

WESTERN PROVINCE ATHLETICS POLICY DOCUMENT

TITLE : DOMESTIC RULES

ADOPTED : Items in red were previously approved by Council
Changes in green were accepted at a Council meeting dated 25th April 2024

The numbering of these rules is intended to correspond with those used in the 2020 ASA Rules and Regulations

ASA
Cross Ref

Rule

CHAPTER 1 : COMPETITIONS

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| ASA 1 | 1 APPLICATION OF DOMESTIC RULES |
| | 1.1 For all events the rules of ASA shall apply. |
| | 1.2 In addition, these domestic rules shall apply to all events organised under the auspices of WPA. |
| ASA 2 | 2 PAYMENTS and PRIZES for Road Running events |
| ASA 22 | 2.1 Prize money allocation is at the discretion of the organizers, but the following principles are required: |
| | 2.1.1 Men and Women must receive equal prize money. |
| | 2.1.2 Juniors should be especially looked after in races under 15 km. Prizes for Juniors must not be offered for distances above 16km. When two distances are offered at the same competition (eg 21km and 10km), Junior prizes should be structured to encourage participation in the SHORTER distance. |
| | 2.1.3 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%

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.

Entry fee to be used will be the LOWER of the actual fee charged or the standard fee as set by Council in terms of rule 23 below.

To avoid delays, any application to depart from this requirement must be submitted to WPA Road Running Commission for consideration before submitting the race flyer for approval. |
| | 2.1.4 If more than one race distance is offered, then the prize money for each distance must be calculated separately using the formula described above. WPARR must approve any departure from this formula. |
| | 2.1.5 A minimum of three prizes should be awarded in each age category up to and including age 70+. Organisers are encouraged to award the same value prizes to the age groups 50-59, 60-69 and 70+ |
| | 2.1.6 Age group categories must ensure that all athletes are included. |
| | 2.1.7 It is NOT necessary to offer prizes in the Senior category in addition to Open prizes. |
| | 2.2 Athletes may be required to provide proof of age before receiving age category prizes. If this cannot be done on the day of the race, the prize money must be forwarded to the WPA office where it will be kept until proof of age is supplied. |

- 2.3 Provincial incentives for performance shall be paid subject to budgeted/available funds and in accordance with criteria approved by the WPA Board.
- 2.4 Prize money up to and including an amount of R750 should ideally be paid in cash on the day. For larger amounts, or if no cash is being used on the day, then payments **may be done by EFT within three days from receipt of the athletes' bank details. Payment may only be withheld pending the results of drug testing and must be paid within one month of release of such testing results.**

ASA 3 **3 ADVERTISING**

- 3.1 For purposes of interpreting rules regarding advertising, it shall always be assumed that an event sponsor will be involved.

ASA 4 **4 ENTRY FORM / RACE PAMPHLET**

- 4.1 All entry forms / pamphlets as well as rules / entry conditions to be posted on a website MUST be approved by the WPA office before release. Failure to do this will result in a fine. **For avoidance of doubt, WPA approval in writing will only be given on receipt of the final version (ready for distribution).** Although forms will be scrutinised as quickly as possible, **two weeks** should be allowed to finalise this process.
- 4.2 Race flyers **(and any updates/revisions)** must be distributed by all possible electronic means. Printed race flyers are optional. **The WPA office will be responsible for posting the approved flyer on the WPA website (www.wpa.org.za)**
- 4.3 Events that form part of the Inter-club League or King/Queen Mountain series must show the relevant sponsor's logo. Coca-Cola/Powerade should be acknowledged whenever they are involved.
- 4.4 For races up to 10km in length, Juniors and pupils in school colours may purchase Temporary Licences at a discounted price. Where possible different coloured numbers or a different number sequence will be used to distinguish these licences and proof of age may be requested.
- 4.5 Where combined run/walk events make use of Entry Forms provision is to be made on the form to distinguish between runners and walkers.

4.6 **RULES / INSTRUCTIONS TO APPEAR ON THE RACE FLYER**

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

ROAD RACES – PROGRESSION OF DISTANCES AND AGE GROUPS

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

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

4.6.3.1 Alternative wording (when one race number is issued)

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

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

4.6.3.2 Alternative wording (when two race numbers are issued)

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

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

4.6.3.3 Alternative wording (only for events that have applied to use a Special Licence Number)

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

- 4.6.4 Temporary licence holders when registering must complete and hand in the tear off strip from the number in order to be eligible to compete.

CHANGE TO BE PROPOSED TO ASA

Temporary licence holders, before competing, must complete the bottom section of the temporary licence with their emergency contact details.

