

APPENDIX 1
ROLES AND RESPONSIBILITIES OF COMMISSIONS

1. Rules And Regulations

- ASWD shall have four Commissions, namely CROSS COUNTRY, RACE WALKING, ROAD RUNNING AND TRACK & FIELD.
- The Commissions shall remain an integral part of ASWD, and they shall therefore have no standing, legal and otherwise, separate to that of ASWD.
- The Commissions shall have no constitutions of their own and they shall hold neither AGM's nor Council Meetings of their own.
- Commissions shall have no other powers except those derived from ASWD.
- The primary role of the Commission is that of PLANNING, TECHNICAL INPUT, GUIDANCE and MANAGEMENT with specific rules and regulations regarding those particular Commission.
- The Commissions shall meet at least monthly not later than the first week of each month.
- The Commissions will have the right to co-opt members subject to ratification by the ASWD Board.

2. Delegation of Powers

- Subject to the overall authority of the Executive Bard the organization of the particular discipline of athletics delegated in respect of ASWD and unless otherwise determined by the Executive Board, the terms of reference of such Commissions are set out in this document.
- For the purpose of such organization the Commission shall be allocated an operating budget determined by the Executive Board in consultation with the Commissions.

3. Powers of the Commission

- The Commissions shall manage the functions of a particular discipline of athletics delegated to it from time to time by the Board, including:
 - Compiling the provisional annual provincial events calendar for the next year not later than 31 May of the preceding year. It should be compiled in such a way that there is no conflict of interest with the National events calendar.
 - To ensure that each event on the events calendar takes place in line with the ASWD Constitution.
 - To compile an operational budget for the next calendar year not later than 30 November of the preceding year.
 - To appoint Meeting Directors for each ASWD event.
 - To ensure that each ASWD event takes place as indicated on the event calendar.
 - To provide advice to Meeting Directors and assist in the coordination of the fixtures.

- To select athletics teams and Team Management to represent ASWD at Inter-Provincial / National Championships. Subject to the exclusive right of the Board to approve such. ASWD teams to be selected at least 10 weeks prior to the event.
- To organise in consultation with the Board, ASWD Championships, Inter-Provincial Competitions, Trials for National events and any other events as may become necessary.
- To maintain provincially any section of the Competition Rules and ensure compliance therewith.
- To ensure compliance with National and International rules of doping control in events organised on behalf of ASA.
- To catalogue ASWD's provincial record and performances.
- To establish and maintain standards and practices provincially relating to the particular aspect of athletics.
- To cooperate and collaborate with the ASA Development Department and other accredited development initiatives with the organisation of events such as the Talent ID / Mass Participation meetings in furtherance of the provincial development of athletics.
- To draw up and enforce regulations for the organisers of events subject to the approval of the Board, but no such regulations shall contravene a provision of the Competition Rules.

4. Proceedings of the Commissions

- Not less than seven day's notice of all meetings shall be given to all members of the Commission entitled to attend thereat. Such notice shall be sent to their respective e-mail addresses as registered with the ASWD office.
- At least three members present, including the Chairperson or the Vice Chairperson, will form quorum at Commission meetings.
- The Chairperson of the Commission, or any three members of the Commission, may through the Chairperson, call an emergency meeting.
- Issues arising at any meeting shall be determined by a majority of votes and in the case of an equality of votes, the presiding member shall have a casting vote.
- If the Chairperson of the Commission is not present at the start of a meeting, the meeting shall be chaired by the Vice Chairperson.
- The Commission shall lodge a copy of the minutes of each of its meetings with the ASWD Office Board within seven days.
- Except where otherwise herein provided, the Commissions shall determine their own procedures and methods for as long as such procedures and methods comply with provisions of the ASWD Constitution.

APPENDIX 2
ROLES AND RESPONSIBILITIES OF STANDING COMMITTEES

1. Rules And Regulations

- ASWD shall have five Committees, namely COACHES, DEVELOPMENT, DISCIPLINARY, TECHNICAL and WOMEN.
- The Disciplinary Committee will have a separate 'Roles and Responsibilities' document.
- The Committees shall remain an integral part of ASWD, and they shall therefore have no standing, legal and otherwise, separate to that of ASWD.
- The Committees shall have no constitutions of their own and they shall hold neither AGM's nor Council Meetings of their own.
- Committees shall have no other powers except those derived from ASWD.
- The primary role of the Committees is to fulfil operation functions as defined by ASWD.
- The Committees shall meet at least monthly not later than the first week of each month.
- The Committees will have the right to co-opt members subject to ratification by the ASWD Board.

2. Powers of the Commission

- The Committees shall manage the functions of a particular discipline of athletics delegated to it from time to time by the Board, including:
 - To cooperate with and provide guidance to the Board to further development of athletics.
 - To establish and maintain standards and practices provincially relating to the particular aspect of athletics.
 - To cooperate and collaborate with ASA Development Department and other accredited development initiatives in furtherance of the provincial development of athletics.

3. Proceedings of the Committees

- Not less than seven day's notice of all meetings shall be given to all members of the Committees entitled to attend thereat. Such notice shall be sent to their respective e-mail addresses as registered with the ASWD office.
- At least three members present, including the Chairperson or the Vice Chairperson, will form quorum at Committee meetings.
- The Chairperson of the Committee, or any three members of the Committee, may through the Chairperson, call an emergency meeting.
- Issues arising at any meeting shall be determined by a majority of votes and in the case of an equality of votes, the presiding member shall have a casting vote.
- If the Chairperson of the Committee is not present at the start of a meeting, the meeting shall be chaired by the Vice Chairperson.

