under cover. At present no distinction is made as to whether such a circuit was built for athletics competitions.
- 16.3.3.7 A championship event is a race endorsed as such by the Provincial body or ASA who are qualified to grant such status.
- 16.3.3.8 **A handler** is an individual who provides personal support of any kind to individual competitors or particular teams. The term includes team managers, coaches, and masseurs, as well as friends and families looking after food, drinks, clothing, and providing other permitted assistance.

17 The Registration Area

The registration area, prior to a race should be laid out in a manner that ensures a fast flow and service to athletes that want to register for the race. The effectiveness of the registration area is as important as the race itself. A positive experience in the registration area leads to happy and friendly athletes participating in the race.

- 17.1 The registration area should be close to the start area to avoid unnecessary administration, transport between the registration area and the start, etc.
- 17.2 The registration area should be laid out in such a way that registration can take place as quickly as possible and without delays.

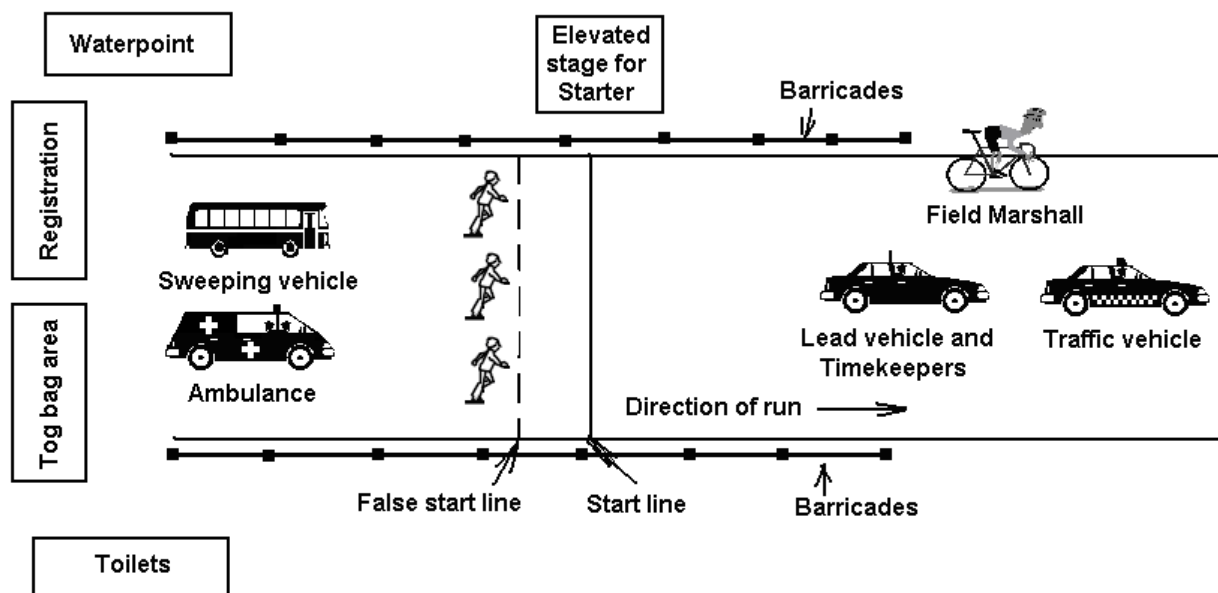


EXAMPLE OF A REGISTRATION AREA LAY-OUT

18 THE START [Refer to IAAF Rule 240]

- 18.1 The following should be available at the start line:
 - 18.1.1 Power point.

- 18.1.2 Loudspeaker or loudhailer
- 18.2 A false start line and a start line should be marked clearly on the road surface 1m-5m apart, before the first participants arrive.
- 18.3 The start area should be at least 10m wide to allow for a free flow of movement directly after the signal was given for the race to start.
- 18.4 The 1st 500m of road surface should be smooth, without potholes, sharp curves, obstacles, etc.
- 18.5 A barrier that can be removed quickly, (e.g. a 10mm nylon rope) should be held approximately 1 m above the ground by marshals on the false start line to prevent athletes standing in front of the start line. In races with large numbers it is recommended that several marshals, holding hands forms a human barrier on the start line.
- 18.6 In races larger than 1000 athletes, the faster athletes must be separated from the slower athletes, with the slower athletes starting at the back of the field. The separation is done by creating blocks by means of rope, chevron band, etc. As the athletes arrive, they are directed by marshals or notice boards to the right block.
- 18.7 Runners should receive a final warning, at least 1 minute before the race starts, that the race is about to start.
- 18.8 After the final warning has been given, the marshals holding the barrier in place on the false start line move the barrier to the start line to give athletes an opportunity to come into final start position.
- 18.9 Before the race start has been check if:
- 18.9.1 Advertisement boards, obstacles etc. are out of the way.
 - 18.9.2 The Starter is ready and focused.
 - 18.9.3 The Timekeepers are ready.
 - 18.9.4 The start procedure and route were explained to the runners.
 - 18.9.5 The Referee is present and focused.
 - 18.9.6 The lead car is in place.
 - 18.9.7 The traffic vehicle is in place.
 - 18.9.8 The ambulance is in place.



LAY-OUT OF A ROAD RACE JUST BEFORE THE START

- 18.10 The races shall be started by the firing of a gun, canon, air horn or similar device. The commands and procedure for races longer than 400m shall be used (Rule 162.3).
- 18.11 In races which include a large number of athletes, a five-minute, three-minute and one-minute warning before the start of the race should be given.
- 18.12 On the command "On your marks", the athletes shall assemble on the start line in the manner determined by the organisers. The Starter shall ensure that no athlete has his foot (or any part of his body) touching the start line or the ground in front of it, and shall then start the race.
- 18.13 Staggered starts for men and women are advised to avoid pacing.

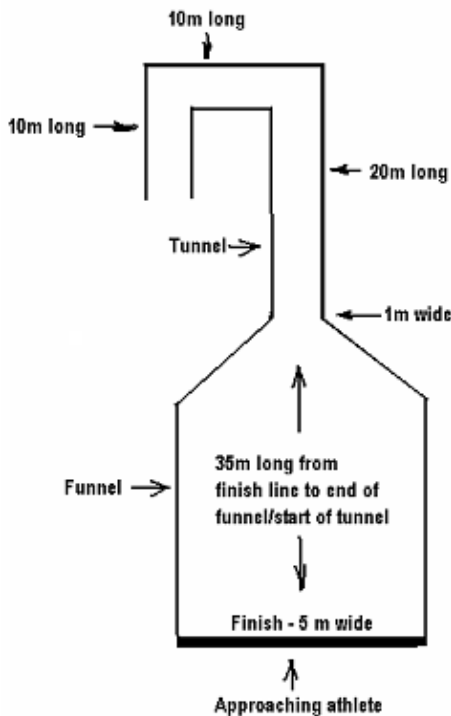
Staggered starts based on gender				
DISTANCE	MEN	WOMEN	JUNIORS	MASTERS
Up to 15 km	0	5 minutes before men's race	5 minutes before men's race	5 minutes before men's race
20 km	0	10 minutes before men's race	10 minutes before men's race	10 minutes before men's race
30 km	0	15 minutes before men's race	Not allowed to compete over this distance	15 minutes before men's race
40 km	0	15 minutes before men's race	Not allowed to compete over this distance	15 minutes before men's race

18.14 Staggered starts for races of varying distances are advised to avoid confusion and congestion at the finish line.

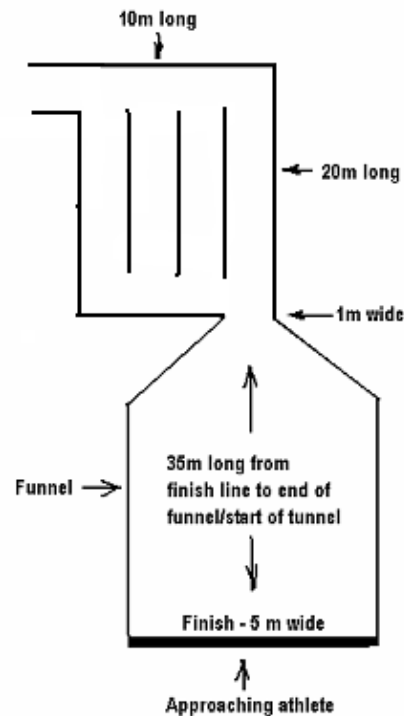
Staggered starts based on distances	
Distance	Time Difference
42.195 km	Official starting time
Fun runs (6km or shorter)	15 minutes after official start
15 km or shorter	20 minutes after official start
20 km or shorter	30 minutes after official start

19 THE FINISH

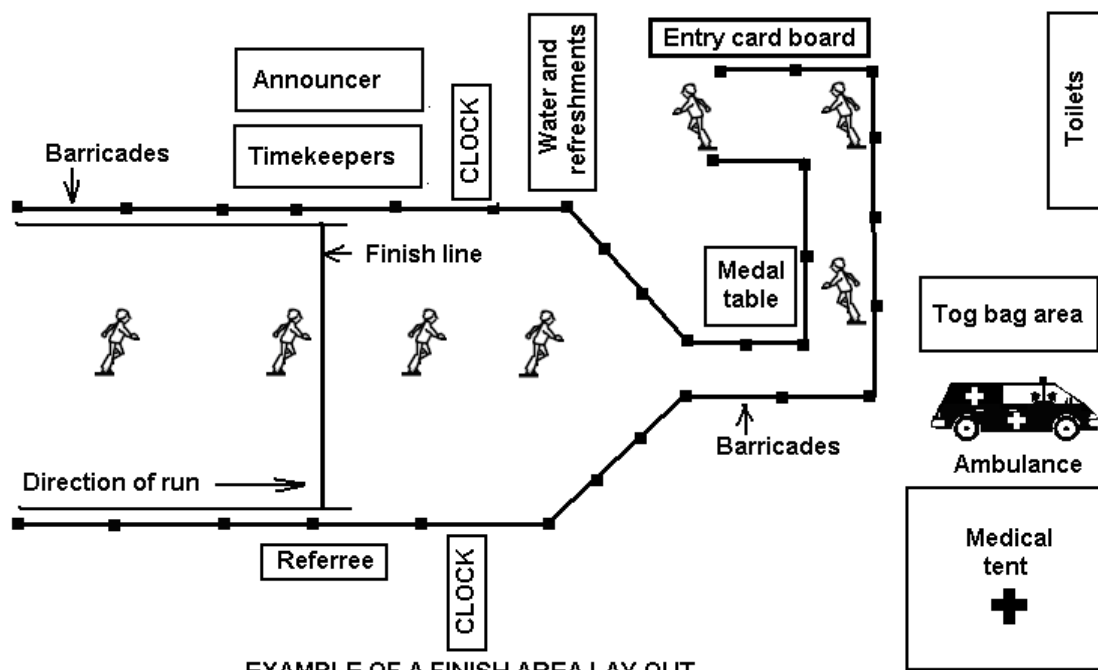
- 19.1.1 The finish may be within an athletics arena, on a field or any other suitable open space.
- 19.1.2 The finish area should consist of a funnel starting immediately after the finish line and a tunnel area starting not less than 35 m after the finish line.
- 19.1.3 The finish area must be laid out as illustrated in the diagram below.