- 4.6.5 Licenced athletes should wear club colours. Temporary licenced athletes must run in clothing without advertising.
- 4.6.6 Age category tags must be worn (front and back) and visible for the entire race to be eligible for any age category prize, including Juniors.
- 4.6.7 A Junior is anyone under the age of 20 at 31st December of the year of competition, i.e. born in 2005 or later. *(The year is correct for 2024 and will change each year)*
- 4.6.8 To qualify for team prizes, athletes must wear full club colours and participate with a permanent licence.
- 4.6.9 *Use when applicable* Entry cards must be in the athlete's possession during the race and handed in at the results board at the Finish.
- 4.6.10 The race pamphlet must indicate the cut-off time to complete the race. Cut-off times are at the discretion of the organizers except that the MINIMUM times for League races shall be as follows:
- If walkers are to be accommodated over the same distance, use the times in brackets:
- | | | | | | |
|------|------------|-----------|------|------------|----------|
| 10km | 1hr 20mins | (1hr 50) | 15km | 2hr 00mins | (2hr 45) |
| 21km | 3hr 00mins | (3 hr 30) | 30km | 4hr 00mins | (5hr 00) |
| 36km | 4hr 45mins | (5hr 45) | 42km | 5hr 30mins | (6hr 20) |
| 56km | 6hr 30mins | (8hr 30) | | | |
- 4.6.11 Prize-giving for all age categories is at xxhxx
(If age category awards are not going to be presented , state accordingly)
- 4.6.12 Do not litter. Dispose of sachets and cups responsibly by using the boxes provided or carrying them to the Finish. Report offenders to the referees. #RunClean.
- 4.6.13 The use of music players with headphones is not allowed and may result in disqualification.
- 4.6.14 Detailed rules are available on www.wpa.org.za or on request from the organisers or the WPA office.
- 4.6.15 Wheelchair athletes must please contact the organisers timeously to discuss arrangements for their participation.
- 4.6.16 If the event does not take place mostly on made up roads this should be indicated.
- 4.6.17 Ideally include a route profile if there are significant hills.
- 4.6.18 Details of current event record holders should be included on the form or pamphlet.

- 4.6.19 **DISCLAIMER :** Participants in this event do so at their own risk and release and discharge the organisers, sponsors, provincial and national athletics bodies and all persons assisting in staging the event from any responsibility, liability or costs relating to any injury, loss or damage of whatever nature, however caused, arising directly or indirectly from their participation in the event.

Race Entry forms – either manual or online - should include a full Indemnity/Waiver instead of the Disclaimer above.

If an event expects to attract foreign competitors, consult the ASA rules regarding waivers for foreign athletes.

INDEMNITY / WAIVER

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

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

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

- 4.6.20 Display the #RunClean and KOHLER Box logos on the race flyer if you are using their bins
- 4.6.21 Display the WPA logo on the race flyer
- 4.6.22 Display the Coca Cola/Peninsula Beverage logo when using their product and services.
- 4.6.23 For online entries, indicate whether (and at what rate) an online administration fee is payable in addition to the entry fee.
- 4.6.24 Confirm spacing of refreshment stations and if Carry Your Own refill points are being provided.
- 4.6.25 In addition, Race organisers to add any race-specific rules and instructions

If chip timing is used

A disposable timing chip will be attached to your race number. Please do not tamper with either the chip or the foam backing.

Ensure that the chip is not folded or covered by clothing or straps. No chip. No time. For safety and awards purposes, ONLY the person assigned to this race number may use it.

For all timing or results queries please email xxxxxx

CHAPTER 2 : ELIGIBILITY

ASA 5 5 **ELIGIBILITY TO PARTICIPATE AT WPA CHAMPIONSHIPS**

- 5.1 Any athlete who is licensed with Western Province Athletics and who has been resident within the borders of the province for a period of three months prior to the championships shall be eligible to participate in the Western Province Championships; with the exception of *bona fide* students or scholars, in which case the residency period shall not apply.
- 5.2 A *bona fide* student means any athlete who is registered for a course of study at a tertiary educational institution, which is recognised as such by the national education department, within the borders of the province. In the event of any dispute as to the status of a student, a certificate by the registrar of the relevant institution that the athlete is a *bona fide* student shall be sufficient to establish eligibility.
- 5.3 A *bona fide* scholar means any athlete registered with a school recognised by the Western Cape education department and within the borders of the WPA province. In the event of any dispute as to the status of a scholar, a certificate by the principal of the school that the athlete is a *bona fide* scholar shall be sufficient to establish eligibility.
- 5.4 In the event of any dispute as to the period within which an athlete has been resident in the province, the following shall be relevant factors, individually or cumulatively:
 - 5.4.1 That the athlete has owned fixed property as a residence within the province for the required period of time.
 - 5.4.2 That the athlete has rented fixed property as a residence within the province for the required period of time.
 - 5.4.3 That the athlete has competed regularly in domestic competitions within the required period of time.
 - 5.4.4 That the athlete has been a licensed WPA athlete for the required period and her or his licence form indicates a local address.
 - 5.4.5 In the event of a dispute as to eligibility, the person disputing another's eligibility shall be required to present *prima facie* doubt that the athlete in question has been resident for the required period of time. Should that be shown, the *onus* shall be on the athlete whose status is questioned to prove residency on a balance of probabilities. The mere questioning of an athlete's eligibility shall not be sufficient to place any *onus* on that athlete.