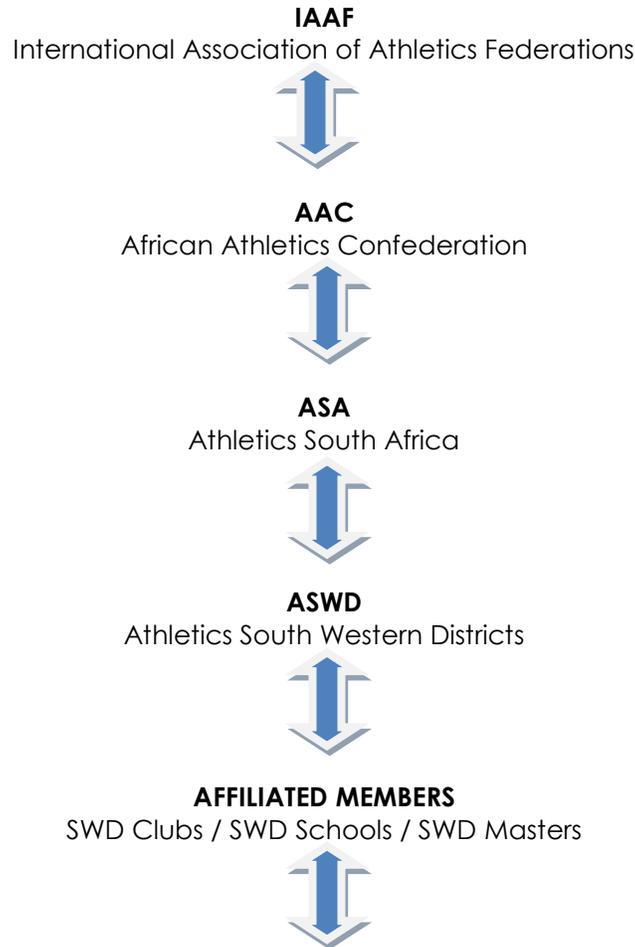
- The Committee shall lodge a copy of the minutes of each of its meetings with the ASWD Board within seven days.
- Except where otherwise herein provided, the Committees shall determine their own procedures and methods for as long as such procedures and methods comply with provisions of the ASWD Constitution.

4. Appointment of Committees

- Standing Committees shall have a permanent existence (in principle and not in composition).
- Standing Committees will be formed by the Board inviting nominations from all clubs and associate members.
- The nominations will be scrutinised by the General Manager, where applicable, after which a firm proposal of the composition of the committee will be made to the Board for its consideration and ratification.
- Standing Committees may be reconstituted (in composition only) at the Board's discretion.

APPENDIX 3
MANAGEMENT AND ADMINISTRATION OF AN ATHLETICS CLUBS (Guidelines Only)

First it is important to understand where a club fits into the athletics family – this also indicates the official line of communication:



ATHLETES / ADMINISTRATORS / COACHES / TECHNICAL OFFICIALS

An Athletics club is a social order of people who are dedicated to athletics. Their first priority is to form and manage the club as an organization, constituted to play athletics, and offer members social amenities. An athletics club is the most basic form of administration to ensure that the needs of an athlete are catered for.

1. Club Management

- The Club Management shall consist of a Chairperson, Vice Chairperson, Treasurer, Secretary, Technical Manager, Development Officer and two Additional Members. At least four of these members shall be women.
- The Chairperson, Vice Chairperson, Treasurer and Secretary form the Executive Committee and are responsible for the everyday activities. The other members form part of the total management and are responsible to ensure a balance in the activities of the club.
- The AGM shall hold elections biannually by secret ballot. Only members affiliated and members who are members in good standing may stand for office.

- Term of office
 - Office bearers will be elected at the club's Biannual General Meeting.
 - The Chairperson shall not hold office for more than two consecutive terms
 - If the Committee members fail to attend three consecutive meeting without written apology, the member will automatically be deem to have demitted from the Executive Committee and its duties.

2. Duties of the Executive Committee

- Planning
 - Formulating and execute of both long and short term plans
 - Formulating and execute policies
 - Creation of constitution
- Organize
 - Liaison with outside organizations
 - Structuring of Standing Committees
 - Scrutinizing of correct and available new committee members
 - Ensure representation on senior body
- Leadership
 - Adapt to changing circumstances
- Control
 - Ensure the correct implementation and execution of club activities and projects, and manage deviation from agreed principles in a constructive manner.
 - Be informed of what is going on within the club – talk to your members and address their needs.
- General
 - Invest in your youth and junior athletes – they are your future seniors.
 - Communicate with your members – newsletters / newspapers etc.
 - Ensure regular activities – socials etc.
 - Get members and families involved in activities of the club, such as officiating or marshalling.
 - Remember you cannot please all your members all the time – so if the majority is happy, you are doing well.
 - TREASURER:
 - Responsible for managing financial matters in the club. The Executive Committee cannot decide on the following matters if the treasurer is not available:
 - Increase of subscription fees
 - Amounts required for sponsorships
 - Bonus incentives to be given to members
 - Expenses to be incurred in the normal day-to-day running of the club
 - SECRETARY:
 - Collect results of meetings in which the club's athletes participated.
 - Prepare and distribute newsletters to members on a regular basis.
 - Collection of subscription fees.

- Collecting of license numbers from the ASWD Office and payment of license fees.
Issuing of license numbers to its members.
- Keep club records up to date – change of address, best performances etc.
- Sent results of all events to ASWD.
- Keep minutes of all meetings. To send out notices of meetings.
- To be available as race secretary to help with enrolments.

- TECHNICAL MANAGER:
 - Maintenance of equipment of the club
 - Buying new equipment as approved by the Executive
 - Co-ordinate and supplying of equipment used during athletics meeting and other projects the club has organized.

- ADDITIONAL MEMBERS:
 - Execution of projects organized by the club – administration of athletics meetings, fund raising projects, transport of athletes etc.
 - Represent certain groups within the club such as athletes, coaches, officials etc.

3. What must a club adhere to, to function as a registered club

Being duly constituted and a copy of the written constitution must be submitted to ASWD.