Lay-out of finish funnel and tunnel for races with less than 500 athletes



Lay-out of finish funnel and multiple tunnels for races with more than 500 athletes



20 DRINKING / SPONGING AND REFRESHMENT STATIONS [REFER TO IAAF RULE 240]

- 20.1 Event organisers and / or the Technical delegate will determine the restrictions on seconding to apply in a road race. This ruling will be advertised in the race rules and information.
- 20.2 Support provision should be the same for all competitors, i.e. either all runners are restricted to support from race personnel (their own drinks, clothing, being taken to feeding stations), or handlers are provided for those without them.
- 20.3 Seconding, water and/or other suitable refreshments must be available at the start and finish of all races.
- 20.4 For all events up to and including 10km, drinking/sponging shall be provided at suitable intervals of approximately 3km if weather conditions warrant such provision.
- 20.5 Mist stations may be also be arranged when it may be considered as appropriate under certain organizational and/or climatic conditions.
- 20.6 For all events longer than 10km, refreshment stations shall be provided at approximately every 3km. In addition, drinking / sponging stations for water only shall be placed approximately midway between the refreshment stations or more frequently if weather conditions warrant such provision.
- 20.7 There is no restriction on the number of times that a runner may be offered refreshments during a road race, or what the nature of the refreshments shall be, provided that:
- 20.7.1 Illegal stimulants in terms of the IAAF ruling are not used;
 - 20.7.2 The domestic rules of the race organisers are not transgressed;
 - 20.7.3 Seconds do not create a traffic hazard or interfere excessively with the normal flow of Traffic along the road;
 - 20.7.4 Seconding is not to be conducted directly from a vehicle (including two-wheeled) whether stationary or moving.
- 20.8 Refreshments shall be placed so that they are easily accessible to the athletes, or may be put by authorised persons into the hands of, the athletes.
- 20.9 The athletes may provide their own refreshments which can be made available to them at the refreshment stations nominated by them. Refreshments may include drinks, energy supplements, foodstuffs or any other item other than water.
- 20.10 Refreshments provided by the athletes shall be kept under the supervision of officials designated by the Organising Committee from the time that the refreshments are lodged by the athletes or their representatives. Those officials shall ensure that the refreshments are not altered or tampered with in any way.
- 20.11 The Organising Committee shall delineate, by means of barriers, tables or markings on the ground, the area from which refreshments can be received or collected. It should not be directly in the line of the measured route. Refreshments shall be placed so that they are easily

accessible to the athletes, or may be put by authorised persons into the hands of, the athletes. Such persons shall remain inside the designated area and not enter the course nor obstruct any athlete. No official or authorised person shall, under any circumstances, run beside an athlete while he/she is taking refreshment or water.

20.12 Support and Handlers at refreshment stations

- 20.12.1 In competitions held under IAAF/ASA Rules 1.1(a), (b), (c) and (f), a maximum of two officials per club/province may be stationed behind the area designated for their club/province at any one time.
Note: For an event in which a club/province may be represented by more than three athletes, the Technical Regulations may allow additional officials at the refreshment tables.
- 20.12.2 An athlete may, at any time, carry water or refreshment by hand or attached to his body provided it was carried from the start or collected or received at an official station.
- 20.12.3 Such authorised persons may not enter the course nor obstruct any athlete. They may hand the refreshment to the athlete either from behind, or from a position no more than one metre in front or to the side of, the table.
- 20.12.4 An athlete who collects refreshment from a place other than the refreshment stations renders himself/herself liable to disqualification. An athlete who receives or collects refreshment or water from a place other than the official stations, except where provided for medical reasons from or under the direction of race officials, or takes the refreshment of another athlete, should, for a first such offence, be warned by the Referee normally by showing a yellow card. For a second offence, the Referee shall disqualify the athlete, normally by showing a red card. The athlete shall then immediately leave the course.
- 20.12.5 Where permitted by the race rules seconds or team officials may run 100m alongside an athlete either side of the designated refreshment stations in order to hand over and receive refreshment bottles or goods. Assistance by handlers must only last a few paces. Physical assistance to competitors' forward movement (pushing, support) is forbidden. Such physical assistance is only permitted where the athlete's medical condition gives serious concern. In such cases the Race Director/Referee should decide whether the competitor is allowed to continue in the event (in consultation with the Medical Officer).
- 20.12.6 Seconding is not allowed outside the designated refreshment stations.
- 20.12.7 Handlers may assist the competitor with food and drinks, changes of clothing, medical requirements, information and similar permitted support. It is recommended that Race Directors limit such permitted help to a specific part of the course or track. In a road race this should take place within 200 metres of the official refreshment or water stations. Within the designated assistance areas refreshments are not restricted in frequency or amount.

20.13 Conduct of handlers

- 20.13.1 Handlers must not interfere in any way with the progress or well-being of other competitors or officials. They must not obstruct the public use of the road/path/trial.
- 20.13.2 Pacing by handlers or others is forbidden.
- 20.13.3 Handlers who contravene the rules must be asked to leave the course for the duration of the event. Failure to comply may result in the disqualification of the athlete.

20.14 Bicycles and motor vehicles

- 20.14.1 Only one such support bicycle or vehicle is allowed per competitor.
- 20.14.2 Such support bicycles or vehicles are forbidden to support their competitor whilst the bicycle or vehicle is in motion.
- 20.14.3 It is forbidden for such handlers to ride either alongside with the runner either, in front or behind. They must ride ahead to the permitted assistance points.

21 ASSISTANCE [REFER TO IAAF RULE 144]

- 21.1 Athletes may receive assistance during an event, provided this assistance is not considered excessive and does not give the athlete an unfair advantage over other competitors. Such assistance may range from advice, intermediate times, massaging, changing of shoes, etc.
- 21.2 Pacing (non-competitive running) is defined as someone running alongside another competitor and is not allowed. To avoid pacing in Road Running Events the event organiser may employ separate or staggered starts. The timing of the starts will be determined by course logistics and will be set by the Technical Delegate in consultation with the Course Measurer.
- 21.3 A second may run alongside an athlete for a distance not exceeding 100m on either side of a refreshment station - such distance considered being adequate to hand him/her a bottle or sponge and to receive it again. Apart from above, no bystander, team manager or any other interested person may run or travel alongside or near a competitor for any distance whatsoever.
- 21.4 An athlete may not be physically supported by any person including medical personnel or other competitors at any stage during the race.
- 21.5 Although men and women often run together, technically speaking they are running separate races. A man who is entered in the men's race but then obviously and intentionally runs with a woman, in order to give her an advantage, is therefore guilty of contravening the pacing rule.
- 21.6 A decision on whether an athlete was excessively helped or whether assistance given altered the result of the race, rests with the Referee and the Jury of Appeal. They may, at their discretion, reverse or alter positions or disqualify an athlete. Such action will usually follow an objection.
- 21.7 Indication of Intermediate Times**
- 21.7.1 Intermediate times and preliminary winning times may be officially announced and/or displayed. Otherwise such times must not be communicated to the athletes by persons in the competition area without the prior approval of the appropriate Referee.
- 21.7.2 This permission shall only be given when there are no time displays visible to athletes at the relevant point and in circumstances where such times will be provided to all athletes in the race.
- 21.8 The following shall not be considered assistance:**
- 21.8.1 Communication between the athletes and their coaches not placed in the competition area.
- 21.8.2 Medical examination / treatment and/or physiotherapy necessary to enable an athlete to participate or continue participation once on the competition area. Such medical examination / treatment and/or physiotherapy may be provided either on the competition area itself by the official medical staff, or in designated medical treatment areas outside the competition area by accredited team medical personnel specifically approved by the Medical or Technical Delegate for the purpose. In neither case shall the intervention delay the conducting of the race or an athlete's designated order. Such attendance or assistance by any other person whether during the event or immediately before the event once athletes have left the Call Room or holding area is assistance.
- 21.8.3 Any kind of personal safeguards (e.g. bandage, tape, belt, support, etc.) for medical purposes. The Referee in conjunction with the Medical Delegate shall have the authority to verify any case should he judge that to be desirable. (See also IAAF Rule 187.4.)
- 21.9 The following shall be considered assistance, and are therefore not allowed:
- 21.9.1 Pacing (non-competitive running) which is defined as someone running alongside another competitor, where the pace setter:
- 21.9.1.1 A pace setter that is not a bona fide entrant in the race
- 21.9.1.2 An athlete that is about to be lapped, running with athletes in leading laps
- 21.9.1.3 Athletes that re-join the race after having temporarily retired

- 21.9.1.4 Athletes that do not start with the other athletes
- 21.9.1.5 Athletes that has been lapped
- 21.9.2 Where staggered starts are not implemented pacing is not allowed between age or gender categories when either runner wants to be eligible for any prize award.
- 21.9.3 Possession or use of video or cassette recorders, radios, CD, radio transmitters, mobile phone or similar devices in the arena.
- 21.9.4 Except for shoes complying with IAAF Rule 143, the use of any technology, or appliance that provide the user with an advantage which he/she would not have obtained by using equipment complying with the IAAF Rules.
- 21.9.5 Any athlete giving or receiving assistance from within the competition area during an event shall be warned by the Referee and advised that, if there is any repetition, he/she will be disqualified from that event. If an athlete is subsequently disqualified from the event, any performance accomplished up to that time in the same round of that event shall not be considered valid. However, performances accomplished in a previous qualifying round of that event shall be considered valid.

22 SHIELDING

- 22.1 Shielding is forbidden.
- 22.2 This occurs when a motorised vehicle or bicycle is driven just in front or alongside the competitor at the speed he/she is running or walking (usually with the purpose of shielding the competitor from wind).
- 22.3 In long multi-day events race rules may permit the vehicle or bicycle to come closer behind at night (so that its light illuminate the competitor in the interest of safety). In such events dangerous traffic may require an escort at all times for his/her protection.

23 LEAVING THE EVENT [REFER TO IAAF RULE 240]

- 23.1 In Road Races, an athlete may leave the road or track with the permission and under the supervision of an official, provided that by going off course he/she does not lessen the distance to be covered.
- 23.2 Marking the point of departure from a road race - In road races without designated refreshment stations, handlers should be provided with a suitable marker to be placed in clear view exactly at the point where the competitor leaves the course. The competitor must return to the course at that point. Cones with competitors' numbers affixed to them should be used.
- 23.3 The competitor must re-join the course at exactly the same point at which he/she left it and must thereafter continue under his/her own power.
- 23.4 The competitor may return to the course/track either under his/her own power or in a vehicle. On a track or multi-loop course his/her lap recorder must be informed on each occasion.
- 23.5 If the time spent off the course is judged to be needlessly excessive by the Referee, then that competitor may be considered to have retired from the race.
- 23.6** If the Referee is satisfied on the report of a Judge or Umpire or otherwise that an athlete has left the marked course thereby shortening the distance to be covered, he/she shall be disqualified.
- 23.7 In races over a fixed time period (e.g. 24 hours/48 hours) it is not necessary for a competitor to be on the track/course at the end of the race. The winner is the competitor who covers the greatest distance during the race

24 RETIRING FROM A RACE

- 24.1 Competitors who withdraw from the race must inform a race official immediately.
- 24.2 Competitors, who withdraw from the race and leave the course without informing the race official, will be liable to exclusion from future races.

25 BETTING AND OTHER ANTI-CORRUPTION VIOLATIONS - AMENDMENT TO IAAF RULE 9

- 25.1 Betting, manipulation of results, bribery, gifts, misuse of inside information, or any other violation will be dealt with in accordance with IAAF Rule 9

- 25.2 The following are not relevant to the determination of a violation under this Rule:
- 25.2.1 whether or not the Participant was participating or an Athlete assisted by another Participant was participating in the specific Event or Competition;
 - 25.2.2 the nature or outcome of any betting issue;
 - 25.2.3 the outcome of the Event or Competition on which such bet was made;
 - 25.2.4 whether or not the Participant's efforts or performance (if any) in the Event or Competition in issue were (or could be expected to be) affected by the acts or omissions in question;
 - 25.2.5 whether or not any of the results in the Event or Competition in issue were (or could be expected to be) affected by the acts or omissions in question.

26 ILLEGAL STIMULANTS [REFER TO IAAF ANTI-DOPING RULES 30-47]

a) ANTI-DOPING

- i) Anti-doping control should be at the very least be on standby at provincial and national level competitions.
- ii) In the event of an ASA Record been set at an SASA meeting, the doping test must be conducted before the athlete leaves the premises. Where anti-doping officials are on standby, the athlete must remain in the doping room until the doping official arrives. Testing will be done in accordance with the IAAF Procedural Guidelines for Anti-doping Control under the supervision of the Anti-doping Control Delegate and the SA Institute for Drug Free Sport.
- iii) Where Doping Officials are on site for the duration of the competition, the Doping Officials will dictate who will be tested.
- iv) On receiving written notification of a test, the athlete will be accompanied permanently by an Anti-doping Control chaperone, and shall have to report to the Anti-doping Control station within 60 minutes.
- v) Athletes will be allowed to first participate in any medal ceremony or press conferences before reporting to the Anti-doping Control Station.
- vi) Sample collection will be carried out in compliance with existing guidelines. Professionally qualified personnel, who will explain the procedure to the athletes and make them sign a consent form, will carry out the urine test.
- vii) Athletes are entitled to be accompanied to the Anti-doping Control Centre by one person of their choice. Personal identification must be presented.
- viii) Any athlete who has not been selected for testing may request testing. Athletes concerned should report to the TIC, and will then be escorted to the Anti-doping Control Centre. The cost for such tests will be entirely the responsibility of the athlete.