CHAPTER 3 : SECTION I : OFFICIALS

ASA 17 17 RACE OFFICIALS

17.1 For road races the following officials will be appointed by WPA Technical Officials Committee :

Chief Referee	Assistant Referee
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Chief Timekeeper / Starter	Assistant Timekeeper
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17.2 For road races the Race Organiser may request WPA to appoint specific persons (such as club members) to the following roles, provided they are registered technical officials.

Line Judge	Results official(s)	Jury of Appeal
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17.3 Unless alternative arrangements, such as EFT, have been agreed, the race organiser is required to pay the officials on the day of the race in accordance with the payment form received from the Chief Referee. EFT payments must be made within three days of the race.

17.4 If a race organiser uses officials that are not qualified or registered, then WPA shall bill the race as if WPA had appointed registered officials and in addition impose a fine equal to that amount.

17.5 Any race official may decline payment (eg officials who are club members)

17.6 The Chief Referee is to contact the Race Organiser at least TWO WEEKS before the event. If it has not already been submitted the Race Organiser must supply a copy of the Race Information Sheet, as well as the race flyer and a copy of the course measurers certificate and course description.

17.7 If a Technical Delegate is not appointed for any road competition, the Chief Referee shall assume that responsibility. The Technical Delegate shall be entitled to payment for additional travel and meetings attended prior to the event.

17.8 The Chief Referee shall submit a report to the WPA office within 2 WEEKS of the event taking place.

17.9 All officials scheduled to do duty at any event shall report to the Chief Referee at least 30 minutes before the start of the event and, unless excused by the Chief Referee, will stay until at least 30 minutes after the announcement of the results (prize-giving).

17.10 The race organisers agree to work with a Technical Delegate appointed by WPARR, who will verify that the organisers are preparing properly. The Technical Delegate is there to oversee that the standards are being met and may not interfere with the actual organisation of the race. For the normal club level events the Chief Referee will assume the role of Technical Delegate. For higher profile events a list of potential officials will be submitted by the Technical Officials Committee through WPARR to the race organiser who shall choose one acceptable to them, failing which WPARR may appoint the official.

ASA 18 18 MEDICAL DELEGATE: DOCTOR AND FIRST AID

18.1 A Disaster Medical Plan shall be compiled and submitted in accordance with the Events Procedures Policy of the City of Cape Town and the event organisers shall abide by the stipulated conditions of the approved Disaster Medical Plan in terms of the number and type of medical personnel and services present at the event venue and on the course.

18.2 In anticipation of the requirements of 18.1, organizers should anticipate that medical services must remain available until all activities related to the event have been completed (including prize-giving) and participants and supporters have dispersed.

18.3 The assigned medical personnel may NOT participate in the event.

18.4 Race organisers must furnish the referees, medical personnel and the route marshals with the contact names/numbers of the assigned emergency services. It is strongly recommended that this information be included on the race pamphlet.

18.5 A medical incident report form is to be compiled by the Service Provider and handed to the Chief Referee before the Service Provider departs from the venue. The form is available from the WPA office.

CHAPTER 5 : SECTION II : GENERAL COMPETITION RULES

ASA 21 21 FIXTURE LIST AND NEW EVENTS

- 21.1 Clubs wishing to stage a new event in the following year shall apply to WPA in writing before 30 June of the current year.
- 21.2 A series of Fixtures planning meetings shall be held in July and August to plan the calendar for the next year.
- 21.3 The final fixture list for the upcoming year will be tabled for adoption at the AGM, held in September of each year.
- 21.4 The following ideals will be applied to the compilation of the fixture list :
 - 21.4.1 Except in exceptional situations clubs may not organize more than 2 (two) road running events a year.
 - 21.4.2 Every club will be given the opportunity to organize a race if they wish to.
 - 21.4.3 Clubs with a single event will be given date preference where possible. Clubs organizing a second event will be accommodated once all clubs have been given a chance to schedule their first event.
 - 21.4.4 Each month should contain a balance of distances (10,15,21,42 km etc)
 - 21.4.5 Where possible there will not be conflicting events on the same date – including cross country events. Two events on the same weekend will be allowed provided they are different distances and in different geographic areas.
 - 21.4.6 Popular events staged by other provinces will be considered when planning the calendar but shall not prevent WPA clubs from organizing an event on the same date if they wish to.
- 21.5 In principle changes of date should be raised at the fixtures planning meetings and should not change after the final fixture list is presented for the AGM.
- 21.6 Once the final fixture list is adopted, any request for a change in date or distance of the event must be submitted in writing to WPA.
 - 21.6.1 A change in distance or addition of an additional event/distance on the same day shall be allowed at the discretion of the relevant Commission.
 - 21.6.2 A change in date, **or addition of an additional distance**, will be allowed provided the organizers of other events within 7 days either side of the requested date have no objection. The same restriction shall apply to requests for new events.
 - 21.6.3 The onus shall rest with the club requesting the change in date/**distance** to obtain such agreements in writing and to submit these to WPA with their request for change.
 - 21.6.4 Proposed additions and changes must be submitted to WPA at least 4 months before the proposed date and are subject to approval by ASA.
- 21.7 Clubs that cancel events after adoption of the final fixture list shall be subject to a fine and will have to re-apply to host an event in the subsequent year. Previous dates on the calendar will not be guaranteed.
- 21.8 **After adoption of the final fixture list for the upcoming year (at the AGM), Western Province Athletics shall automatically purchase Public Liability Insurance for all events; unless an event notifies WPA in writing before the AGM that it will procure its own insurance. Clubs that cancel events after adoption of the final fixture list shall still be liable to pay the cost of the Public Liability Insurance purchased by WPA on their behalf.**