- The content of the Constitution must at least contain the following information:
 - Correct name of the club
 - Activities of the club
 - Where the head office
 - The colours and badge
 - Goals and aims
 - Methods to achieve goals and aims – act according to ASWD rules, affiliate with ASWD etc.
- Powers of the club, e.g.
 - Changes, alterations or amendments to the constitution
 - Leasing of grounds
 - Borrowing, raising, or investing of money
 - To make donations or support other organizations
 - Pay honoraria
 - Grant clearance to athletes
- Membership includes:
 - Who are active members, donor members, and honorary members
 - How do you get leave to be absent
 - Duties to active members
 - Registration, re-admissions etc
- Executive management and office bearers
 - Who are the office bearers
 - How is somebody nominated and elected
 - How long is the term of office
 - Which vacancies must be filled
 - Who can be co-opted or exempted from his duties
 - Duties of the office bearers
- When are meetings organised e.g.
 - Annual General Meeting
 - Special and extraordinary meetings
 - General members meetings
 - Management meetings

- How are meetings convened
 - When is there quorum
 - Who have voting rights and when can decisions be taken
 - What are the powers and duties of management
- Finance
 - How is membership fees collected
 - Who handles the income of meetings, donors, sponsors etc.
 - Who handles the financial transactions
 - When does the financial year-end and who is the auditor
 - Who has signing rights
 - When are financial statements submitted to ASWD
- Rules, regulations and by-laws
 - Who are the permanent committee
 - What are the duties of permanent and special committees
- How are adjustments made to the constitution
- How to dissolve the club

Other points a club must adhere to:

- Having a constitution and club colours approved by ASWD as well as all subsequent changes thereto.
- A list of the names and addresses of its office bearers for the time being submitted to ASWD.
- Have at least twenty-five ACTIVE licensed athletes.
- Providing a list of facilities (training, coaching and competition) available to the club's athletes.
- Fulfilling its financial and administrative responsibilities as stipulated in its constitution and those required by the ASWD Constitution.
- The status of clubs will be assessed annually. The following procedures will be followed in cases where existing ASWD Clubs do not meet the minimum criteria for membership as stipulated by the ASWD Bylaws 2:
 - Investigation by the ASWD Executive Board
 - Official notification to Club of non-compliance to criteria listed under the ASWD Bylaws
 - Grant a period of six months from date of notification to meet all criteria
 - Fate of defaulting club to be decided at the next AGM

What procedure must be followed to continue functioning as a registered club:

- The club must affiliate annually to ASWD.
- Affiliation fees are due on or before the last day of January every year.
- If affiliation fees have not been paid on or before such date the defaulting member will be automatically suspended from all provincial affairs and shall only be re-instated when the cause for that suspension is removed and the ASWD Board has approved such reinstatement.
- If the affiliation fee due is paid, including a penalty equal to half of the member's registration fee, the executive committee may lift the suspension.
- Club affiliation fees will be determined by ASWD on an annual basis.

Evaluation of an athletics club:

- ASWD reserves the right to evaluate the athletics club within its jurisdiction. The following points may form the basis of such an evaluation:
 - Affiliation fees paid?
 - Constitution submitted?
 - Annual Report submitted?
 - Audited Financial statement submitted?
 - Office bearer's contact details correctly listed?
 - Athletes participation at Provincial and / or National events
 - Athletes selected onto Provincial and / or National teams
 - Does the club organize events for its members?
 - Does the club have active Coaches and Technical Officials?
 - Does the club constructively contribute to the well being of ASWD?

4. A practical guideline of how a Road Race, Fun Run or Cross Country race can be organized

- 1 Year – 6 Months in advance
 - Ask permission from the Town Council to use the street or park
 - Ask for use of Traffic Department
 - Parking control and Security
 - Reserve fields and facilities
 - Reserve comfort facilities, e.g. toilets
 - Permission to place sponsor posters
 - Prepare a budget
 - Negotiate with sponsors to help cover the cost (Offer TV coverage, radio pre-race coverage, press coverage, pamphlets with his add on and / or link business name to the race)
 - Appoint public relations officer
 - Prepare course design
 - Length of race
 - Distance markings
 - Organize selling of refreshments
 - Appoint caterers for guests
 - Organize souvenir stall
- 2 Months in advance
 - Apply for appropriate insurance cover
 - Order pamphlets to advertise race and distribute at preceding races
 - Order temporary license numbers
 - Book first aid service, medical tent and doctor in attendance
 - Send invitations to guests of honour
 - Send entry form to ASWD Office for approval (within 6 weeks prior to the event)
- 1 Month in advance
 - Have meeting with Executive Committee and PRO
 - Order water sachets, sponges, water buckets, ice blocks, etc. for refreshment stations
 - Order medals, badges and T-shirts
 - Appoint team to man refreshment stations
 - Appoint officials and track marshals
 - Appoint main announcer and start announcer
 - Organize final results marshals
 - Organize course radio contact

- Appoint motor cyclist leader
- Organize cash control panel
- Organize clean-up teams
 - Fields and surrounding area
 - Course route area
- Give final number of guests and officials to caterers
- Send the Referee and Line Judge's names to the ASWD Office (within 2 weeks prior to the event)
- 1 Week in advance
 - Have meeting with Executive Committee and PRO
 - Have meeting with the Traffic Department
 - Ask accredited Route Measurer to certify the course length
 - Check delivery dates of all orders
 - Check all equipment to be used on the race
 - Stopwatches
 - Start and Finish banners
 - Start gun
 - Public address system etc
 - Collect banners from sponsors
- 1 Day before the race
 - Have final meeting with Executive Committee and PRO
 - Confirm all officials and have a meeting with the Chief Judge
 - Confirm with the guest of honour to hand out medals
 - Organize cash float
 - Confirm correctness of all equipment
 - Confirm delivery of all orders
 - Check with caterers
- Before the race
 - Put out distance markers
 - Put out sponsor banners
 - Set up table for late entries
 - Set up start and finish banners
 - Set up tunnels at finish line
 - Check positions of Traffic Officers
- After the race
 - Hand out medals
 - Collect all equipment and return
 - Letters of thanks to sponsors and everybody who helped. If possible organize an 'after party'
 - Press release to media
 - Prepare financial and technical reports for the Executive Committee
 - Send copy of results to ASWD (within 2 weeks after to the event)

APPENDIX 4
COMPETITIONS AND SELECTIONS

1. Staging of Athletics Meetings

Any individuals, sponsor, promoter wishing to become involved in athletics events may do so only under the direct jurisdiction of ASWD or one of its affiliates and shall be subject to the rules of that affiliate and ASWD and ASA.