27 MEDICAL FACILITIES

27.1 Medical Services

- 27.1.1 At provincial competitions, a full medical service with an ambulance will be available at the stadium. Qualified medical staff must be used.
- 27.1.2 A designated medical centre must be provided for the Medical staff
- 27.1.3 At provincial competitions, a doctor must be available for the duration of the competition.
- 27.1.4 At all other competitions listed on the fixtures list, a doctor should be on standby.

27.2 First aid

- 27.2.1 At all events listed on the fixtures list, a qualified First Aid team must be available for the duration of the competition.
- 27.2.2 At the very least an ambulance must be on standby for the duration of the competition
- 27.2.3 Medical support and first aid support will be provided at the discretion of the Doctor or First aid team.
- 27.2.4 Athletes who belong to a medical scheme must bring their membership cards in case they are required due to injuries.

27.3 Physiotherapists

- 27.3.1 Physiotherapists are optional at competitions listed on the fixtures list.
- 27.3.2 Clubs/Teams may provide their own Physiotherapists
- 27.3.3 Physiotherapists may only provide services at the medical centre and at the warm up area.

27.4 Credibility of Medical support

- 27.4.1 Race Organisers should appoint a Medical Officer with professional credentials. This official should have the power to withdraw a competitor from the race if (in his/her professional judgement) the competitor is not fit to continue. The Race Director must be informed immediately of such a decision.
- 27.4.2 A doctor or suitable qualified paramedic with facilities to treat athletes suffering from heat exhaustion, etc., **must** be available at the finish.
- 27.4.3 A hands-on medical examination during the progress of an event by the official medical staff appointed by the Organising Committee and identified by armbands, vests or similar distinctive apparel shall not be considered assistance.
- 27.4.4 An athlete shall retire at once from the race if ordered to do so by the Medical Delegate or a member of the official medical staff.

27.5 Medical check-up

Mandatory medical checks for all competitors must be organised at locations along the course where there is danger of:

- 27.5.1 severe weight loss;
 - 27.5.2 dehydration;
 - 27.5.3 exhaustion; or
 - 27.5.4 where the trail is considered to be potentially dangerous or inaccessible.
 - 27.5.5 Standby medical support must be able to travel swiftly to any part of the course. They must be available for the duration of the race.
- 27.6 Other first aid attendants must be on duty in a mobile vehicle along the route. They shall carry water and ice packs with them.
- 27.7 A competitor must retire from the race at once if ordered to do so by a member of the medical staff officially appointed. Failure to comply may result in disciplinary action.

28 SAFETY AND SECURITY

- 28.1 The Organising Committee of a Road Race shall ensure the safety of athletes and officials, spectators and other road users, and are encouraged to undertake formal risk management appraisal of all aspects of their event to minimise the risk of any incident.
- 28.2 The Organising Committee shall ensure that the roads used for the competition are closed to motorized traffic in all directions.
- 28.3 The Organising Committee is identified by armbands, vests or similar distinctive apparel shall not be considered assistance.
- 28.4 The following safety and security structures should be negotiated for Road Races:
 - 28.4.1 The Traffic Department must be notified - Any Road Race held on local authority roads must have the approval of the relevant local authorities. Prepare a strategy of how the traffic will be managed as a result of the event taking place in the City or Town.
 - 28.4.2 Police Services should be notified - Prepare a strategy to curb theft from vehicles parked in the area where the event takes place.
 - 28.4.3 The Fire Department must be notified - Prepare a strategy where potential emergencies can develop as a result of the event taking place.
 - 28.4.4 Security Services must be notified – These could consist of a local Security Company working hand in hand with the Local Neighbourhood Watch and will do the foot patrol in the identified areas. Jointly they will prepare a strategy to prevent petty crimes.

- 28.4.5 Emergency Services must be notified - Prepare a strategy to prevent or manage any medical emergency that might happen as a result of the event.
- 28.4.6 Tog bag area – Provide a secured area and a system of collecting tog bags.
- 28.5 Marshals and/or traffic officers stationed at various points along the route must be obeyed at all times.
- 28.6 Where event organisers allow and have permission from the traffic authority for runners or walkers to participate with prams or baby joggers, they must start at the back of the race, and may be required to have a delayed starting time.
- 28.7 Where the organiser and the traffic authority allow a competitive wheelchair event they must commence in a staggered start prior to the start of the able-bodied race.
- 28.8 Disabled or blind runners who require to be accompanied may only make use of guides who have officially entered the event.
- 28.9 Runners are not permitted to run with animals during competition.

29 OFFICIALS AT ROAD RACES [Refer IAAF Rule 120]

29.1 General

- 29.1.1 All officials must display their current ASA or Provincial Technical Officials Card.
- 29.1.2 All officials must report to their posts at least 15 minutes before their duties commence, unless instructed to report earlier, by the Race Director.
- 29.1.3 Technical Officials shall provide all necessary support to the competition organisers.
- 29.1.4 Technical Officials must be present at all times when an event to which they have been assigned is in progress.
- 29.1.5 Technical Officials should ensure that the running of the competition is in full conformity with provincial or ASA Technical Rules, Technical Regulations and relevant decisions made by the Technical Delegates.

29.2 Clothing For Technical Officials

- 29.2.1 The Technical Delegate will be distinguished by wearing a green shirt.
- 29.2.2 The Referee will be distinguished by wearing a blue shirt. Road Referees may wear a bib marked 'Referee' over the standard clothing.
- 29.2.3 The Starter will be distinguished by wearing a red shirt.
- 29.2.4 The Technical Officials should wear distinctive attire or insignia as follows:
 - 29.2.4.1 Navy blue pants or skirt, with either;
 - A the sponsors shirt, or
 - B the National Technical Official Shirt, or
 - C the Provincial Technical Official Shirt, or
 - D a plain white shirt.
 - E They may wear bibs marked "Official"
 - F No T-shirts will be allowed
- 29.2.5 Additional clothing may be worn over the standard clothing where the weather dictates.

29.3 DELEGATES REQUIRED AT PROVINCIAL AND NATIONAL ROAD RACES [REFER TO IAAF RULE 110] - (See example of Technical Delegate report in Annexure 28.3)

29.3.1 Organisational Delegate(s) [Refer to IAAF Rule 111]

The Organisational Delegates shall at all times maintain close liaison with the Organising Committee and report regularly to the Provincial or ASA Council, and they shall deal with all matters as necessary concerning the duties and financial responsibilities of the Organising Member and the Organising Committee. They shall cooperate with the Technical Delegate(s).

29.3.2 Technical Delegate [Refer to IAAF Rule 112]

- 29.3.2.1 ASA and ASA affiliates will appoint Technical Delegates for events listed on the ASA Events Calendar.

- 29.3.2.2 The Technical Delegate acts in a liaison capacity between the Organisers and the Controlling Body.
- 29.3.2.3 The Technical Delegates shall submit to the appropriate body:
 - A Proposals for the timetable and the entry standards.
 - B Ensure that the Technical Regulations are issued to all competing Members in good time before the competition.
 - C Are responsible for all other technical preparations necessary for the holding of the athletics events.
 - D Control the entries and have the right to reject them for technical reasons or in accordance with the Rule 146.1. (Rejection for reasons other than technical must result from a ruling of the IAAF or appropriate Area Council.)
 - E Submit written reports as appropriate on the preparations for the competition.
 - F Shall chair the Technical Meeting and shall brief the Technical Officials.
 - G Are responsible for ensuring that all technical arrangements are in complete conformity with provincial/ASA Technical Rules and Facilities Manual.
- 29.3.2.4 The Technical Delegate hands over authority over to the Referee as the starter's pistol is fired, and for the duration of the event.
- 29.3.2.5 Only qualified Referees and Road Running Commission Members may be appointed as Technical Delegates.
- 29.3.2.6 The presence of a Technical Delegate is mandatory for all national and provincial championships.
- 29.3.2.7 A typical Technical Delegate Inspection List can be seen in the annexures.

29.3.3 Medical Delegate [Refer IAAF Rule 113]

- 29.3.3.1 A Medical Delegate must be appointed for all athletics championships events held in South Africa. The organisers of the event must appoint the Medical Delegate. At national event, ASA will appoint the Medical Delegate.
- 29.3.3.2 The Medical Delegate will ensure that appropriate medical facilities and personnel are provided at the event.
- 29.3.3.3 The Medical Delegate must be a qualified medical doctor.
- 29.3.3.4 The Medical Delegate shall have ultimate authority on all medical matters. He/she shall ensure that adequate facilities for medical examination, treatment and emergency care will be available at the site of the competition and that medical attention can be provided where athletes are accommodated. The Medical Delegate shall also have the authority to arrange for the determination of the gender of an athlete should he/she judge that to be desirable.

29.3.4 Doping Control Delegate [Refer IAAF Rule 114]

The Doping Control Delegate shall liaise with the Organising Committee to ensure that suitable facilities are provided for conducting of doping control. He/she shall be responsible for all matters relating to doping control.

29.4 TECHNICAL OFFICIALS REQUIRED AT PROVINCIAL AND CLUB ROAD RACES [REFER TO IAAF RULE 110] - (See example of Referee Report in Annexure 28.4)

29.4.1 Referee

- 29.4.1.1 The Race Referee should be appointed by ASA or provincial body for all events listed on the ASA or Provincial Events Calendars. Qualified officials appropriate to the championships should be appointed.
- 29.4.1.2 The Referee is the most senior official and if necessary should oversee the race and may overrule the decisions of other officials.

- 29.4.1.3 He/she also has jurisdiction over all officially appointed personnel, officials and official vehicles on the route during the course of an event.
- 29.4.1.4 The Referee has no jurisdiction over the Jury of Appeal and the Doping Control Delegate.
- 29.4.1.5 The Referee should oversee the start of the competition, which may not start if something jeopardises the safety of the athletes or the quality of the event.
- 29.4.1.6 If races take place outside the stadium, the Referee travels the course during the event looking out for deliberate contraventions of the rules. It is within his/her power to warn and/or disqualify an athlete if any offence is considered deliberate and serious enough and if he/she considers that it had a bearing on the result of the race.
- 29.4.1.7 It is the Referee's responsibility to ensure that the rules are applied correctly on matters that arise during the competition and for which provision has not been made in these rules, and to ensure that the event is a fair competition.
- 29.4.1.8 The Referee shall also rule on any dispute or incident not witnessed by him/her personally. Such incidents should be reported by any official or dissatisfied party, together with the race numbers or names of the offenders as soon as possible. For this purpose the Referee and event organisers must liaise to ensure that the Referee can be contacted at the end of the competition. The Referee must remain at the venue until the prize giving has been completed.
- 29.4.1.9 In races taking place outside the stadium, it is also the Referee's responsibility (with the help of Assistant Referees) to monitor the leading group of athletes, as well as the first 5-10 runners in each age category throughout the duration of the event.
- 29.4.1.10 In the event of any action having been taken against an athlete, the Referee must report this to the Results Official to ensure that the results are produced accurately.
- 29.4.1.11 The Referee should proceed to the Results Room after the bulk of the field has finished, in order to check the accuracy of the results.
- 29.4.1.12 The results may not be released without the approval (by way of a Signature) of the Referee.
- 29.4.1.13 Any complaint against an athlete must be filed with the Referee within 20 minutes after the conclusion of the event (cut-off time, or when the last runner has completed the race).
- 29.4.1.14 An athlete must be notified of any disciplinary or penalising action taken against him/her within 30 minutes of the conclusion of the event. Should this not be possible due to the athlete's absence, the controlling body will notify him/her through the relevant club.
- 29.4.1.15 The Referee must submit a Competition Report detailing all transgressions and disqualifications to the relevant controlling body within 14 days after the conclusion of the event
- 29.4.1.16 The Referee may not compete in the Event in which he/she is officiating.
- 29.4.1.17 The Referee should be clearly identified.
- 29.4.1.18 Any competitor who has been disqualified or warned that he/she may be disqualified, must be permitted to finish the race, to enable him/her to appeal against the disqualification.
- 29.4.1.19 Assistant Referees should be appointed to assist the Chief Referee, if race conditions so warrant.
- 29.4.1.20 Only National Referees may be appointed as the Chief Referee at national events.
- 29.4.1.21 It is the Referee's responsibility to warn an athlete of the implications of refusing a dope test.
- 29.4.1.22 A typical Referee Report Sheet can be seen in the Annexure.