ASA 22 22 AGE GROUPS AND TEAM COMPETITIONS

- 22.1 For road races team sizes for all age/gender categories shall be three (3) athletes to count except Senior/Open Men/Women will be four (4) athletes. Permission must be obtained from WPARR to deviate from these numbers.
- 22.2 The relevant Commission shall determine the rules applicable to domestic leagues and inter-club competitions.
- 22.3 **Organisers must provide the necessary administration to sell age category tags with the temporary licences.**
- 22.4 **The WPA office shall make age category tags available to organisers on a consignment basis in conjunction with the temporary licences.**

23 ENTRIES AND REGISTRATION

- 23.1 Unless permission has been obtained from WPA Road Running Commission, all road events must make provision for athletes to enter using manual entry forms and/or cash payments in addition to any online entry/payment system. Where a limit on race entries is imposed, the opportunity to enter manually must be available BEFORE online entries reach the imposed cap. The manual pre-entry fee may not exceed the schedule of Standard Fees approved by Council, **unless approved in terms of clause 23.12 below.**
- 23.2 Online entry fees may exceed the stated maximum figures to accommodate bank charges and service provider fees. The online fee must be stated on the race flyer to enable the participant to make an informed choice.
- 23.3 Organisers may offer incentives/handouts to pre-entries that are not offered to entries on the day of the race.
- 23.4 Competitions with less than 2000 athletes (total for all events on the day) must apply and motivate for permission if they wish to charge an additional fee for chip timing.
- 23.5 For 10km races the entry fee for Juniors shall be less than the entry fee for other athletes, unless permission is obtained from WPARR to charge the same for a justifiable reason. The levy payable to WPA will be set accordingly once the number of junior participants has been determined from the results.
- 23.6 When an entry card/sticker is supplied as proof of entry, that card/sticker must be carried by the competitor during the competition. Failure to present the card/sticker on request after crossing the Finish line may result in disqualification.
- 23.7 **For pre-entry races, organisers must make reasonable arrangements for participants to register (collect entry cards, race bibs etc). These arrangements must take into consideration practical factors such as geographic area, normal working hours, venue accessibility etc.**
- 23.8 **Unless there are exceptional reasons, participants must always be given the option to register on the morning of the event.**
- 23.9 All clubs organising road races shall adhere to the following race entry fee structure.
- 23.10 There are no minimum entry fees:

There are two categories of race entry fees for Road Races:

23.11 Standard Fee Races

- 23.11.1 Standard races have a **Standard entry fee** set by Council and must conform to these WPA Domestic Rules, the WPA document Minimum Standards for Race Organisation or as otherwise published by WPA.
- 23.11.2 Standard entry fees cannot be exceeded without permission unless provided for in these rules. Races wishing to do so must apply for Exempt status. Races that do so without approval will be subject to the current disciplinary rules.
- 23.11.3 League and Championship races should usually come from these races.
- 23.11.4 **From 01 January 2023 until revised by a decision of Council, the following standard entry fees apply: Clubs are at liberty to charge less.**

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

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

23.12 Above Standard Fee Races

23.12.1 Races can charge above the Standard Fee, provided:

23.12.2 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.

23.12.3 The decision to allow races to charge above the Standard fee rests with the WPARR Commission.

23.12.4 There may be conditions set for these races over and above those for standard races.

23.13 Effective 01 Jan 2024 the following prices for Temp licences apply:

ROAD RUNNING TEMPORARY LICENCE FEES

Distance	Sale price to Athlete	WPA to invoice club
Up to 13km	R50 Senior	R45
	R30 Junior	R20
Above 13km to 20km	R65	R55
Above 20km to 35km	R75	R65
Above 35km to 42,2km	R85	R75
Above 42,2km	In consultation with WPA	

ASA 24 24 CLOTHING

22.1 Any new club kit or change of design of an existing club must be submitted to WPA for approval before proceeding to production.

22.2 NEW CLUBS : Approval of the new kit will be done as part of the application process. The kit proposal must be forwarded to the WPA Road Running Commission as well as the WPA Technical Committee. Both bodies will review the design for technical compliance as well as possible conflict with existing club designs. Once approved in principle, the new club will be required to present their kit design to a Council meeting where their membership will be formally ratified.