2. Declare meeting unauthorized

ASWD may proclaim as unauthorized any athletics competition in the South Western Districts that are not held in compliance with the Constitution / Rules of this association, any of its affiliates or ASA.

3. Annual ASWD Championships

ASWD shall organize annual ASWD meetings.

4. Provincial representation

ASWD shall have the right to select competitors to represent the Province to be notified by the Executive Board.

5. Athletes expected to compete when selected

Any competitor selected to compete by the ASWD Selection Committee, should compete at such a meeting for which he / she has been selected. He / She may however withdraw at least seven (7) days after notification for personal reasons or to be able to compete elsewhere.

6. Authorize athletes to compete outside of South Western Districts

ASWD shall grant permission to athletes and affiliated under its jurisdiction to compete at meetings outside of the province.

APPENDIX 5
LICENSES

1. Athletes must be licensed

No ASWD athlete shall compete at any athletics meeting without having obtained a license from ASWD. These licenses may only be issued through affiliated clubs and associated member's structures.

Temporary licenses may be issued at athletics meetings to athletes who are either unlicensed or have no license numbers or club colours at the meeting.

2. Juniors competing in open events must be licensed

Juniors competing in senior open events shall for license purpose be treated as seniors unless they have taken out a junior license.

3. License Fee

The license fees for the following year shall be determined by the Executive Board, as stipulated in the Constitution point 25.8.1 and approved at the Annual General Meeting.

4. License Period

The license period is from 1 January to 31 December of every year.

5. Clubs lists of licensed athletes

Club secretaries should submit a list of their licensed athletes and fees due to the association.

6. School going athletes shall be licensed where required for meetings outside normal school meetings

Affiliates, Clubs and schools shall ensure that all athletes who compete at meetings outside their normal school meetings shall be licensed.

7. ASWD to control and issue all licenses

Clubs will license their members directly with the ASWD Provincial Secretary. Licenses will be bought in bulk and paid for on delivery. Licenses will not be issued to individual athletes.

APPENDIX 6
COLOURS

1. Colours of ASWD

All competitors representing ASWD at any athletics event shall use the colors of ASWD. The blazer shall be dark green with the ASWD badge on its pocket. The official badge is applicable to all its associate members. A dark green tie with ASWD embroidered on it in one position. The vests shall be dark green with a white stripe. The shorts shall be dark green with a white stripe.

2. Award of Colours

The entire ASWD Executive Board shall act in the capacity of a Colours Committee, which shall be empowered, to award colours in the event of receiving an application for colours, which is based on performance achieving while representing the province, subsequent to proper certification therefore.

3. Clubs must apply for Colours for competitions

The club for which the athlete is an accredited member shall make the application on behalf of the athlete for colours award and shall forward such application to ASWD. The clubs shall state the athlete's performances together with venues and dates. In the event of non-compliance by a club, the Colours Committee shall have the right to hold the necessary inquiry and to award colours if necessary.

4. Colours for Technical Officials / Coaches

The Colours Committee shall be empowered to grant colours to a Technical Officials / Coaches in terms of the criteria lay down by the respective associate members Constitution.

5. Colours for Team Managers / Assistant Team Managers

Colours to Team Managers / Assistant Team Managers, as recommended by the respective disciplines shall be awarded for accompanying a team to one (1) National Championships or at least five (5) Inter-Provincial meetings.

6. Qualification for ASWD Colours

In awarding Colours the Colours Committee will be guided by the following:

By representing: -

- 6.1 ASWD at a National Championships
- 6.2 ASWD at five (5) Inter-Provincial Competitions
- 6.3 ASWD at an International Competitions

APPENDIX 7 **PROCEDURE FOR APPLICATION TO AFFILIATE AS A CLUB**

1. What is an athletics Club

- An athletics club is the most basic form of administration to ensure that the needs of an athlete are catered for.
- It is therefore very important that every athlete should be a member of a club.

2. Who can affiliate an athletics club

- Any community or group of people, companies, schools, tertiary institutions, government institutions, etc. within the area of control of the province having the fostering of athletics as its aim may apply for affiliation to ASWD.
- If a number of athlete are actively involved in an area where no clubs exist, it is suggested that the athletes form their own club.

3. What procedure must be followed to affiliate as a NEW Club for the first time

- Application for membership must be submitted to the General Manager of ASWD and must include:
 - The complete standard application form
 - The Constitution of the applicant
 - Details of Club Colours (coloured sketch or photograph)
 - List of name and contact details of Executive Committee members
- A Club applying for affiliation after the AGM may be granted provisional membership by the ASWD Board until the following AGM, where their affiliation may be ratified.
- After approval by the ASWD Board, a club must be a paid up member for one year before voting power.
- All new Clubs must, within a period of twelve months of their affiliation to ASWD, comply with all the requirements. ASWD must, with clear supervision, ensure that the said objective is attained.

4. What is required for an EXCISTING club under probation to be come an Affiliated Club

Excising Clubs under probation to become an Affiliated Club, the club must adhere to the following minimum requirements:

- The club must pay its affiliation fee.