29.4.2 Jury of Appeal

- 29.4.2.1 The primary functions of the Jury shall be to deal with all appeals under Rule 146, and with any matters arising during the course of the competition which are referred to it for decision. The Jury may reconsider a decision if new conclusive evidence is presented, provided the new decision is still applicable. Decisions involving points which are not covered by the Rules, shall be reported subsequently by the Chairperson of the Jury to the General Secretary of the club or province.
- 29.4.2.2 Any appeal against results of a race must be made to the organisers, who may then call upon the Jury of Appeal to open an inquiry into the circumstances leading to the appeal.
- 29.4.2.3 The Referee will be required to be present during any hearing of the Jury of Appeal.
- 29.4.2.4 The Jury of Appeal must consist of no less than three and no more than five members, whose function will be to deal with objections against the Referee's decision.
- 29.4.2.5 All appeals must be lodged with the Race Organiser in person or in writing, within 30 minutes of the offender having been notified, and must be accompanied by a payment of R200.00. This fee will be refunded if the objection is upheld. The payment may be waived at the discretion of the Convenor of the Jury of Appeal. A copy of the appeal and decision must be sent to the controlling body.
- 29.4.2.6 Members of the Jury of Appeal, whom are directly or indirectly involved with an athlete from his/her own club, shall not be present during any deliberations of the Jury concerning matters from the athlete from his/her club. The Chairperson of the Jury shall ask any member implicated by this rule to withdraw.
- 29.4.2.7 A typical Protest Form can be seen in the Annexure.

29.4.3 Starter

- 29.4.3.1 At all events listed on the Provincial Events Calendar a Starter shall be appointed respectively by province or ASA. The Starter shall start the races (and undertake any other duties) assigned to him/her by the Technical Delegate(s).
- 29.4.3.2 However, in road races, a dignitary such as a Mayor or sponsor's representative may actually fire the gun upon the Official Starter's instructions. It remains the responsibility of the Starter to ensure a fair start.
- 29.4.3.3 The Official Starter must ensure the following immediately prior to starting the event:
- Liaise with the Referee to ensure that he/she is satisfied that the start can take place;
 - Attention of the time-keepers;
 - TV vehicle, lead vehicle, etc. is well out of reach of the runners;
 - That if there is a lead vehicle, it has been pointed out to the runners expected to do the front running;
 - That all the runners are behind the line.

29.4.4 Course Measurer

- 29.4.4.1 At events listed on the provincial or ASA organised races a Road Course Measurer shall be appointed to verify the courses where road events are held entirely or partially outside the stadium.
- 29.4.4.2 The appointed Course Measurer shall be member of the ASA or Provincial Panel of Road Course Measurers
- 29.4.4.3 The course should be measured in good time before the event.
- 29.4.4.4 The Measurer will check and certify the course if he/she finds it conforms to the Rules for Road Races (See Rule 240.3 and respective

Notes).

- 29.4.4.5 He/she shall cooperate with the Organising Committee in the course arrangements and witness the conduct of the race to ensure that the course run by athletes follows the same course that was measured and approved. He/she shall furnish an appropriate certificate to the Technical Delegate(s).

29.4.5 Competition Secretary

- 29.4.5.1 A Technical Information Centre (TIC) will be established for events listed on the ASA or Provincial Events Calendars. The main function of the TIC is to ensure smooth communication between athletes, the Organizers, the Technical Delegate and the event administration regarding technical and other matters relating to the competition.
- 29.4.5.2 The Competition Secretary shall collect the full results of each event, details of which shall be provided by the Referee and the Chief Timekeeper. He/she shall immediately relay these details to the Announcer, record the results, and convey the result card to the Competition Director.
- 29.4.5.3 Where a computerised results system is used the Computer Recorder at each event site shall ensure that the full results of each event are entered into the computer system.
- 29.4.5.4 The Announcer and the Competition Director shall have access to the results via a computer.

29.4.6 Judge (Position recorder)

- 29.4.6.1 The Judge allocates a position to each athlete as the athlete completes the race.
- 29.4.6.2 The Judge shall decide on the order in which the competitors finish.
- 29.4.6.3 The Judge must be in line with the finish on the opposite side to the Timekeepers.



29.4.7 Timekeepers using stopwatches

- 29.4.7.1 Time-keepers must be qualified road running officials or ASA time-keepers.
- 29.4.7.2 The Timekeepers must be in line with the finish and on the opposite side to the Judge.
- 29.4.7.3 For record purposes, in the men's and women's open categories, three stopped times must be checked and recorded by the Chief Timekeeper.
- 29.4.7.4 The Chief Timekeeper records the "middle" time if all three watches disagree. If two watches agree and one is out, the time of the two watches that agree, is taken. If one watch is obviously way out, it's time is discarded, and the other two watches considered. If they differ, the slower of the two times is taken.
- 29.4.7.5 For age-group records, at least one stopped time must be recorded. In addition, an independent verification that the time has been properly assigned to the respective runner, must be provided.
- 29.4.7.6 A running watch is used to record the times of other competitors.
- 29.4.7.7 An athlete's time is taken or his/her position judged when his/her torso crosses the finish line. His/her torso is defined as that part of the body excluding the head, neck, arms, hands, legs and feet.
- 29.4.7.8 Electronic timing devices which print only one time may be used, but

then two additional hand times will be required for record purposes. However, in the case of those machines that print the three times recorded by three separate time-keepers operating separate buttons connected to the same machine, additional hand times are not required.

29.4.7.9 The times for all road races shall be converted to the next longer full second i.e. for the marathon 2:9:44,3 becomes 2:9:45.

29.4.8 Timekeepers using electronic timing

29.4.8.1 Timekeepers are required when electronic timing devices are not used. They record times against their corresponding positions as the athletes cross the finish line.

29.4.8.2 A time and position is recorded for every athlete who crosses the finish line whether or not the Timekeepers consider him/her to be an official

29.4.8.3 Marshals must be equipped with a flag which are pointed in the direction the athlete must follow.

29.4.8.4 Marshals must be friendly and helpful to athletes

29.4.8.5 At least one Marshal must follow in a vehicle at the back of the race, to ensure that all competitors are accounted for. The vehicle will serve as a 'sweeping vehicle'.

29.4.8.6 This rear-guard Marshal must not travel faster than a competitor assumed to be running at an even pace to finish at the announced time limit.

29.4.8.7 If the rear-guard Marshal passes a competitor, he/she must inform the competitor he/she is retired from the race. The competitor must be offered transport to the finish.

29.4.8.8 Marshals must remain in place until the rear-guard Marshals have passed.

29.4.9 Restrictions of electronic timing devices

29.4.9.1 The Electronic timing System can only be used to determine the time of the athletes when crossing the finish line. The Electronic Timing System must not be used to determine the final placing of athletes. That is the domain of the place judges and finally the Referee. Electronic timing can only be used as an aid to the Technical Officials and Referee in this regard, and cannot overrule the decision of the Referee.

29.4.9.2 When electronic timing is used in races in the Province, it is the responsibility of the Organizer to ensure that every participant remains eligible for final placing in a race. The use of electronic timing as an aid to determine finish times in races is welcomed, but the cost in using electronic timing must be absorbed by the Organizing Club or the sponsor, and must not form part of the entry fee of athletes.

29.4.9.3 If an athlete, when crossing the finish line, does not wear an electronic number in the case of track events, or an electronic chip in the case of road races, the athlete remains eligible for placing in the race, until the Referee has ruled as to the status of the athlete's position and time, based on information presented to the Referee. This decision is not a competency of the Electronic Timing Officials or the Race Organizer.

29.4.10 Intermediate Marks

29.4.10.1 Split times and distances should be taken and measured to the same accuracy as the event itself. A similar method should be used in all instances.

29.4.10.2 On shorter out and back and large loop road courses times must be taken at the turn-around point, or the farthest point of the loop on shorter out and back courses, and large loops (over 100km). This is an additional safeguard against athletes cutting the course.

29.4.10.3 On longer out and back and point-to-point road courses times and numbers should be recorded at regular intervals (e.g. 10km, 20km). These points should be clearly marked by distance sign boards.

29.4.11 Results Official

29.4.11.1 The Results Official is responsible for accurate collation of times and positions and the inclusion of the athlete's other details, e.g. club, age-category, etc. to produce a meaningful set of results.

29.4.11.2 He is also responsible for calculating the results of the team competitions in the various age categories.

29.4.11.3 The results Official must be in contact with the Referee to implement disqualifications or rectify discrepancies in the results.

29.4.11.4 He/she may only release the results or part thereof with the Referee's approval.

29.4.12 Marshals

29.4.12.1 Marshals are placed on the route to direct the athletes in the right direction.

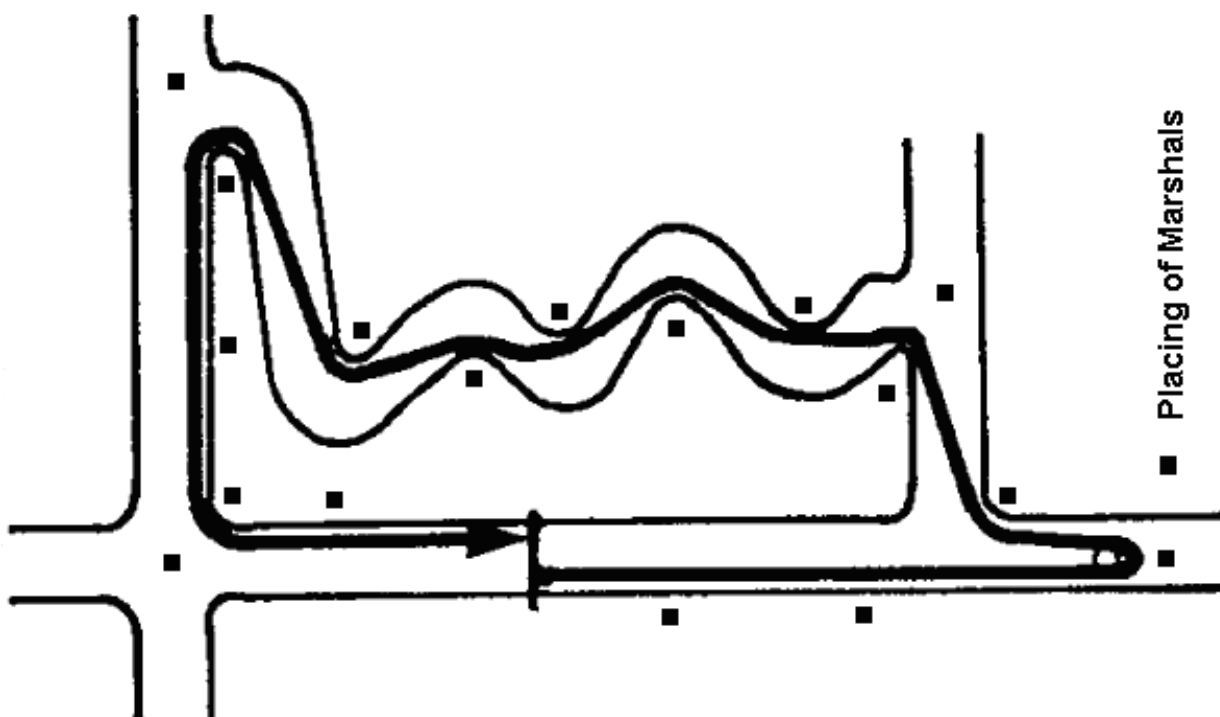
29.4.12.2 Marshals must be placed strategically at all points that may cause the athlete to run the wrong route.

