



WESTERN PROVINCE ATHLETICS

RACE ORGANISERS' MANUAL

WPA EVENT ORGANISATION & COMPLIANCE GUIDE (Concise Edition)

To be read together with all relevant World Athletics, ASA, WPA Domestic Rules, SASREA, and City of Cape Town Event By-laws.

1. Applicable Rules

This manual must be read alongside:

- World Athletics Rules
 - Athletics South Africa Rules
 - WPA Domestic Rules
 - Safety at Sports and Recreation Events Act (SASREA)
 - City of Cape Town Event By-laws
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2. Fixtures Planning

1. Planning begins in **May** and must be finalised by **end-September** for ASA submission.
 2. The race calendar is **highly congested**; changes are very difficult once finalised.
 3. Major events receive date preference (national/international alignment).
 4. Consider school holidays, religious periods, other sporting codes, and venue availability.
 5. Ensure your club and race organiser fully support the selected date before submission.
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3. Race Announcement

1. You may host a formal/informal launch with sponsors and guests.
2. Confirm invitations, date, venue, catering, speeches.
3. Issue press releases to media outlets, local newspapers, community radio, running websites, WPA email service and WPA Facebook.

4. Race Committee

1. Establish your race committee early.
2. Avoid relying on one individual; distribute responsibilities.
3. Hold regular meetings, record minutes, and maintain action lists.
4. Engage your Technical Delegate and Safety Officer from the start.

Recommended Portfolios (may be combined):

- Race Director
- Events Permit Application (with Safety Officer)
- Finance/Treasurer
- Secretary
- Advertising & Media Liaison
- Entry Forms & Flyers
- Administration & Registration
- Handouts (T-shirts, medals, goody bags)
- WPA Liaison
- Security
- Start Area Manager
- Route Manager
- Marshals Coordinator
- Refreshments Coordinator
- Finish Area Manager
- Timekeeping
- Results
- Prize Giving
- Medical
- Fun Run
- International Athletes
- Catering
- Waste Management
- Technical Officials Liaison

- City of Cape Town Liaison
 - Safety Officer
 - Social Media & Website
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5. Event Safety

Athletes have a **right to a safe environment**. Safety is a shared responsibility across all role-players.

5.1 Relevant Legislation

- Occupational Health & Safety Act 85 of 1993
- Safety at Sports and Recreation Events Act 2 of 2010 (SASREA)
- City of Cape Town Events By-laws
- SANS 10366 (Live Events Safety Standard)
- TPSA Standards
- Consumer Protection Act 68 of 2008

5.2 Safety Officer Requirements

- Must be qualified and appointed early.
- Must prepare all safety documentation for City submission.
- Must ensure compliance with SASREA, including:
 - Safety, security, and crowd management measures
 - Parking plans
 - Emergency medical plans (per National Health Act)
 - Event risk assessment
 - Route design & capacity
 - Fire measures
 - Access/egress plans
 - Safety announcements
 - Evacuation procedures
- Must communicate all safety requirements to marshals, officials, and organisers.
- Must monitor compliance during event build-up, event day, and close-out.
- Must maintain a complete safety file on-site.
- Must engage with SAPS (Station Commander is VOC Commander).

6. Letters of Application & Permissions

1. Apply to the City of Cape Town **minimum 4 months before** the event.
2. Submit a **complete** Event Plan (not piecemeal).
3. Use the event's unique log number on all submissions.
4. Liaise with City departments as needed.
5. Engage SANParks/Parks boards where applicable.
6. Confirm Race Doctor / Medical services.
7. Confirm Chief Referee & Chief Timekeeper (WPA).
8. Secure venue booking and payment.
9. Purchase WPA Public Liability Insurance.
10. Notify neighbours and businesses; complete sound/noise indemnity.
11. Inform WPA if using a professional organiser.
12. Obtain special traffic permissions for wheelchair athletes.
13. Submit Race Information Sheet to WPA at least **2 weeks before** the event.

No changes to date/time/venue/distance/character allowed without WPA approval.