- The club shall be required to submit, before the ASWD AGM an annual report, which include the following information:
 - Club's address, telephone / fax / email / etc.
 - List of Officers Bearers of the Club
 - A current copy of the Club Constitution and By Laws
 - Audited Financial Statements (Financial year-end October / November / December)
 - Active Membership of the club, i.e. athletes / coaches / officials / etc.
 - List of athletics events organized during the period (at least one per annum)
 - List of competitions / courses / workshops / clinics / etc. organized during the period
 - List of members participated at Provincial / National events
 - List of members selected onto National teams
 - Does the club constructively contribute to the well being of ASWD
 - General communication between Club and ASWD Office
- The status of clubs will be assessed annually. The following procedures will be followed in cases where excising Clubs do not meet the MINIMUM criteria for membership as stipulated in ASWD By Laws 2:
 - Investigation by the ASWD Board.
 - Official notification of Club of non-compliance to criteria listed under the ASWD By Laws 2
 - Grant a period of six months from date of notification to meet all criteria
 - Fate of defaulting club to be decided at the next AGM

5. What procedure must be followed to continue functioning as a registered club:

- The club must affiliate annually to ASWD.
- Affiliation fees are due on or before the last day of January every year.
- If affiliation fees have not been paid on or before such date the defaulting member will be automatically suspended from all provincial affairs and shall only be re-instated when the cause for that suspension is removed and the ASWD Board has approved such reinstatement.
- If the affiliation fee due is paid, including a penalty equal to half of the member's registration fee, the executive committee may lift the suspension.
- Club affiliation fees will be determined by ASWD on an annual basis.

APPLICATION TO REGISTER AN ATHLETICS CLUB WITHIN THE BORDERS OF ASWD

| | | |
|-------------------------------|---|---|
| Name of Club | | |
| Postal address of club | | |
| Street address of club | | |
| Chairperson | T | F |
| | C | @ |
| Vice Chairperson | T | F |
| | C | @ |
| Treasurer | T | F |
| | C | @ |
| Secretary | T | F |
| | C | @ |

APPENDIX 8
PROTOCOL (Guidelines Only)

1. Duties and Responsibilities of the ASWD Chief of Protocol

It is recommended that the ASWD Members should follow the general principles established throughout this "Protocol Guidelines", when conducting their own events.

- Liaison between ASWD and ASWD Members to ensure the ASA Protocol Guidelines are upheld.
- To approve the Stadium Seating Plan as drafted by the Local Organizing Committee (LOC).
- To approve the Procedure for all Awards Ceremonies and obtain the President's decision on the personnel presenting the Medals / Trophies / Plaques / Gifts / Prize Money.
- To ensure the preparation of the correct Medals / Trophies / Plaques / Gifts / Prize Money for presentation at official functions, in conjunction with ASWD, and to authorise presentations proposed by ASWD.
 - To arrange the seating plan and schedule for all official functions attended by the President of the ASWD Executive Board.
 - To accompany the President to all official functions where needed.
- To liaise on all protocol matters.
- To co-ordinate with the ASWD President, other protocol occasions such as visits to official functions.

2. Principles

- Stadium Seating (Track and Field)
 - Since the Stadium Seating is very closely connected to the availability of a suitable tribune, the Chief of Protocol should make sure, at the time an ASWD Competition is awarded, that the facilities / installation will be adapted to meet ASA requirements.
 - The optimum solution should be:
 - One Main Tribune (VVIP Box) for 20 – 30 persons
 - One Tribune d'Honneur VIP for 100 – 200 persons

When this is not possible and only one Tribune d'Honneur is available, it should be able to accommodate 80 – 100 persons. In this case, one or two rows should be designated for the Highest Authorities. These two rows should be selected on the basis of security, visibility, space etc.

In either case the VVIP Box or the designated rows must have special arms chairs, or superiors seating.

- Where a Main Tribune is provided, the ASWD President and partner will be seated there. If space allowed, the Vice President, or at least the relevant Commission Chairperson will also be seated there.

- The ASWD President shall always occupy the central seat of the Main Tribune, unless the ASA President, Head of State or Premier of the Western Cape, their Representative or the Minister is present. In such case, the President shall sit on the Premier's right-hand side.
 - The ASWD Executive Board will be seated in the Tribune d'Honneur, with their accompanying persons, and if space permits, other persons in the order of the Protocol List.
 - The Main Tribune and the Tribune d'Honneur must be guarded by security personnel, be roped off from the other seating, and decorated in a suitable dignified manner. The entrance and exit of the Main Tribune and the Tribune d'Honneur must be free from obstruction. They must be located within a suitable distance of hospitality facilities (with TV monitors, light refreshments etc) and toilet facilities, and within easy reach of the Awards ceremony area.
 - Invitations must be issued for the Main Tribune and the Tribune d'Honneur.
 - All seats in the Main Tribune and the Tribune d'Honneur must be names, and hostesses must be available to show guests to their seats.
- Opening and Closing Ceremonies

The Program for the opening and closing ceremonies should be approved by the Chief of Protocol.

- Awards Ceremonies at Competitions
 - There shall be no more than 3 persons presenting awards:
 - 1 from ASWD (to present the medal)
 - Accompanied by a maximum of 2 persons from the LOC / Authorities / Sponsor / or Guest nominated by the ASWD President.
 - The schedule of the awards ceremonies and the list of Presenters must be approved by the ASWD President.
 - For award ceremonies on a course / in a stadium, only the ASWD approved medals and (or some other approved award) may be presented. Flowers occasionally accompany the award, as this is in order.
 - For award ceremonies of team medals, the ceremony shall be in the following order: (see ASA Victory Ceremony Guidelines)
 - 3rd Team
 - 2nd Team
 - 1st Team

A maximum of one trophy or gift per team or per individual in the team may be present.

 - Awards ceremonies should take no longer than 5 minutes.
- Official Dinners
 - There must always be a Head Table designated, for which place cards should be made.