29.4.12.3 Marshals must be placed at all points that may be a security or injury risk.

29.4.12.4 Marshals must be firm without being an obstruction, disruption or frustration to the athletes.

29.4.12.5 Marshals must have full view of the Marshal before and after him/her.

29.4.12.6 Marshals must wear bibs or clothing that makes them clearly identifiable to the athletes.

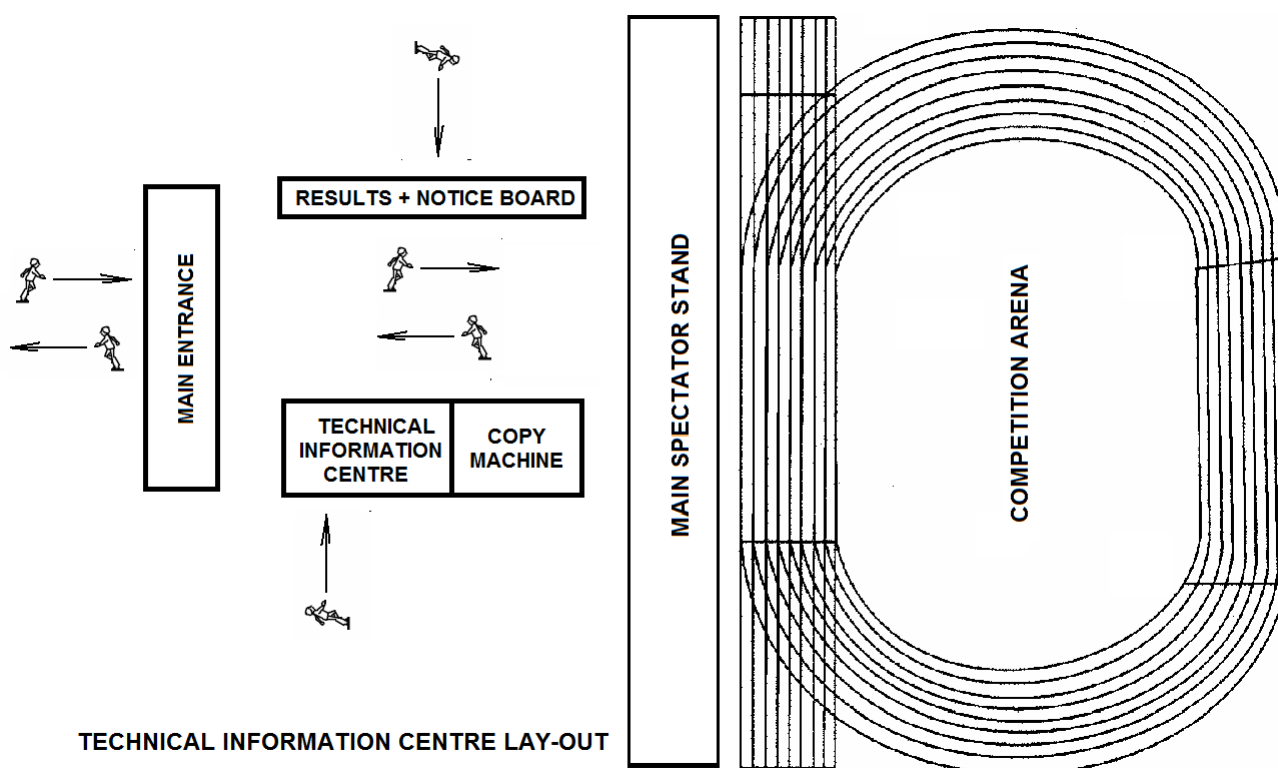


29.4.13 One Technical Information Centre (TIC) Manager and an adequate number of assistants

29.4.13.1 It is recommended that a Technical Information Centre (TIC) should be established for road races held under 1.1(a), (b), (c), (f), and (g). TIC's are normally required for events taking place over several days. The amount of participants in some races may require a TIC.

- 29.4.13.2 The TIC will be positioned close to the notice board where results are posted.
- 29.4.13.3 The primary function of the TIC is to ensure smooth communication between each Team Delegation, the Organisers, the Technical Delegates and the Competition Administrators regarding technical and other matters relating to the event.
- 29.4.13.4 The secondary function of the TIC is to serve as information centre of the general public during the event.

29.4.13.5 Lay-out of TIC



30 ROAD RUNNING RECORDS [Refer to IAAF Rule 260]

- 30.1 For provincial Records in Road Running Events:
 - 30.1.1 The course must be measured by an "A" or "B" grade IAAF/AIMS approved Measurer as defined in IAAF Rule 117.
 - 30.1.2 The start and finish points of a course, measured along a theoretical straight line between them, shall not be further apart than 50% of the race distance.
 - 30.1.3 The overall decrease in elevation between the start and finish shall not exceed 1:1000, i.e. 1m per km.
 - 30.1.4 Either the Course Measurer who measured the course or another "A" or "B" grade Measurer in possession of the complete measurement data and maps must validate that the course measured was the course run, normally by riding in the lead vehicle.
 Note: If the course was originally measured by at least two "A" grade or one "A" and one "B" grade Measurers, and at least one of them is present at the race to validate the course as per Rule 260.28(d), no verification (re-measurement) under this Rule 260.28(e) will be required.
 - 30.1.5 The course must be verified (i.e. re-measured) within two weeks preceding the race, on the day of the race or as soon as practical after the race, preferably by a different "A" or "B" grade Measurer from the one that did the original measurement.

- 30.1.6 Provincial Records in Road Running Events set at intermediate distances within a race must comply with the conditions set under IAAF Rule 260. The intermediate distances must have been measured and marked during the course measurement and must have been verified in accordance with IAAF Rule 260.28(e).
- 30.1.7 For the Road Relay, the race shall be run in stages of 5km, 10km, 5km, 10km, 5km, 7.195km. The stages must have been measured and marked during the course measurement with a tolerance of $\pm 1\%$ of the stage distance and must have been verified in accordance with Rule 260.28(e).
- 30.1.8 In order for any road racing performance to be recognised as a record, the official provincial form applying for ratification of the record, must be completed correctly and submitted to the provincial body within 6 weeks of the event in question.
- 30.1.9 All provincial records are subject to the rules of ASA having been complied with.
- 30.1.10 Provincial road running bodies must keep ratified records of the records set-up in their provinces. Copies of these lists must be sent to ASA annually before 31 May.
- 30.1.11 Provincial records may be set by provincial athletes outside of their respective provinces.
- 30.1.12 Only registered runners may set provincial and South African records.
- 30.1.13 The following athletes are entitled to set up South African domestic records:
 - 30.1.13.1 Any South African citizen, even though he/she may have spent some time abroad;
 - 30.1.13.2 Any person who has been living in South Africa for at least 12 months, or, at the discretion of ASA, with the intention of settling here, even though he/she does not yet comply with the above-mentioned requirements of 12 months residence.
- 30.1.14 An athlete may set a South African or provincial record abroad. It will be acknowledged on condition that the Organisers of the road race abroad provide the necessary certification that the event complied with the stipulations as laid down in the IAAF Rules.
- 30.1.15 Although the time can be announced as being faster than the existing record (provincial or national), no performance can be declared a record until it has been ratified by the respective controlling body.
- 30.1.16 Applications for Veterans, Masters and Junior records, must be accompanied by written proof of age.

30.2 Requirements to ratify Road Races records

- 30.2.1 Details of performance claimed, competitor, event and place.
- 30.2.2 A set of cumulative split times for the claimant.
- 30.2.3 Full details of all the stopped times taken for the performance claimed certified by the timekeepers.
- 30.2.4 Course measurement procedures used in full detail (including status of calibrated bicycle course measurer).
- 30.2.5 Intermediate split distance certification (if needed).
- 30.2.6 Confirmation of fair start and fair (bona fide) competition by the Race Referee/Race Director.
- 30.2.7 Confirmation by the Race Referee/Race Director that the race was run on the course as measured.
- 30.2.8 Complete results sheet.
- 30.2.9 Race programme bearing the name of the claimant.
- 30.2.10 Independent re-measurement and validation of course and procedures.

31 PROVINCIAL CHAMPIONSHIPS

- 31.1 Provincial Championships are the property of the provincial body
- 31.2 They may be allocated to a club or any other body that will organise them on behalf of ASA and subject to the conditions and minimum standards as laid down by ASA and the province.

- 31.3 The organisers of Provincial Championships shall appoint an Organising Committee which shall be responsible for all arrangements with control authorities, traffic departments etc. for the lawful and safe staging of the event.
- 31.4 Where the Provincial Championships forms part of a club event, the Provincial Road Running Commission will appoint a representative that will serve on the Local organizing Committee of the club.
- 31.5 The Province will appoint the Technical Delegate for the Provincial Championships.

32 INTERNATIONAL AFFAIRS

32.1 South Africans Abroad

- 32.1.1 No negotiations concerning an athlete competing overseas may take place without the approval of ASA. No athlete is allowed to compete in athletics events abroad without the prior written permission of ASA through his/her Province.
- 32.1.2 Such participation is subject to the ASA rules dealing with international participation.
- 32.1.3 Any athlete participating in any foreign country shall compete subject to the regulations of the country concerned.

32.2 Visitors to South Africa

- 32.2.1 Any foreign athlete intending to compete in South Africa shall be subject to the ASA rules dealing with this matter.
- 32.2.2 Should a Provincial Athletic body, club or Race Organiser wish to invite a foreign athlete or guest to South Africa, permission to negotiate with the person must first be obtained from ASA.
- 32.2.3 A decision on whether a foreign athlete may compete for a club in a team competition will rest with ASA.

33 DISCIPLINARY ACTION

- 33.1 Any athlete, official or administrator who deliberately contravenes the domestic regulations or constitution of his/her club, province or ASA or brings athletics into disrepute in any other way, will be subject to disciplinary action by his/her club, province or ASA.
- 33.2 Such action may take the form of a suspension or a fine or any other form of punishment considered appropriate. The line of appeal against such punishment is through the Provincial Athletic body, the ASA Disciplinary Committee and finally the ASA Council.
- 33.3 Any person wilfully competing against suspended athletes will be subject to disciplinary action.
- 33.4 Any person, who while suspended, enters or attempts to enter a road race, will be liable for further suspension. No club or member may accept an entry from such a suspended athlete. It is the Organiser's responsibility to ensure that all such suspended, or other unofficial runners, are denied entry to any race under their direct control.
- 33.5 Any disqualification in any event must be reported to the relevant Provincial Road Running Commission for possible further action.
- 33.6 Only the Board of ASA is empowered to restore the amateur status of an athlete. Application for a reinstatement order must be made to the Provincial Athletic body in whose area the applicant is resident. The Provincial body shall enquire into the circumstances and submit an application together with its recommendations to ASA.

34 DISQUALIFICATION [Refer to IAAF Rule 145] (See example of Protest Form in Annexure 34)

- 34.1 If an athlete is disqualified in an event for an infringement of a technical Rule, reference shall be made in the official results to the Rule which has been infringed.
 - 34.1.1 Any performance accomplished in the same round of that event up to the time of the disqualification shall not be considered valid.

- 34.1.2 However, performances accomplished in a previous qualifying round of that event shall be considered valid.
- 34.1.3 Disqualification from an event for an infringement of the technical Rules shall not prevent an athlete from taking part in any further event in that competition.
- 34.2 If an athlete is disqualified from an event for acting in an unsporting or improper manner, reference shall be made in the official results giving reasons for such disqualification.
 - 34.2.1 If an athlete is warned for a second time under IAAF Rule 125.5 for acting in an unsporting or improper manner in an event, he shall be disqualified from that event.
 - 34.2.2 If the athlete's second warning occurs in a different event, he/she shall be disqualified only from the second event.
 - 34.2.3 Any performance accomplished in the same round of that event up to the time of the disqualification shall not be considered valid.
 - 34.2.4 Disqualification from an event for unsporting or improper behaviour shall render the athlete liable to disqualification by the Referee from participation in all further events.
 - 34.2.5 If the offence is considered serious, the Competition Director shall report it to the appropriate governing body for consideration of further disciplinary action according to IAAF Rule 60.4(f).

35 PROTESTS AND APPEALS [Refer to IAAF Rule 146]

- 35.1 Protests concerning the status of an athlete to participate in an event must be made, prior to the commencement of such event, to the Technical Delegate(s). Once the Technical Delegate(s) make a decision, there shall be a right of appeal to the Jury of Appeal. If the matter cannot be settled satisfactorily prior to the event, the athlete shall be allowed to compete "under protest" and the matter be referred to the Council of the IAAF.
- 35.2 Protests concerning the result or conduct of an event shall be made within 30 minutes of the official announcement of the result of that event. The Organising Committee of the event shall be responsible for ensuring that the time of the announcement of all results is recorded.
- 35.3 Any protest shall, in the first instance, be made orally to the Referee by an athlete, by someone acting on his/her behalf or by an official representative of a team. Such person or team must have a bona fide interest in the event(s) in question. To arrive at a fair decision, the Referee should consider any available evidence which he/she thinks necessary, including a film or picture produced by an official video recorder, or any other available video evidence. The Referee may decide on the protest or may refer the matter to the Jury. If the Referee makes a decision, there shall be a right of appeal to the Jury. Where the Referee is not accessible or available, the protest should be made to him through the Technical Information Centre.
- 35.4 Protests concerning the status of an athlete to participate in an event must be made, prior to the commencement of such event, to the Technical Delegate(s). Once the Technical Delegate(s) makes a decision, there shall be a right of appeal to the Jury of Appeal. If the matter cannot be settled satisfactorily prior to the event, the athlete shall be allowed to compete "under protest" and the matter be referred to the Council of the province.
 - 35.4.1 The protested performance of the athlete and any other performance achieved whilst competing under protest will become valid only if a subsequent decision to that effect is made by the Referee or an appeal to the Jury of Appeal are made and allowed.
- 35.5 An appeal to the Jury of Appeal must be made within 30 minutes:
 - 35.5.1 of the official announcement of the amended result of an event arising from the decision made by the Referee; or
 - 35.5.2 of the advice being given to those making the protest, where there is no amendment of any result. It shall be in writing, signed by a responsible official on behalf of the athlete or team, and shall be accompanied by a deposit of R200.00, which will be forfeited if the appeal is not allowed.
 - 35.5.3 Note: The relevant Referee shall, after his/her decision on a protest, immediately inform the TIC of the time of the decision. If the Referee was unable to communicate this orally to the relevant team(s) /athlete (s), the official time of the

announcement will be that of posting the decision at the TIC.