22.3 EXISTING CLUBS : Applications to update existing club kit must be submitted to the WPA office. The kit proposal must be forwarded to the WPA Road Running Commission as well as the WPA Technical Committee. Both bodies will review the design for technical compliance as well as possible conflict with existing club designs. Feedback to the club will be through the WPA office. Once the club has finalised its new design and date of implementation, these details must be circulated by the office to all WPA Commissions and committees. The club shall present its new colours to the next Council meeting (for information purposes only).

22.4 No athlete shall wear or compete in WPA team clothing (including tracksuits) unless officially representing WPA.

ASA 25 **25 LICENCES**

23.1 Permanent Licence Bibs

- 23.1.1 Where an athlete leaves a Club or changes Clubs within the province during a calendar year, they may retain their licence until it expires. However, in accordance with ASA rule 25.3 in any team competition they will count for the club that issued the licence, provided, when the athlete changes clubs, the new licence registration has been received, processed and approved by WPA prior to the event and the athlete competes in the Club's approved colours.
- 23.1.2 As per ASA rule 5, a clearance certificate is required from the former club before any club may issue a new licence to an athlete previously licensed by another club, regardless of whether in WPA or another Province.

23.2 Temporary Licences

- 23.2.1 In mass participation events with pre-entries, unlicensed athletes that wish to be in contention for Open or age group prizes must declare their status as a Contender and must pay for and be issued with a Temporary Licence and wear it on the back.
- 23.2.2 In mass participation events with pre-entries, unlicensed **non-contenders** are required to pay for a Temporary License, but it is not necessary to issue/wear the temporary licence in addition to the competition bib.
- 23.2.3 The competition bib is to be worn on the front.
- 23.2.4 If the organiser fails to separate contenders from non-contenders in the pre-entry process, all unlicensed participants must be issued with a temporary license.
- 23.2.5 Athletes with permanent licences are required to wear both licences in addition to the competition bib in accordance with ASA rule 26.1
- 23.2.6 For events with manual entries on the day, all unlicensed athletes must pay for and wear a temporary license.

ASA 26 **26 COMPETITION BIBS**

24.1 Competition/Race Number Bibs

- 24.1.1 All events that wish to use a competition/race bib must submit such design to WPA for approval.
- 24.1.2 In accordance with ASA rule 22.9.7 When organisers provide competitors with two personalised competition/race bibs the age category tag can be included in the design of the bib and separate age category tags shall not be required.

24.2 Special Number Bibs

- 24.2.1 Applications for Special Number Bibs must be submitted to ASA through the WPA office.

ASA 27 27 DISQUALIFICATIONS AND PROTESTS

25.1 Breach of Technical Rules

- 25.1.1 Repeated infringements of technical rules (e.g. failure to wear two licences) may be referred for disciplinary action.

25.2 Unfair Advantage

- 25.2.1 Any action that leads to a participant gaining an unfair advantage over other participants shall render the participant gaining the advantage liable for disqualification.
- 25.2.2 Where possible and when appropriate, athletes shall be warned before being disqualified, but this is not obligatory.

25.3 Improper conduct

- 25.3.1 An athlete may be disqualified for breaches of the ASA or WPA codes of conduct including unsporting behaviour or improper conduct if, after a warning, the athlete continues to behave in the manner for which the warning was issued.
- 25.3.2 Warnings for unsporting behaviour or improper conduct must be reported to WPA by the Chief Referee or Competition Director for possible further disciplinary action, whether the athlete was disqualified or not.
- 25.3.3 Running in another person's permanent ASA licence is deemed a serious offence and shall result in both persons involved being disqualified and the license holder subject to further disciplinary action.
- 25.3.4 Allowing another person to run in a pre-entry race without following the formal substitution process is a safety risk in the event of an accident. The incorrect athlete's details can also cause confusion with gender and age category awards, particularly when chip timing is used. Such unofficial substitutions will result in disqualification.

25.4 Consequences of Disqualification

- 25.4.1 Persons that have been disqualified on grounds of cheating (unfair advantage) (*clause 25.2*) or improper conduct (*clause 25.3*), including failing to enter the event prior to participating, shall not be entitled to receive prizes, awards for finishing an event (medals etc) and shall not appear in the final results.
- 25.4.2 Persons that have been disqualified on technical "administrative" infringements (such as *not displaying two licences*, minimum age) but have correctly paid to enter the race and completed the distance shall be entitled to receive any event completion award (medal, spot prizes etc) offered by the organisers, but shall be ineligible for individual or team prizes, place medals, league points and shall not appear in the results.
- 25.4.3 Persons that have been disqualified may be subject to a fine and/or disciplinary action.
- 25.4.4 In certain events, such as the Two Oceans Marathon events, disqualification may lead to suspension from competing in the same event in future. This shall only apply if so stated and promulgated in the WPA approved flyer/entry form.