- There should be a balance between the Host / Sponsor / ASWD and the Authorities at the Head Table.
- The scheduling of speeches and presentations must be approved by the Chief of Protocol.
- The scheduling of official dinners, the printing of invitations, layout of tables and room décor must be discussed with and approved by the ASWD President.
- Meetings with Premier, or Designated Representatives
 - It is requested that ASWD makes every efforts to arrange an audience with the Premier, or their Representatives.
 - When such an audience is granted, the Chief of Protocol must provide ASWD with a list of the authorities who will be in attendance, together with their position / status.
 - ASWD must take every effort to ensure that provincial championships are attended by a local Senior Government representative, the provincial Sport Council and other High Ranking Sports Officials.
 - The Chief of Protocol for the Premier (or representative) must meet with the ASWD Chief of Protocol in advance, to discuss and confirm detailed arrangements.

3. Accreditation System

For each provincial event, whether it takes place inside or outside the stadium, the following steps must be followed:

- Definition of Areas of Access into 5 categories:
 - Competition (including all areas where competitors must have access – in field, call room, warm-up and doping control)
 - Technical and Organization (including all areas where Organization must have access – offices, announcing, booths, jury room, computer centre, servicing centre)
 - Media (all areas where all media must have access – main press centre, sub press centres, media hospitality areas, work areas, interview and press conference rooms, etc) but the sub-divided into specialist areas for TV and photographers.
 - VIP / Authorities (Medical / Safety and Security / Traffic) / Hospitality (including Tribune seating)

The access to seating area will always be by entrance ticket.

- Each of the 5 Areas of Access should be given a colour (see suggested colours below) and all signs within each area are painted in the correct colour.

| Area of Access | Colour | Code |
|---------------------------------|--------|------|
| Competition and ASWD Staff | Green | I |
| Technical Officials | Red | II |
| Media | Yellow | III |
| LOC | Orange | IV |
| VIP / Authorities / Hospitality | Blue | V |
| All Areas | White | |

- The background colour of the accreditation cards should correspond to the above colours. The issuing of all accreditation cards, but particularly the white cards, should be very strictly controlled, and approved by the Chief of Protocol.
- Special Cases
 - In field access should be denoted by a coloured strip across the relevant colour of card, but a strip which it is impossible to copy.
 - Wherever possible, the fewer people with multiple area access, the better. However, the following special cases should be noted:
 - Security staff who need access to all areas should wear special uniforms.
 - Service staff who need multiple area access at certain times of the day, should have a different colour of card.
 - Some people require access to more than one, but not all, of the areas of access. In this case, a purple card should be issued, bearing the letters of the Areas of Access which can be allowed.
 - The following categories of people will require multiple access cards:
 - ASWD Executive Board Members
 - ASWD Commission Members
 - ASWD Staff
 - LOC
 - Timing and Computer service staff
 - Marketing consultants senior staff
 - A limited number of 'go everywhere passes' (excluding in-field) should be created which can be called upon by ASWD, LOC and Marketing Consultants, for which they are completely responsible, to solve specific problems. In addition, these can be used for the 'observer category', issued in limited number.
 - It is recommended that invitation cards are printed which allow access to hospitality areas.
 - The accreditation card should always bear the following information:
 - Background colour relating to Areas of Access
 - Name of accreditation category
 - Name of person (family name and given name)
 - Photograph (if necessary)
 - Areas of Access code (I – V)

4. Program of ASWD Events (Competitions and Meetings) where the Protocol Guidelines will apply).

- ASWD Events
 - ASWD Track and Field Championships
 - ASWD Cross Country Championships
- Official ASWD Meetings
 - ASWD Board Meetings
 - ASWD Commission Meetings
 - ASWD Committee Meetings
 - ASWD Annual General Meeting
 - ASWD General Council / Fixture List Meeting
 - ASWD Indaba's

- Official Functions
 - Surrounding the ASWD events / meetings
 - Annual Year Function
- Other
 - Anywhere where the President and Executive Board members are present in an official capacity.

5. Accreditation Plan

- A – Authorities (Medical / Safety and Security / Traffic)
- B – ASWD Executive Board and VIP Sponsors
- C – Heads of Delegations
- D – Sponsors
- E – Media (Written Press, Photographers, TV)
- F – Athletes and Team Officials
- G – VIP Guests
- J – Sponsors providing service
- M – Medical Services
- LOC – Local Organizing Committee
- O – Observers
- S – Service Team (ASWD Staff / Catering / Cleaning)
- V – Volunteers

6. Protocol List

- ASWD Executive Board
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Cross Country Commission Chairperson
 - Race Walking Commission Chairperson
 - Road Running Commission Chairperson
 - Track and Field Commission Chairperson
 - Development Officer (Ex-Officio)
 - General Manager (Ex-Officio)

7. ASWD Flag

- The ASWD Flag must be flown at all ASWD championships at the official sites.
- For national events hosted by ASWD the order of flags shall be (from left to right in main view):
 - RSA
 - ASA
 - Sponsors
 - ASWD
 - Host town

The flying of all other flags (apart from the one's listed) shall only be permitted with ASA's approval.

APPENDIX 9
COMPETITIONS (ASA Rules and Regulations 2010)

ASA Rule 1 – Competitions at which the Rules shall apply (Refer to IAAF Rule 1)

1. At the following ASA Events the ASA Athletics Rules and Regulations shall apply, provided that no foreign athletes take part:
 - 1.1 Provincial and Inter-Provincial competitions
 - 1.2 District, zone and regional competitions
 - 1.3 Competitions between two or more clubs, schools, tertiary institutions, and / or forces.
2. The ASA athlete licensing system will apply to all athletics events held in South Africa.

ASA Rule 2 – Payments / Prizes at Events (Refer to IAAF Rule 6)

1. At Provincial Championships and other events organized by the Provincial Athletics bodies, the host Provincial Athletics Body will legislate the prize money awarded at the events.
2. In an event organized by a club, that club will legislate as long as there is no conflict to what is stipulated in clauses 3 and 4 below.
3. Equal prize money will be awarded to men and women.
4. Only South African citizens and people with permanent residence permits are eligible for team prizes.
5. Organizers of Road and Cross Country events must provide awards for all 10-year age categories before introducing awards in 5-year age categories. All Provincial Athletics Championships may provide recognition in 5-year age categories.