- 35.6 The Jury of Appeal shall consult all relevant persons. If the Jury of Appeal is in doubt, other available evidence may be considered. If such evidence, including any available video evidence, is not conclusive, the decision of the Referee shall be upheld.
- 35.7 The decision of the Jury of Appeal (or, in the absence of a Jury of Appeal, the decision of the Referee) shall be final. There shall be no further right of appeal, including to the Court of Arbitration for Sport.

36 VALIDITY OF PERFORMANCES [Refer to IAAF Rule 149]

No performance accomplished by an athlete will be valid unless it is accomplished during an official event organised in conformity with provincial or ASA Rules.

37 VIDEO RECORDING [Refer to IAAF Rule 150]

In events listed on the provincial or ASA Events calendar, an official video recording of all events shall be made to the satisfaction of the Technical Delegate(s). It should be sufficient to demonstrate the accuracy of performances and any violation of the Rules.

38 DISPUTES [Refer to IAAF Rule 60]

38.1 General

Unless otherwise stated in IAAF Rule 60.2 or in any other Rule or Regulation, all disputes arising under these Rules shall be resolved in accordance with the provisions set out in the relevant Province or ASA Constitution.

38.2 Parties entitled to appeal decisions

- 38.2.1 In any case involving athletes (or their athlete support personnel), the following parties shall have the right to appeal:
- 38.2.1.1 the athlete or any other person who is the subject of the decision being appealed;
 - 38.2.1.2 the other party to the case in which the decision was rendered;
 - 38.2.1.3 the province or ASA
 - 38.2.1.4 IAAF and the IOC (where the decision may have an effect on eligibility in relation to the Olympic Games or the World Championships).
- 38.2.2 In any case which does not involve athletes (or their athlete support personnel), the parties have the right to appeal a decision to the province or ASA appeal body.

39 CONTENT OF INFOMERCIALS AND MARKETING MATERIAL

Infomercials such as fliers, press releases, etc. should contain the following information;

- 39.1 Date of event
- 39.2 Name of event
- 39.3 Target group e.g. Seniors, Juniors, Masters, etc.
- 39.4 Specific information e.g. Road Running 10km, 21.1km, etc.
- 39.5 Incentives e.g. medals, prize money, spot prizes, etc. Specify the amount of medals that will be issued, the size of the prize money, the amount of spot prizes, etc.
- 39.6 Organising Club
- 39.7 Starting Time
- 39.8 Venue of event
- 39.9 Contact person
- 39.10 Contact number; Cell phone, land line number, e-mail, etc.
- 39.11 Conditions and type of race
- 39.12 Rules of race
- 39.13 Indemnity conditions
- 39.14 Enrolment form

- 39.15 Route lay-out
- 39.16 Logos of all sponsors and partners

40 ENTRY FORMS

40.1 Submit entry forms for approval

To ensure uniformity, Race Organisers must submit entry forms for Road Races to the Provincial Office for approval.

40.2 Conditions of Entry

Organisers should impose and publish suitable conditions of entry. All entries meeting these conditions should be accepted until the maximum number of entrants has been reached.

40.3 Entry restriction

Entries restricted by qualifying performance or a maximum number of competitors, must be clearly stated and treated appropriately. Unfair restrictions discriminating against certain potential competitors must not be used.

- 40.4 Entry forms for all events must have a section for ID number, or birth certificate number, or permanent residence permit number. Only South African citizens or athletes who hold a South African Permanent Residence permit should fill in this section. Foreign athletes filling in this section will be regarded as fraud.
- 40.5 If the section for the information required in 1 above is left blank, then the athlete will be deemed to be a foreign athlete, and he/she will not be eligible for any team prize.
- 40.6 In a case where a foreign athlete violates ASA Rule 4 and accepts a team prize, and he/she is entered through a South African athletics club, then the athletics club concerned will be held jointly responsible for the violation of this rule, and will also face disciplinary action by ASA.
- 40.7 Entry forms for all events must indicate that foreign athletes should strictly observe IAAF Rule 4 paragraph 2. Foreign athletes, particularly those who hope to win any prize, should be informed that in order for them to take part in the event, they require written approval (a permit) from their own federations.
- 40.8 All foreign athletes, particularly those who hope to win any prize, should hand over their permits (as per IAAF Rule 4 paragraph 2) to the Event Organisers any time before the event takes place.
- 40.9 All foreign athletes who violate IAAF Rule 4 or who do not produce permits on demand will not be eligible to win any prize.
- 40.10 In a case where a foreign athlete is entered through a South African athletics club, it is the responsibility of the club to secure the permit from the athlete, and to hand it over to the Event Organisers before the event takes place.
- 40.11 Event organisers reserve the right to stop any foreign athlete who does not hold a permit required under IAAF Rule 4, from taking part in their events.
- 40.12 If a foreign athlete violates IAAF Rule 4 or ASA Rule 4 and accepts a prize without producing a permit, and the athlete has entered the event through a South African athletics club, then the club in question will also face disciplinary action by ASA.
- 40.13 A typical entry form can be seen in the annexure:

41 PRIZE GIVING CEREMONY / PAYMENTS / PRIZES [REFER IAAF RULE 6] (See example of Entry Form in Annexure 40)

- 41.1 Prize Money, Gifts (other than trophies travel and accommodation expenses)
 - 41.1.1 Each competitor is subject to the rules of his/her own IAAF Member Federation which govern race prize money and gifts.
 - 41.1.2 Taxation laws of the country in which the race is held, must be complied with regarding prize money and gifts.
- 41.2 In an event organised by a club, that club will legislate as long as there is no conflict with IAAF and ASA Rules. Deviations in issuing medals and payments of prize money to athletes must be stipulated on the entry form.
- 41.3 Equal prize money will be awarded to men and women

41.4 Category winners will be awarded as follows:

- 41.4.1 In races where the 1st three athletes in a category wins gold, silver and bronze medals, a minimum of five (5) athletes must compete for category prizes or medals to be awarded.
 - 41.4.2 A minimum of 2 athletes must compete for category medals/prizes to be issued. Only the winner will qualify for category medals/prizes.
 - 41.4.3 If only 1 athlete competes in an age category, the athlete automatically becomes part of the lower age category e.g. an athlete in the Masters 60 category must compete in the Masters 50 category.
 - 41.4.4 In team competitions, a minimum of 3 teams must participate to qualify for team prizes.
- 41.5 Only South African citizens and people with permanent residence permits are eligible for team prizes.
- 41.6 Organisers of Road and Cross Country events must provide awards primarily for the Senior and Junior categories. In the master categories, all Provincial Athletics Championships may provide recognition in all 10-year age categories before introducing awards in 5-year age categories.
- 41.7 All winners and prize winners must be informed by the Referee on the finish line that they qualify for a prize/medal.
- 41.8 All medal winners and prize winners (or a person representing the athlete) must be present during the presentation ceremony. It is the responsibility of the Event Organiser to ensure that all medal winners and prize winners (excluding spot prizes) are present during the presentation ceremony.
- 41.9 Athletes not present when medals/prizes are issued will forfeit the medal/prize.
- 41.10 Recommended Prize/medal Ceremonies times

RACE DISTANCE	PROVINCIAL RACES (Running Events + Walking Events)	CLUB RACES (Running Events + Walking Events)
Up to 15 km	1 hour after the winner finished the race	1½ hour after the winner finished the race
20 km+	2 hours after the winner finished the race	2½ hours after the winner finished the race
Marathon	3 hours after the winner finished the race	4 hours after the winner finished the race

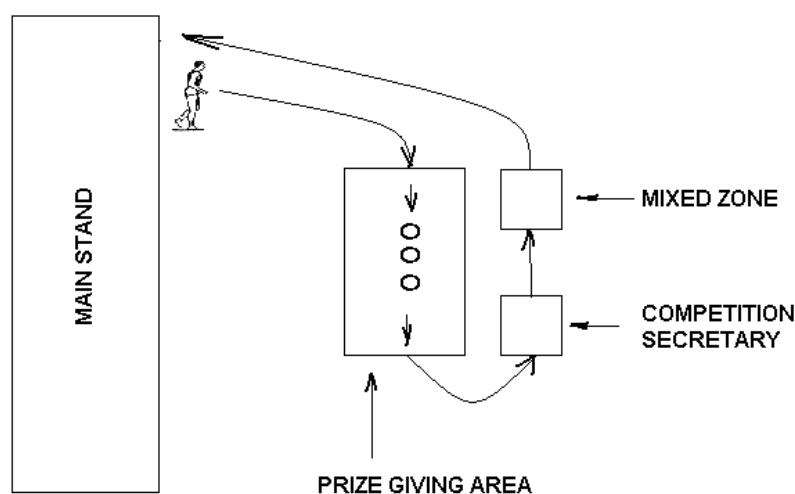
41.11 Recommended protocol during Prize Giving Ceremony:

- 41.11.1 Acknowledgement to sponsors
- 41.11.2 Acknowledgement to LOC,
- 41.11.3 Acknowledgement to participants
- 41.11.4 Acknowledgement to Technical Officials
- 41.11.5 Issue Category prizes starting with Juniors, Masters and finally Seniors
- 41.11.6 Issue spot prizes, etc.

41.12 Recommended lay-out of prize giving area

- 41.12.1 The Prize Giving Area should be large enough for all people to sit and have a clear view of the Prize Giving Ceremony, e.g. in a stadium on the main stand.
- 41.12.2 The spectators should sit in the main stand in an elevated position looking down on the prize giving area
- 41.12.3 The Prize Giving Area should be in front of the main stand, facing the main stand, not more than 50 m away from the main stand.
- 41.12.4 The Prize Giving Area can be on the ground or elevated on a stage.
- 41.12.5 The Prize Giving Area should have overhead cover e.g. tent, gazebo, etc. to protect the ceremony against sun, rain, etc.
- 41.12.6 In the Prize Giving Area, the VIP's sit at the back of the Prize Giving Area
- 41.12.7 The Announcer is positioned in the front of the Prize Giving Area facing the spectators.
- 41.12.8 As prize winners are called, they enter the Prize Giving Area from left to right, and stand in the middle of the Prize Giving Area. Prize winners remain standing until all the category winners are awarded.
- 41.12.9 Awards are issued to prize winners from bottom to 1st position, e.g. 3rd, 2nd, 1st.

- 41.12.10 Prize winners depart on the right hand side of the Prize Giving Area
- 41.12.11 Prize winners' move to the Competition Secretary table behind the Prize Giving Area, where they will sign as proof that the medal and prize money was issued.
- 41.12.12 The athletes will then move to the Mixed Zone for media interviews, photos etc.



LAY-OUT OF PRIZE GIVING AREA

42 LEVIES AND FEES

The following levies and fees must be budgeted for during the financial planning of a club:

- 42.1 Club Affiliation Fees. The club must be affiliated to the province before an event can be listed as official. If the race is not organised by a club, but by an Organiser under the auspices of the club, the club may charge a Royalty Fee.
- 42.2 License Fees— License Fees are to be paid by the individual athletes at the club where they are registered. In the case of elite athletes, the club may pay the license fee on behalf of the athlete. The License Fee is made up of insurance fees, royalties to ASA, the province and the club.
- 42.3 Temporary Licence Fees— Temporary licenses will be sold to athletes. The Temporary License Fees must be returned to the provincial body. A percentage of the Temporary Licence Fee will be returned to ASA as royalty fees.

42.4 Entry fees

- 42.4.1 In races where prize money is involved, a Royalty Fee (% of the entry fee) will be charged by the provincial body.
- 42.4.2 In races where gate money is charged, a royalty will be charged by the provincial body.
- 42.4.3 In races where no prize money is involved, all athletes still need to be either licensed or temporary licensed athletes.
- 42.4.4 In races where no prize money is involved, but a sponsorship is obtained, a Royalty Fee (% of the sponsorship) will be charged by the provincial body.
- 42.4.5 In races 5km and shorter no levies are due to the province or ASA and are for the benefit of development programmes within the club.