ASA 28 26 LITTER

- 28.1 It is the responsibility of the Organisers to ensure that all event litter is removed from the start, the route and the finish.
- 28.2 Athletes competing in any WPA event (particularly road or cross country) are required to dispose of their litter within a "designated area".
- 28.3 The designated area starts at the first hand out point/table of a refreshment station and finishes at least 200 metres past the last hand out point/table, where a sign *should* be placed stating 'no litter past this point'.
- 28.4 Organisers shall provide receptacles (boxes or equivalent) for collecting litter in the designated area. A receptacle should be placed with the sign at the end of the designated area. Organisers are also encouraged to provide litterboxes at each kilometre mark.
- 28.5 Athletes who dispose of water sachets, cups or other litter outside of this designated area (intentional littering) shall be guilty of an offence and liable to a warning and/or a fine.
- 28.6 Any person including marshals, technical officials, appointed litter monitors, spectators or other athletes may report offenders, up to the cut-off of the race, to the Chief Referee who

- shall record such details in his report. When practical, offenders shall be notified at the event that they have been reported.
- 28.7 The WPA office shall maintain a record of reported offenders and shall issue warnings and/or fines. A first offence shall receive a written warning to the offender via their club. Second offenders shall be issued with a fine **as set in rule 43 below**. Further transgressions shall be the subject of a formal disciplinary process.
 - 28.8 Clubs organising races shall be responsible for arranging litter boxes and warning signs from WPA or sponsors, using them on the route and returning them if required. Clubs that fail to implement these anti-litter measures shall be subject to a fine.
 - 28.9 Unless special arrangements have been made with the appropriate authorities, routes must be cleaned of all race-related litter/equipment within 24 hours of the race finish.
 - 28.10 Special provision for litter collection must be made if any section of the route is located in an environmentally sensitive area such as near the sea or nature reserves.

CHAPTER 5 : SECTION III & IV : TRACK AND FIELD EVENTS

ASA and WA rules apply without amplification or amendment

CHAPTER 5 : SECTION V : COMBINED EVENTS COMPETITIONS

ASA and WA rules apply without amplification or amendment

ASA 33 CHAPTER 5 : SECTION VII : RACE WALKING EVENTS

33 ROAD WALK RACES

For Road Walk races that take place in conjunction with Road Running events on an extended course/route, or in circumstances that do not comply with ASA walking regulations, the following amendments to the ASA rules will apply:

- 33.1 To be eligible for prize monies, place medals or League points walkers are to be identified as follows :
 - 33.1.1 Athletes who have an Annual Provincial Licence. Tags with the word "WALKER" or "W" in red on a white background to be displayed front and rear of the right shoulder of the vest. Minimum size at least 8cm?
 - 33.1.2 Athletes entering using a Temporary Licence. The letter "W" to be marked in RED on both Temporary Licences. **Race Walking / Technical Official Committees to confirm this clause**
- 33.2 At Race Registration a separate registration point (table) for Walkers is to be provided. This registration table shall check/advise the athlete of the requirements for walker tags/markings on the Temp licence.
- 33.3 Where Race Finishing Cards are used, Walker's cards are to be marked with a large "W" (or use a different colour card to that used by the runners).
- 33.4 Judging of race walking shall be completely independent of the refereeing of any road running event. A separate Chief Judge's report shall be submitted to the WPA office, with a copy to the Race Walking Committee.
- 33.5 For domestic events Judges shall follow the race to monitor, as closely as practical, the mode of progression of participants in contention for awards.
- 33.6 A modified form of the judging system as laid out in WA and ASA rules will be used:
 - 33.6.1 Cautions shall be issued by the Judges in the normal manner.
 - 33.6.2 The Judges shall make a collective decision at the end of the event regarding any disqualifications.
 - 33.6.3 Notice of disqualification shall be given to the competitor as soon as practicable after the competitor has finished, but before the results are announced unless the competitor

has left the venue. The failure to give prompt notification shall not result in the reinstatement of a disqualified competitor.

33.6.4 Race walkers disqualified for technical walking infringements will be entitled to Event completion medals but will be ineligible for place medals, prize monies, league points and their finishing time will not be displayed in the results.

33.6.5 When a Race Walk is offered in conjunction with a road running race, it is recommended that;

- The distance of the walk be less than that of the run,
- The start of the walk be separate to the start of the run,
- A separate finish chute be provided

CHAPTER 5 : SECTION VIII : ROAD RACES

ASA 34 34 RACE INFORMATION SHEET

34.1 Race Organisers must complete and submit the WPA Race Information Sheet.

34.2 A separate Race Information Sheet must be completed for each event/distance.

34.3 This document should reach the WPA Office at least two weeks before the race date.

ASA 34.1 34 COURSE PLANNING & MEASUREMENT

34.3 A qualified and registered course measurer must undertake course measurement. If such person is appointed by WPA then the club will be charged the going rate. If the course is not measured by a registered course measurer the organising club shall be fined double the equivalent charge that they would have paid WPA to appoint a registered course measurer.