ASA Rule 3 – Advertising and Displays During Competition (Refer to IAAF Rule 8)

1. In events as stipulated in rule 1.2 – 1.3, the advertising and display rule will not apply, provided that no event sponsors are involved.
2. In events as stipulated in rule 1.1 – 1.3, where the event is sponsored, the personal sponsors of athletes and clubs participating in the events must adhere to the IAAF Rule 8 and the clothing regulations listed herein.
3. The design of the club kit must adhere to the relevant requirements of the IAAF Regulations and ASA rule 13.

ASA Rule 4 – Entry Forms

1. 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 athlete who hold a South African Permanent Residence permit should fill in this section. An act by foreign athletes filling in this section will constitute fraud.
2. 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 prizes.

3. 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.
4. 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.
5. 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 organizers any time before the event takes place.
6. All foreign athlete who violate IAAF Rule 4 or who do not produce permits on demand will not be eligible to win any prize.
7. 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 race organizers before the event takes place.
8. Event organizers 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.
9. 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.

APPENDIX 10
ELIGIBILITY (ASA Rules and Regulations 2010)

ASA Rule 5 – Restriction of competition to Eligible Athletes (Refer to IAAF Rule 21)

PARTICIPATION

1. 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.
2. Event organizers may not refuse entry to members of a club duly affiliated to the relevant province without prior consent of the province.
3. Wheelchair (Classes T51, T52, T53, T54) competitors may only participate if the organizers make special provision for them and in the case of events on the road; the relevant traffic authority has granted permission.
4. The following documents will be accepted as proof of age: -
 - 4.1 A South African ID document
 - 4.2 Passport
 - 4.3 Birth Certificate (since 1994)
5. 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 not restriction on the number of athletes in the team and the first number of athletes as specified will count towards the team prize.

6. 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.
7. Clubs registering foreign athletes as licensed athletes in their clubs must provide ASA, through the Provincial Office, of a list of these athletes.
8. Foreign athletes must adhere to IAAF Rule 4.2 before joining a club in South Africa. Copies of the written approvals from their county of origin must form part of the registration documents at the club and province.

APPENDIX 11
TECHNICAL RULES (ASA Rules and Regulations 2010)

ASA Rule 6 – General (Refer IAAF Rule 100)

All Competitions, as defined in ASA Rule 1.1, shall be held under the Rules of ASA and this shall be stated in all announcements, advertisements, programs and printed material.

If any foreign athletes take part in a competition, the competition shall be held under the Rules of IAAF and ASA and this shall be stated in all announcements, advertisements, programs and printed material.

APPENDIX 12
OFFICIALS (ASA Rules and Regulations 2010)

ASA Rule 7 – Technical Delegates (Refer IAAF Rule 112)

1. ASA will appoint the Technical Delegate to all National Championships, National and Permit events, including all such events held by associate members.
2. Provincial Athletics Bodies shall appoint a Technical Delegate to all Provincial Championships, and all events held by all clubs and associate members.
3. In Road Races the Referee assumes authority over the running of the race as the starter's pistol is fired and for the duration of the event.

ASA Rule 8 – Medical Delegates (Refer IAAF Rule 113)

1. A Medical Delegate must be appointed for all athletics events held in South Africa. The organizers of the event must appoint the medical delegate. At national events, ASA will appoint the medical delegate.
2. The Medical Delegate will ensure that appropriate medical facilities and personnel are provided at the event.
3. The medical Delegate must be a qualified medical doctor.

Rule 9 – Officials of the Competition (Refer IAAF Rule 120)

1. The basic clothing for Technical Officials in South Africa is **dark blue pants or skirt**, with either
 - a. The sponsors golf shirt, or
 - b. The National Technical Officials golf shirt, or

- c. The Provincial Technical Officials golf shirt, or
 - d. A plain white golf shirt.
2. All officials must display their current ASA or Provincial Technical Officials Card.
 3. Road and Cross Country Referees may wear a bib marked "Referee" over the standard clothing. Other Officials may wear similar bibs marked "Official".
 4. Additional clothing may be worn over the standard clothing where the weather dictates.

APPENDIX 13
GENERAL COMPETITION RULES (ASA Rules and Regulations 2010)

ASA Rule 10 – New events

1. All new events (i.e. events not in the provincial calendars approved by ASA), in the Provinces must be submitted to ASA for formal sanctioning. This applies to all road running, track and field and cross-country events. 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.

ASA Rule 11 – Age Groups (Refer to IAAF Rule 141)

1. The following age restrictions will apply to Road Races in South Africa.

| Events | 5 km | 10km | 15km | 21.1km | 32km | 42.2km | Ultra Marathon |
|---|----------------------|------------------------------|-----------------------|------------------------------|-----------------------|------------------------------|-----------------------|
| 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 |

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

| Category | Age Group | Actual Age |
|----------------|-----------|--|
| Masters | | Any athlete who has reached his / her 35 th birthday. All matters concerning Masters' competitions will be regulated by SAMA. |
| Senior | | 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 |
| Youth | U / 18 | 16 to 17 years on 31 st December in the year of competition |

Any other age group category competition may be allowed by ASA on approval by the Council.

2. In Track and Field and Cross Country the senior age group is open to all athletes who are 16 years and older in the year of competition. Junior athletes are defined as being 18 to 19 years of age in the year of competition and Youth athletes are 16 to 17 years of age in the year of competition.
3. In Road Races the open category is open to all athletes of the same gender irrespective of age. The senior category in Road Running is considered a closed category for athletes entered in the age group 20 to 39 years. A junior athlete is defined as being under the age of 20 on 31 December in the year of competition. The Open category shall not be considered as an age category for team competitions.

