



RACE ORGANISERS WORKSHOP WPA requirements

Event Application Process

- Get your event on the WPA Fixture list a year in advance
- Submit your event application to CoCT
- Convene your race committee early
- Prepare a draft budget
- Approach sponsors
- Submit your race flyer to WPA office for approval
- Engage with your Technical Delegate and Safety Officer
- Engage service providers
- Market your event



WPA Fixture List

- Fixture planning starts around May and needs to be complete by the end of September
- The calendar is VERY congested. (There is no obvious solution to reduce the congestion)
- The big events get date preference as they have to fit in with national and international calendars.
- Consider school holidays, religious periods, other sports codes, venue availability etc.
- Ensure your race organiser and club members are aligned with the choice of date as once the calendar is finalised it is almost impossible to change



Work as a Team

- Convene your race committee early
- Too many events appear to rely too much on one individual as “organiser”
- Divide the responsibilities
- Meet regularly as a team and share ideas
- Keep minutes and action lists
- Engage early with your Technical Delegate.

The Technical Delegate acts in a liaison capacity between the organisers and the controlling body, and must ensure that the minimum standards of organization, as required by the controlling body, are complied with.



Budget

- Can your club afford to run at a loss ?
- Fixed vs Variable costs
- Most costs are predictable and controllable
- Cash sponsors are hard to find for small events.
- Keep “Nice to Have” items out of budget unless sponsored.
- External service providers come at a cost
- Understand the financial restrictions imposed by WPA rules



Standard Fees

- The **Standard Fees** as defined in the WPA domestic rules are used to calculate Entry Fees, Prize money and Levies

From 01 January 2023 until revised by a decision of Council, the following standard entry fees apply:

- Up to 13km R 90-00 Juniors R 55-00
- above 13km to 20km R 110-00
- above 20km to 27km R 140-00
- above 27km to 35km R 160-00
- above 35km to 42,2 km R 210-00
- Entry fees for races above 42,2 km to be submitted to and approved by WPARR



Entry Fees

- Clubs are encouraged to charge the Standard Fee. They are also at liberty to charge less.

(The Standard Fees were set in 2022 and probably are no longer realistic)

- Races can charge above the Standard Fee, provided:
 - The host club applies to WPARR at least four months in advance of the race.
 - A copy of the detailed race budget must be submitted with the application.
- The decision to allow races to charge above the Standard fee rests with the WPARR Commission.



Prize Money

- Prize money must total at least 12.5% of the entry fees budgeted using the formula

Number of runners x Standard Fee x 12.5%

- **Entry fee to be used will be the LOWER of the actual fee charged or the standard fee**
- Number of runners to be based on the previous year's finishers. Where an event was a league race in the preceding year or for some reason the organisers expect a decline in numbers, the average number of participants from the previous three years may be used.



WPA Levies

1. For events up to and including 15 km no levy will be due for the first 600 athletes.
2. For events where entries are taken on the day of the race, the levy shall be based on the number of official finishers recorded by the Chief Timekeeper and/or the official results.
3. For events that have pre-entries only, the levy shall be based on the number of entries actually taken by the organisers.
4. For races 15km or less
 1. If a race charges the Standard Fee (or less), the levy shall be **5%** of the lower of the **Standard Fee** or actual entry fee charged.
 2. If a race charges more than the Standard fee (regardless of reason), levy shall be **10%** of the **Standard Fee**.
5. For races over 15km the levy shall be 10% of the **Standard Fee**.



Temporary Licenses

- Club keeps a portion of each Temp license sold
 - R5 for 10km races R10 for all others
- Post Covid the % of Temps has increased markedly. We used to estimate 20-25% but in 2024 Temp licenses have been significantly higher for example
 - Bay to Bay 15km 38%
 - Firgrove 15km 38%
 - Firgrove 10km 62%
 - Milkwood 10km 70%
 - Dan Luyt 15km 31%
- % temps reduces as the distance increases



Income

- For small races the entry fee is the major source of income
- Number of runners can be affected by
 - Religious period, Bad weather, Conflicting events
Unrest, School holidays
- With so many events to choose from MARKETING is critical



Expenses

- **Fixed costs** Stay the same regardless of numbers
 - Flyers, Traffic, Prize money, Medical, Course measurement
 - Officials, Results, Hire, Admin, Venue, PA system
- **Variable costs** Alter based on number of athletes
 - Toilets, Medals, WPA levy, Entry cards, Water sachets
- Traffic officials. Your route choice will influence this
- Toilets. Require 1 per 100 persons as a minimum
- Handouts (eg medals). Runners expect them.....
- Donations to charity. Not essential
- Professional photographer. Not essential
- Shop around for best prices – Toilets, fencing, Commentator,