34.4 When planning a course the runners' safety is paramount. Turn points should, where possible, be positioned in quiet streets where bends, hills or bridges do not impair visibility for oncoming traffic, and be clearly identified with cones, warning boards and marshals.

34.5 A course measurement report and certificate must be submitted to WPA at least two weeks prior to the date upon which the race is to be held:

34.5.1 certifying the exact distance of the course;

34.5.2 describing the method used and the date upon which the course was measured and by whom the measurement was undertaken;

34.5.3 providing a plan of the course layout.

34.6 Courses used for Championship and League races shall not, unless unavoidable, include long sections on gravel or grass.

34.7 There is no need to re-measure the course for subsequent events, providing that the organiser can vouch for the course not being altered (e.g. by road construction) since the last measurement was made.

34.8 Notwithstanding rule 34.7, all courses must be re-measured at least every 5 years.

34.9 Adequate use of cones, tape and marshals must be used to ensure that the participants follow the measured course.

34.10 If due to measurement by an unregistered course measurer, incorrect course layout or marshalling errors a course is found to be too long/short the organising club shall be liable for a fine.

34.11 A long/short course caused by a technical error by the course measurer shall be subject to a disciplinary enquiry against the course measurer involved.

34.12 For multiple distances, unless the start times ensure there shall be minimal overlap, a separate finish chute must be assigned for each distance.

ASA 34.8 **34 REFRESHMENT STATIONS AND SECONDING**

34.12 AT THE START : Water should be available.

34.13 ON THE ROAD

In accordance with ASA rule 34.8.5

34.8.5 Where race organisers impose a restriction on personal seconding, they must provide refreshment stations at least at 3 kilometre intervals throughout the race. Any departure from this must be with the permission of the provincial member and must be clearly stated in all event information.

34.13.1 Refreshment stations are to be provided as follows: -

STANDARD CONDITIONS – nominally at 3-km intervals

0 - 10km	two stations
11 - 15km	three stations
16 - 21,1km	four stations
22km and over	four stations then every 3-km after halfway

As a guide, in summer conditions a minimum ration of 3 “drinks” per runner per station should be used as this takes into account water used for cooling.

34.13.2 In the Western Cape Winter (May to October) when conditions are predicted to be cool, race organisers may increase the spacing of refreshment stations to 5km intervals as proposed in World Athletics technical regulation T55.8, particularly in the earlier stages of the race.

WINTER CONDITIONS – at most at 5km intervals

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

Note from WA Technical Rule 55.8

Note (i): Where conditions warrant, taking into account the nature of the event, the weather conditions and the state of fitness of the majority of the competitors, water and/or refreshments may be placed at more regular intervals along the route.

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

34.13.4 On an out-and-back course the Organiser is allowed to use discretion as to the placing of stations used for both directions providing the stations vary no more than 1km from the distance stipulated.

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

34.15 CARRY YOUR OWN CAMPAIGN

34.15.1 WPA fully supports the aims of the Carry Your Own Campaign to reduce consumption of single-use plastic. However, this has to be done in compliance with the relevant road running rules :

- Refreshment stations must always be supplied in accordance with rule 34.13 above.
- Elite runners (contenders) are unlikely to “carry their own” and must be handed refreshments. Athletes further back in the field (non-contenders) may be expected to help themselves from tables.

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

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

ASA 34.10 34 SAFETY

34.15 For road races, safety arrangements are subject to the Safety Plan (or equivalent document) submitted to/approved by the City of Cape Town events office.

34.15.1 Marshals must not be younger than 18 years of age.

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

34.15.3 Marshals must be placed at all road crossings and turn points.

34.15.4 Marshals are not authorized to direct traffic. If traffic is to be controlled, then Traffic Officers must be arranged.

34.15.5 Marshals must be well informed of their duty/role.

34.15.6 Marshals must be in place before the start of the race (or as directed by the Safety Officer)

34 RACE RESULTS

34.16 Full results are required for all official events.

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

34.18 The result sheet to include:

34.18.1 Name of Race

34.18.2 Distance of Race

34.18.3 Name of Organising Club

34.18.4 Date of Race

34.18.5 Prize winners and team results.

34.18.6 The following particulars of each participant to finish:

Position – Bib number (if applicable) - Name - Club - Gender - Category - Time

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

34.19 Results in electronic format are to be supplied to WPA within 2 weeks of the race. If it is not possible to produce final results in this time, extension of time can be applied for from WPARR, with reasons, in writing.

34.20 In the event of results not being received within 3 weeks by WPA, a fine will be imposed. Further fines will be imposed at the RR Commission’s discretion.

34.21 If WPA manual entry cards/results sachets are not used - such as when electronic chip timing is utilised – the timing system must be capable of presenting the results to the technical officials (in printed or electronic form) for the awards to be approved before prize-giving.