42.5 Referee fees

- 42.5.1 Referee Fees will be charged on all races listed on the provincial calendar. The fees may be negotiated as follows:
 - 42.5.1.1 Races with sponsorships, and races without sponsorships.
 - 42.5.1.2 Races with less than 300 athletes, and races with more than 300 athletes.

- 42.5.2 Fees of other officials such:
 - 42.5.2.1 The Starter
 - 42.5.2.2 Officials such as Timekeepers, Marshals, etc.
 - 42.5.2.3 Announcers
 - 42.5.2.4 Medical and first aid teams
 - 42.5.2.5 Safety and security
- 42.5.3 Vendors, refreshments stalls, etc. – The club may charge royalty fees as an additional income.

43 PROCEDURES TO REGISTER NEW RACES

- 43.1 Road Races are approved annually at the Provincial Athletics Annual General Meeting.
- 43.2 Clubs must be affiliated to the Province for a Road Race to be approved by the Province
- 43.3 Road Races organised by institutions can only organise the event under the auspices of the local club
- 43.4 Only races listed on the Provincial Athletics Events Calendar will be regarded as official.

44 RIGHTS OF SPONSORS

A Sponsor(s) shall be entitled to the following rights:

- 44.1 The exclusive right to sponsor a certain race and associate its name or product with the race.
- 44.2 To insist on a detailed budget of (the full race cost including the Race Organisers fee and properly audited statements after the race, accounting for all monies received and spent.
- 44.3 To erect its banners, emblems, bunting or stands around the start and finish arena or Prize Giving Area provided that such displays do not conflict with the stipulations of ASA and the SABC, if applicable.
- 44.4 To vet all race material, publications, equipment bearing their name or displaying any advertisement of theirs or any other sub-sponsors.
- 44.5 To approve or refuse any proposed sub or co-sponsor for a race for which they have exclusive sponsorship rights.
- 44.6 To insist on a formal agreement with the Organiser of the race stipulating their conditions of sponsorship.
- 44.7 Typical rights of Sponsors that can be negotiated:
 - 44.7.1 VIP Tickets to Provincial / National Events (On request)
 - 44.7.2 In media releases and during media conferences
 - 44.7.3 In reports such as Annual Reports, progress reports, etc.
 - 44.7.4 On tickets, accreditation cards parking passes, etc.
 - 44.7.5 On invitations, programmes, result sheets, etc.
 - 44.7.6 Composite pages (fliers) and composite boards at the event
 - 44.7.7 Print material e.g. letterheads, faxes, e-mail, etc.
 - 44.7.8 Race number logos
 - 44.7.9 Bunting tape or flags to indicate route or track
 - 44.7.10 Branded T-shirts and umbrella's
 - 44.7.11 Hand-outs such as water bottles, pens, etc.
 - 44.7.12 Exclusive rights to provide products at negotiated events
 - 44.7.13 Branding material at club house, practice runs, etc.
 - 44.7.14 Branding on equipment e.g. route indicators/flags, equipment covers, hurdle stickers, etc.

45 RIGHTS OF ORGANISERS

A club or association staging a sponsored event shall be entitled to the following rights:
To organise the race in the best interest of the athletes and the sport without interference from the Sponsor.

- 45.1 To deal with the Press, SABC, and media on all athletics matters related to the race without interference from the Sponsor.

- 45.2 To organise the race in accordance with the rules of ASA.
- 45.3 To control the finances of the race.
- 45.4 To control and approve the acceptance of entries for the race.
- 45.5 To refuse any request or suggestion by the Sponsor deemed not to be in the interest or the safety of the athletes, for the good of the race or the image of road running.

46 RIGHTS OF THE PROVINCE

- 46.1 To ask for progress reports and financial statements.
- 46.2 To call for an audited financial statement.

47 COMPILING A BUDGET - (See example of Budget in Annexure 47)

- 47.1 In compiling a budget the following should be clear:
 - 47.1.1 When and how the event will be funded
 - 47.1.2 Financial procedures to ensure financial accountability
 - 47.1.2.1 Use all the previous findings/research and convert it into figures
 - 47.1.2.2 Work with as many facts as possible
 - 47.1.2.3 Be realistic and conservative with your assumptions
 - 47.1.2.4 If you cannot survive low participation numbers / income times – Think again before getting involved
 - 47.1.2.5 Do not force finances to work on paper
 - 47.1.2.6 Know the economic environment
- 47.2 Prepare the budget as follows:
 - 47.2.1 Prepare the budget based on the Events List
 - 47.2.2 Write the budget based on the Events List
 - 47.2.3 Monitor the budget based on the Events List
 - 47.2.4 Compile Cash Flow patterns (past/present/future)
- 47.3 The Project income (profit or deficit) should be recorded in the income financial statement summary of the relevant month. Projects balance sheets should be presented to the sponsors as a support document of the project report, as soon as possible after the event took place.
- 47.4 The final total of the income and expenses on the project sheets should be reflected in the relevant month's financial statement
- 47.5 Attempt to forecast income and expenses
 - 47.5.1 Revenue from participation/spectator numbers, cost of services/direct expenditure, gross profit, overheads and net profit
 - 47.5.2 Start-up costs
 - 47.5.3 Cash Flow
 - 47.5.4 Do the Club need the finance or to finance a specific project???
- 47.6 For transparency purposes the financial statements of the event must be audited Financial Cash flow Statements must be prepared. The income and expenses reflected on the Cash flow Statements must correspond with the Decisions taken by the Club as reflected in the minutes of the Board Meetings.
 - 47.6.1 The project planned and executed must have a project balance sheet (income/expense) and the figures must correspond with the figures in the cash flow statements.
 - 47.6.2 The clauses in the contracts between the Club and Sponsors must be adhered to in the project balance sheets.
 - 47.6.3 The following documents must be submitted to the auditor:
 - 47.6.3.1 The Constitution of the Athletics Federation
 - 47.6.3.2 The Business Plan of the Athletics Federation
 - 47.6.3.3 Minutes of Board Meetings – Highlight Business Plan related decisions

- 47.6.3.4 Minutes of Project Management Meetings and Project Reports – Highlight Sponsor agreements
- 47.6.3.5 Monthly Cash flow and income statements
- 47.6.3.6 Project balance sheets
- 47.6.3.7 Cheque Book (completed and existing)
- 47.6.3.8 Monthly financial statements of all bank accounts
- 47.6.3.9 Invoice and receipt books

48 BIBLIOGRAPHY

- 48.1 **ASA Constitution**, Athletics South Africa, Athletics House, P O Box 2712, Houghton, 2041
- 48.2 **Boland Athletics Constitution Annexures**, Boland Athletics, 16 Orleans Avenue, New Orleans, Paarl, 7646
- 48.3 **2014 IAAF Rule Book**, IAAF 17,rue Princesse Florestine, B.P. 459, MC 98007, Monaco Cedex
- 48.4 **Planning and Organisation of a major International Athletics Competition**, IAAF 17,rue Princesse Florestine, B.P. 459, MC 98007, Monaco Cedex
- 48.5 **The basic running of an Athletics Federation -** Boland Athletics, 16 Orleans Avenue, New Orleans, Paarl, 7646
- 48.6 **The Measurement Of Road Race Courses**, IAAF 17,rue Princesse Florestine, B.P. 459, MC 98007, Monaco Cedex
- 48.7 **The Referee**, Athletics France, 33 avenue Pierre de Coubertin – 75640, Paris, France

ANNEXURE – REFER TO POINT 13.11

EXAMPLE OF RESULT SHEET FOR ROAD RACES

(Must be submitted to the Competition Secretary directly after completion of the event)

MEETING:	<input type="text"/>	WORLD:	<input type="text"/>
VENUE:	<input type="text"/>	AFRICA:	<input type="text"/>
DATE:	<input type="text"/>	TIME:	<input type="text"/>
GENDER:	<input type="text"/>	PROVINCIAL:	<input type="text"/>
AGE CAT:	<input type="text"/>	PAGE:	<input type="text"/>
		OF	<input type="text"/>
		MEETING:	<input type="text"/>

RECORDS

No.	Pos	Name	Surname	Lic No.	Age	Gen	Cat	Club	Time
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
etc									

AUTHENTICATION OF RACE

Chief Judge:	<input type="text"/>	Chief Timekeeper:	<input type="text"/>
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Is the gender of the athletes indicated	Y	N	The winning performance was verified against that of the records listed above.	Y	N
Is the age categories of athletes indicated	Y	N	The placing of the athletes is recorded correctly on the result sheet.	Y	N
If any of the above questions are answered "NO", were the LOC and the athletes notified that the results are unofficial.				Y	N

Referee: **New record:** **Time announced:**

COPIES OF THIS DOCUMENT TO 10 DESTINATIONS:

Meeting Secretary: _____ Duplicating: _____ Announcer: _____ Television: _____ Radio: _____

Press: _____ Selectors: _____ Team Managers: _____ Notice Board: _____ VIP Area: _____

ANNEXURE – REFER TO POINT 16:

ROAD RACE COURSE MEASUREMENT CERTIFICATE.

CERTIFICATE NUMBER: _____

Name of Race:			
Location (City):			
Date of Race:			
Race Distance:			
Measured distance of race:			
Date measured:			
Altitude (metres above sea level):			
Start:	Highest:	Lowest:	Finish:

Local Race Director:	
Address:	
Tel (W):	Tel (W):
Fax:	e-Mail:

Measurement Method: Clane Jones
Location of Calibration Distance:
Distance of Calibration in metres:

This is to certify that the course described above and defined by the attached map, has been measured and approved for certification. The course measurement complies with IAAF Rules for Road Race Course Measurement and the Measured Distance is not less than the official distance for the event.

Name of approved Course Measurer:	
Address:	
Tel (W):	Tel (W):
Fax:	e-Mail:
Signed:	Date:

Name of approved Certifier:	
Address:	
Tel (W):	Tel (W):
Fax:	e-Mail:
Signed:	Date:

ROUTE DESCRIPTION

Name of Race:			
Location (City):			
Date of Race:			
Race Distance:			
Measured distance of race:			
Date measured:			
Altitude (metres above sea level):			
Start:	Highest:	Lowest:	Finish:

ANNEXURE – REFER TO POINT 16 continue:

This is the description of the running route to be followed in the race referred to in Certificate No. ____

Name of approved Course Measurer:	
Address:	
Tel (W):	Tel (W):
Fax:	e-Mail:
Signed:	Date:

Name of approved Certifier:	
Address:	
Tel (W):	Tel (W):
Fax:	e-Mail:
Signed:	Date:

ANNEXURE – REFER TO POINT 28.4 (1st page of 7):

REFEREE'S REPORT – ADDENDUM 4 OF THE PROVINCIAL CONSTITUTION			
Name Of Event:			
Organising Club:			
Race Organiser:			
Telephone:		Cell:	
Date:	Distance Of Event:	Starting Time:	Actual Starting Time:
Course Measured By:		Date measured:	
Distance certified as:		Course certified as standard; aided; unrecognised:	
League Race:		Separate Ladies Start:	Result Certified Correct:
Cut Of Time:		First Aid Kid:	Tog Bag Area:
Enrolment Fee:		Temporary licenses issued:	
Competition Numbers worn front only:		Competition Numbers worn front and back:	
Total Athletes Started:		Total Athletes Finished:	
Venue of start:		Chief Referee:	
Asst. Referee:		Place Judge 1:	
Place Judge 2:		Place Judge 3:	
Time Keeper 1:		Time Keeper 2:	
Time Keeper 3:		Appeal Board 1:	
Appeal Board 2:		Appeal Board 3:	
Results Official:		Event Doctor:	

CERTIFIED AS CORRECT	Referee:	Signature:	Date:
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<p>SUGGESTIONS: Continue on back of page</p>	<p>COMMENTS: Continue on back of page</p>
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ANNEXURE – REFER TO POINT 28.4 continue:

RESULTS OFFICIAL'S REPORT

Race:	Date:	Distance:
-------	-------	-----------

Pos.	Name:	Club:	Time:	Competition number:	Licence Number
	Men				
1					
2					
3					
4					
5					
	Junior Men				
1					
2					
3					
	Sub-Master Men (35)				
1					
2					
3					
	Master Men (40)				
1					
2					
3					
	Master Men (50)				
1					
2					
3					
	Master Men (60+)				
1					
2					
3					
	Team Competition				
1					
2					
3					
4					