7. Finance

1. Appoint a Treasurer.
 2. Draft a realistic budget -exclude "nice-to-haves" unless sponsored.
 3. Include all WPA charges (route measuring, officials, equipment hire, levies, licences).
 4. Keep accurate financial records.
 5. Use a separate race account, bank regularly.
 6. Pay all accounts promptly, especially WPA invoices.
 7. Reconcile income and expenses.
 8. Ensure all payments go to club accounts, not individuals.
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8. Advertising & Media Liaison

1. Good marketing is essential.
2. Secure sponsors early.
3. Create a clear advertising plan.

4. Engage radio, newspapers; note that TV coverage requires ASA approval.
 5. Distribute flyers electronically (printed flyers optional).
 6. Send approved flyer to WPA for website posting and distribution.
 7. Ensure all online information matches approved flyer content.
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9. Entry Forms & Flyers

1. All entry forms/flyers must be **approved by WPA before release**.
 2. Allow 2 weeks for approval.
 3. WPA posts the flyer on its website.
 4. Include all mandatory rules and ASA/WPA compliance statements.
 5. Include race details, route, fees, licence requirements, categories, prizes, cut-off times, handouts, etc.
 6. Include required personal information for pre-entry races only.
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10. Entry Fees

Standard fees (from 1 Jan 2023 until changed):

- Up to 13km: R90 (Juniors R55)
 - 13–20km: R110
 - 20–27km: R140
 - 27–35km: R160
 - 35–42.2km: R210
 - Fees for >42.2km require WPARR approval.
 - Clubs may charge less than Standard Fee.
 - To charge more, apply to WPARR 4 months in advance with full budget.
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11. Prize Money

- Must total **≥ 12.5%** of:
Number of runners × Standard Fee × 12.5%
 - Use the lower of standard or actual fee.
 - Base participant numbers on previous year (or 3-year average if necessary).
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12. Race Levies

- No levy on first 600 athletes for races ≤ 15 km.
 - Levy based on finishers (on-the-day entries) or entries taken (pre-entry only).
 - Levy =
 - **5%** if charging Standard Fee or less
 - **10%** if charging above Standard Fee
 - **10%** for races >15 km
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13. Temporary Licences

- Club retains R5 (10km) or R10 (other distances) per licence.
 - % of temp licences has increased significantly (often up to 60%).
 - Higher distances = lower temp licence usage.
 - Collect on consignment; unused sequential licences may be returned.
 - Sell age category tags with temp licences.
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14. Entry/Registration Venue Requirements

- Adequate flow and multiple entry points.
 - Clear signage and route maps.
 - Separate tables for temp licences, pre-entries, age categories.
 - Sufficient cash float, helpers, stationery, security, and finish cards.
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15. Entry/Finishing Cards

- Mandatory for all runners.
 - Standard card colours: white (men), pink (women).
 - Category codes: J, 40, 50, 60, 70, etc.
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16. Tog-Bag Security

- Secure area with bag-numbering/identification system.
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17. Handouts

- Decide quantities and sizes; include sponsor branding.
- Sponsors must cover the full cost.

18. Race Numbers

- Not compulsory; only if club chooses.
- Must comply with ASA size requirements.
- Max two sponsors.
- Submit designs to WPA for approval.

19. Route Design

- Route affects cost (traffic officers), safety, and participant numbers.
- Consider capacity, closures, turns, pavements, and traffic load.
- Batch starts may be needed.

20. Route – General

- Traffic assistance/road closures
- Lead vehicle (not emergency vehicle)
- Km boards, taping, signage
- Tail-end vehicle
- Road-crossing warnings

Records only recognised on standard certified routes.

21. Route Measurement

- Must be measured by a WPA-qualified measurer.
- Use calibrated Clane Jones device.
- Mark all kilometre points discreetly and submit full measurement certificate.
- Re-measure every 5 years.

22. Start Area

- Clear line, signage, lights, PA system.
- No-parking enforcement.
- Separate women's start pen.
- Standard start commands only ("Take your marks...Go").

- Wheelchairs require special permission.
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23. Marshalling

- Prepare a full marshals plan for the City application.
 - Marshals must be over 18 and trained.
 - Provide flags, bibs, tape, stakes, signage.
 - Use at least 2–3 lead cyclists.
 - Marshals cannot stop traffic—traffic officers must assist.
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24. Parking

- Provide designated parking areas and attendants.
 - Include VIP/officials parking.
 - Ensure security until race close-out.
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25. Coca-Cola (PenBev)

- WPA has a Coke sponsorship arrangement for all WPA races.
 - Contact PenBev at least 2 months before event.
 - Use special consignment account for bottles.
 - Ice delivered to finish area; organisers manage route logistics.
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26. Route Refreshments

- ASA Rule: Refreshments every **3 km** (with winter allowance).
- Adequate adult helpers, signage, tools, tables, cups/sachets, litter management.
- Minimum 3 drinks per runner per table.
- 10km races require Coke at alternate tables.
- Place portable toilets at refreshment stations.