34.22 If age category prizes are NOT going to be presented at prize-giving, this must be included on the race flyer.

34 TOILETS

- 34.21 Adequate toilets must be provided to cope with the budgeted race entry and spectators. A minimum ratio of 1 toilet per 100 runners is required. A greater number of toilets should be provided for women (1-60). Urinals for men are also encouraged in order to reduce demand on toilets.
- 34.22 Ensure that toilet paper is always available.
- 34.23 Toilets/Change rooms should be clearly signposted.
- 34.24 Events that accommodate wheelchair participants must ensure that appropriate toilet facilities are provided.
- 34.25 Provision should be made for toilet facilities along the route and/or at refreshment stations for any event with a cut off of over 3 hours. Said toilet facilities may be by arrangement with owners along the route.

ASA 24.20 **34 FLAGS FOR PACE SETTERS**

In accordance with the ASA rules and regulations, official pacesetters in road races may carry sticks/flags.

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

ASA 35 **CHAPTER 6 : SECTION IX : CROSS COUNTRY**

35 STANDARDS FOR CROSS COUNTRY COMPETITIONS

- 35.1 Subject to available funds, clubs organising cross country meetings will be paid an organising fee by WPACC.
- 35.2 Organisation of cross-country competitions shall be in accordance with the guidelines drawn up by WPACC.
- 35.3 Failure to comply with the organising guidelines may result in a deduction of a portion of the organising fee.

CHAPTER 6 : SECTION X : RECORDS

ASA 38 **CHAPTER 7 : ADMINISTRATION**

42 RACE LEVIES

- 42.1 For any road race run under the auspices of WPA, the organisers shall pay WPA a levy.
 - 42.1.1 For events up to and including 15 km no levy will be due for the first 600 athletes.
 - 42.1.2 For events where entries are taken on the day of the race, the levy shall be based on the number of official finishers recorded by the Chief Timekeeper and/or the official results.

- 42.1.3 For events that have pre-entries only, the levy shall be based on the number of entries actually taken by the organisers.
- 42.1.4 For high profile races (fields over 5000 athletes) the levy shall be set by agreement with the WPA Board, including but not limited to : Two Oceans Marathon, Cape Town Marathon, SPAR Women's Race, ABSA 10km.
- 42.2 For other races 15km or less
- 42.2.1 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.
- 42.2.2 If a race charges more than the Standard fee (regardless of reason), levy shall be **10%** of the Standard Fee.
- 42.3 For races over 15km the levy shall be 10% of the Standard Fee.
- 42.4 Provided each cost element can be substantiated by appropriate invoices etc. then no levy will be due on:
- 42.1.1 VAT included in the entry fee when the event is registered for VAT;
- 42.1.2 optional items included in the entry form (e.g. t-shirts, magazine subscriptions etc);
- 42.1.3 access fees included in the entry fee applicable to the race venue/course paid by the organisers to property owners/departments e.g. Cape Point Nature reserve, Table Mountain National Park, provided that the Organiser has informed WPA while applying for flyer approval.

43 FINES

In accordance with the appropriate rules, the following fines shall apply.

NOTE: The following fines apply from 01 May 2024

Standard Fee refers to the Standard Entry Fee for a 15km race as defined in clause 23.9.4 above (Currently R110)

TRANSGRESSION	Fine
CLUB FINES	
Race Entry Form/Flyer not submitted for approval or distributed before approval	5 x Standard Fee
Use of race numbers without permission/approval	5 x Standard Fee
Race Cancellation after finalisation of Annual Fixtures, except for reasons out of the club's control	15 x Standard Fee Public Liability Insurance will always be payable
Lack of Refreshment Stations as per clause 34.13	3 x Standard Fee per 1000 athletes per station short
Short / Long Course due to organiser error	10 x Standard Fee
Failure to re-measure a course at least every 5 years	5 x Standard Fee
Failure to implement marshalling as per the approved Safety Plan (including any delay to the start)	15 x Standard Fee
Poor finish layout resulting in backup over the line	5 x Standard Fee
Late Results (in excess of 3 weeks)	5 x Standard Fee
Failure to appoint qualified medical services	15 x Standard Fee
Failure to comply with any conditions of the Event Permit, even if the event goes ahead.	15 x Standard Fee
Insufficient toilets	5 x Standard fee per toilet less than 1 per 100 budgeted athletes

Failure to implement litter policy (clause 28)	5 x Standard Fee
Failure to use a registered course measurer	2x Equivalent payment to WPA appointing the official
Charging in excess of the Standard race entry fees without approval	The difference in income between the fee charged and the Standard fee
Awarding less than 12,5% of income of entry fees as prize money	The difference between the prize money awarded and the required prize money as defined in clause 2.1
Staging an unapproved race	20 x Standard Fee
ATHLETE FINES	
Failure to display two licences	2x Temp licence fee for first offence
Littering (individual)	Warning for first offence 5 x Standard Fee for second offence
Running without entering	2x Entry fee for a first offence plus disciplinary action at discretion of club. Disciplinary action by WPA on 2 nd offence.

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

43.2 Appeals against any fine levied should be addressed, with written motivation, to the relevant Commission for their consideration. Any further appeal will be considered by the Board, whose decision shall be final.