Certified as correct	Referee:	Signature:
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ANNEXURE – REFER TO POINT 28.4 continue:

RESULTS OFFICIAL'S REPORT

Race:	Date:	Distance:
-------	-------	-----------

Pos.	Name	Club	Time	Competition number	Licence Number
	Women				
1					
2					
3					
4					
5					
	Junior Women				
1					
2					
3					
	Sub-Master Women (35)				
1					
2					
3					
	Master Women (40)				
1					
2					
3					
	Master Women (50)				
1					
2					
3					
	Master Women (60+)				
1					
2					
3					
	Team Competition				
1					
2					
3					
4					

Certified as correct	Referee:	Signature:
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ANNEXURE – REFER TO POINT 28.4 continue:

INVOICE

2009 RACE LEVIES AND TEMPORARY LICENCES

Cheques to be made out to: Provincial Athletics Account

PLEASE FAX PROOF OF PAYMENT TO: _____

Name of event:		Club:	
Postal Address:			Code:
Telephone:	Fax:	e-Mail:	
Race Organiser:			
Telephone:	Fax:	Invoice:	Date:

1km – 15km		16km – 40km		41km – 50km		51km +	
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Race Distance	Levies Category	Number of athletes entered	Unit price	Unit price excluding VAT 14%	Total
1.	Entry Fee Levy - Senior				
	Entry Fee Levy - Junior				
	Temporary Licence Levy				
2.	Entry Fee Levy - Senior				
	Entry Fee Levy - Junior				
	Temporary Licence Levy				
3.	Entry Fee Levy - Senior				
	Entry Fee Levy - Junior				
	Temporary Licence Levy				
4.	Entry Fee Levy - Senior				
	Entry Fee Levy - Junior				
	Temporary Licence Levy				
FINAL TOTAL DUE TO PROVINCE					

Provincial Athletics Race Rep. certifies correctness of calculations:	Provincial Athletics Administration Department verifies receipt of all reports and money.	Provincial Athletics Finance Department verifies banking of money.
Name:	Name:	Name:
Signature:	Signature:	Signature:

<p>Levies 10% levy for all races with prize money</p> <p>Temporary Licence Number Fee R30.00 for all race distances</p>	<p>Banking Details Bank: Branch: Branch number: Check acc nr:</p>	<p>Notes:</p> <ul style="list-style-type: none"> Referees must be paid after the prize giving ceremony. With reference to the Provincial Athletics Constitution, all levies must be paid within 7 days after the event took place.
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ANNEXURE – REFER TO POINT 28.4 continue:

REFEREE AND TIMEKEEPERS FEE RECEIPT

Name Of Event:
Date of event:

Name of official	Position of official	Honorarium	Travel Expenses
Will be provided by Provincial Athletics prior to the start of the event.	Only Officials placed by the Provincial Athletics will be remunerated. • Maximum officials: 4	Food and refreshments + rates as defined below	Rates as defined below
Total:			
		Final Total:	

NB: This invoice is subject to the Provincial Athletics Guidelines For Paying Honorariums To Volunteers

Tariffs of Provincial Officials serving at sponsored Provincial Athletics Events:

1. Referees, Ass. Referees, and Time Keepers - _____ / day
2. Chief Referee _____ / day – Only for races with more than 1000 athletes
3. Travel allowance _____ / Km – Only one vehicle – Can only be claimed by person transporting BA Officials
4. The appointed Referee must submit a quotation to the Race Organizer at least 4 days prior to the race for verification.

REFEREE DISQUALIFICATION REPORT

Name Of Event:
Date of event:

Position	Licence number	Name	Club	Reason

ANNEXURE – REFER TO POINT 28.4 continue:



INJURY CLAIM FORM FOR LICENSED MEMBERS

POLICY No JA/A/2/MMIII/9089179

Athlete's Name:	Current Licence No:
Address:	Club Name:
	Province:
P/Code:	Cell No.:
ID No.:	Telephone:
Email address:	

Date of Injury:	
Name of Event /Race where injury occurred:	
Brief description of injury:	
Name and Address of attending Doctor:	
	Tel. No of Doctor.

Period of temporary total disablement:	From (Date)	To: (Date)
Date normal occupation resumed:		
Has any permanent disablement resulted? (Please provide details)	Yes () No ()	If YES, please provide details

Amount Claiming: R	Please attach the following documentation with your claim: 1. Race Referees Report 2. Race Doctor's Report 3. Hospital / Own Doctors Report 4. Police Report (in the case where an athlete is knocked down) 5. In case of death the DEATH CERTIFICATE
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I hereby declare that the information stated on this claim form is true and correct. I further hereby authorize any hospital, physician, or other person who has attended or examined me to furnish to the company, or its authorized representatives, all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment and copies of all hospital or medical records. A photocopy of this authorization shall be considered as effective and valid as the original.

Signature of Athlete..... Signature of the Province.....

SUMMARY OF STATED BENEFITS ON 11 NOVEMBER 2005 (CONDITIONS APPLY)

<p>NOTE:</p> <ol style="list-style-type: none"> 1. Cover for all categories applies to sanctioned events only 2. Cover is only for the period during the race/event <p>SENIOR MEMBERS COVER</p> <ol style="list-style-type: none"> 1. Death & permanent Disablement Sum Insured R25000 2. Total Temporary Disablement R75.00/week max 104 weeks, excess 7 days 3. Medical Expenses R5000 excess R250.00 4. Mobility Cover R15000 	<p>JUNIOR MEMBERS COVER</p> <ol style="list-style-type: none"> 1. Death & permanent Disablement Sum Insured R25000 2. Medical Expenses R2500 excess R100.00 3. Mobility Cover R15000 <p>OFFICIALS, MARSHALS & TABLE HELPERS COVER</p> <ol style="list-style-type: none"> 1. Death & permanent Disablement Sum Insured R25000 2. Total Temporary Disablement R75.00/week max 104 weeks, excess 7 days 3. Mobility Cover R15000
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ANNEXURE – REFER TO POINT 28.4 continue:

APPLICATION FOR A PROVINCIAL ATHLETICS RECORD

This form is valid for ratification only if completed and presented to the provincial office within 30 days after the event. Application is hereby made for a Provincial Athletics Record, in support of which the following information is submitted

Road running (State event e.g. Marathon)		Record: Senior, etc.	
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Record claimed (State performance) Previous record (State performance)

Full name of competitor
(For relay events, the full names of all team members are required, in order of running)

Competitor's Province Date of Meeting Time of Event

Town where stadium is situated Province:

RESULT OF COMPETITION

The names of the first three competitors were as follows: -	Performance
1.	
2.	
3.	

RECOMMENDATION BY DELEGATE/ REFEREE

The undersigned hereby certifies that it is satisfied with the accuracy of this application and recommends it for acceptance:

Name: Signature: Date:

TIMEKEEPERS – HAND TIMING

I, the undersigned official timekeeper of the event mentioned on this form, do hereby certify that the time set opposite my signature was exact time recorded by my watch and that the watch used by me has been certified and approved by BA.

Time Name Signature.....

Time Name Signature.....

Time Name Signature.....

CHIEF TIMEKEEPER

I, the undersigned official timekeeper of the event mentioned on this form, do hereby certify that the time set opposite my signature was exact time recorded by my watch and that the watch used by me has been certified and approved by BA.

Name: Signature: Date:

BA APPROVAL

The undersigned hereby certifies that it is satisfied with the accuracy of this application and recommends it for acceptance:

Name: Signature: Date:

THE FOLLOWING MUST BE ENCLOSED WITH THIS APPLICATION

1. The printed programme of the meeting,
2. A copy of the official results,
3. A copy of the Course Measuring certificate
4. A copy of the athlete's birth certificate or similar official document which confirms the athlete's date of birth.
5. A copy of Race Referee Report

MAIN SPONSOR LOGO

NAME OF RACE
DISTANCE OF RACE
DATE OF RACE

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CLOSING DATE FOR ON LINE ENTRIES: _____
Limitations e.g. T-Shirts For The 1st 500 Enrolments

For Official use
only

LATE ENTRIES:

LINE ENTRIES:

State: when; where and between what times.

State: when; where and between what times.

ID Number	<input type="text"/>	Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Age	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tel	Fax						Cell							
E-Mail	<input type="text"/>													
Gender	Male			Female			Licence number							
Club	<input type="text"/>													

T-shirt size for online entries: ½ - Marathon and 10km Races only

				S	M	L	XL	XXL
Race category	½ - Mar.	Open	16-19	40-49		50-59	60+	
Race category	10km	Open	15-19	40-49		50-59	60+	

Race category	5km	Fun Run	Schools Challenge					
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RULES				8. Every kilometre will be marked.			
1. The Race is organized in accordance with the rules of Athletics South Africa and Provincial Athletics.				9. Results will be sent to all clubs.			
2. Athletes must be at least 16 this year to be allowed to participate in the ½-marathon race				10. Tog bag facility will be provided.			
3. Athletes must be at least 15 this year to be allowed to participate in the 10km race				11. Athletes enter entirely at their own risk; Organizers and Sponsors are not responsible for any loss, damage or injury to participants.			
4. To qualify for the Schools Challenge, all team members must be from the same school.				12. Proof of age is required for category prizes.			
5. Traffic officials and marshals must be obeyed at all times, failing which, disqualification may follow.				13. No advertising, in the form of tattoos, or any other form will be permitted to be displayed by athletes other than that of the official club vest or the event race number.			
6. Refreshment tables every 3 km on route.				14. The entry fee is non-refundable.			
7. No seconding from a moving vehicle will be permitted.				15. Temporary licences will be available at R30.00 an hour before start on the morning of the race.			

CONFIRMATION OF ENTRIES
Postal, hand delivered and online entries will receive an e-mail/sms confirming receipt of entry and will indicate your race numbers. You must produce this e-mail/sms when collecting your race numbers.

CUT-OFF TIMES: State cut-off times for each race distance.

PRIZE GIVING: State: when; where and between what times.

INDEMNITY
I agree to the terms above and will not hold the Organizers or any sponsors, any person assisting in the organization or hosting the race, liable for any injury or illness, which I may suffer directly or indirectly as a result of participating in the race or for any damage to my property or loss of my property, which I may suffer directly or indirectly as a result of participating in the race.

I confirm that this special agreement is entered into for the benefit of the above-mentioned races, the sponsors and the persons assisting in the organizing and holding of the race.

Signature..... Signature of Parent or Guardian (if under the age of 18)

PROVINCIAL GOVERNMENT LOGO	DISTRICT GOVERNMENT LOGO	LOCAL GOV. GOVERNMENT LOGO	PROVINCIAL FEDERATION LOGO	OTHER SPONSOR	OTHER SPONSOR
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ANNEXURE – REFER TO POINT 47:

EXAMPLE OF ROAD RACE INCOME AND EXPENSE STATEMENT

NAME OF RACE; _____ **DATE OF RACE:** _____

		BUDGET	ACTUAL	NOTES
1.	Actual income from sponsor			
2.	Actual income from enrolment fees			
3.	Temporary Licences			
4.	Income from sales food stalls, etc.			
5.	Total budgeted income			
6.	Budgeted amount			
7.	Profit/deficit (-)			

Detailed project expenses

1.	Prize money			
2.	Spot Prizes			
3.	Medals			
4.	Race Numbers			
5.	Fliers and marketing material			
6.	A3 size posters			
7.	Referees			
8.	Marquee tent (6mx4m)			
9.	Announcer			
10.	Water at water points			
11.	Sound system			
12.	Travel			
13.	Refreshments before races			
14.	Refreshments after races			
15.	VIP Function			
16.	Memorabilia for participants			
17.	T-shirts			
18.	Marketing - TV and radio			
19.	Traffic Officials Honorarium			
20.	Flowers			
21.	Fliers distribution			
22.	Flags and bibs			
23.	Extras such pens, paper, stickers, tags, etc.			
24.	Identification arm bands			
25.	Beverages at water points			
26.	Physiotherapist and doctor			
27.	Office admin, telephone fax, etc.			
28.	Claims			
29.	Design of marketing material			
30.	Sweeping vehicle			
31.	Course measurer			
32.	Race Levies to Provincial Athletics			
33.	Marshals			
34.	Table trestles and power point at monument			
35.	Results controller			
36.	Travel expenses volunteers			
37.	Toilets			
38.	Light and danger tape			
39.				
	TOTAL			

FUNDED BY



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