4. 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.
5. In events where the competition takes place according to age categories, the athlete will participate, and only be eligible for the prizes in the category they entered, and 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).
6. Age category athletes may enter either their chronological age category or any age category younger than their chronological age up to senior level.
7. 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 to 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.
8. All athletes that are participating in age group competition 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. 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 License / Race number bib on the upper body clothing, back and front.

ASA Rule 12 – Entries (Refer to IAAF Rule 142)

1. All athletes competing at South African Championships must be authorized and entered by their Provincial Athletics bodies. No athlete will be allowed to participate as an individual athlete.
2. 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.
3. 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 license.
4. Organizers of events held according to the Rule of IAAF and ASA must provide each non-registered athlete with temporary license numbers, and a similar level of insurance to that provided through the ASA license system. Provision of the temporary licenses is subject to the athlete adhering to all other requirements and rules for participation in South Africa.

ASA Rule 13 – Clothing, Shoes and Number Bibs (Refer to IAAF Rule 143)

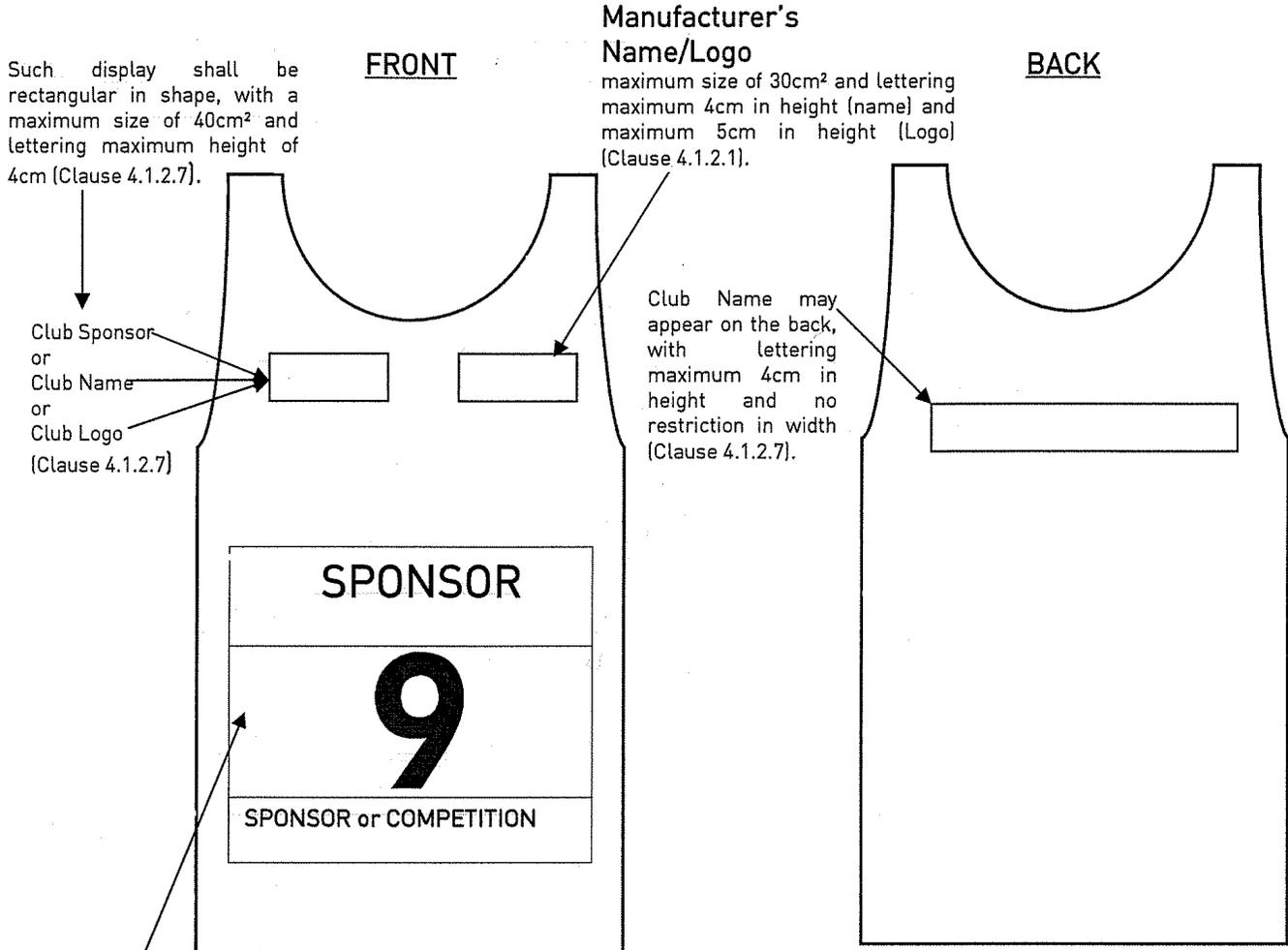
Definition: **Number bibs** are the competition number that may be issued by a race organizer for a particular event, by special permission from ASA, only.

Licenses are the ASA registration licenses issued through the Provincial Athletics Bodies to club members.

13.1 Clothing

APPENDIX 4 – Vest C

CLUB VEST



Such display shall be rectangular in shape, with a maximum size of 40cm² and lettering maximum height of 4cm (Clause 4.1.2.7).

Club Sponsor or Club Name or Club Logo (Clause 4.1.2.7)

FRONT

Manufacturer's Name/Logo

maximum size of 30cm² and lettering maximum 4cm in height (name) and maximum 5cm in height (Logo) (Clause 4.1.2.1).

BACK

Club Name may appear on the back, with lettering maximum 4cm in height and no restriction in width (Clause 4.1.2.7).

Bib

The maximum size of the Bib shall be 24cm in width and 20cm in height (Clause 5.1.1).

The height of the numbers (or other Athlete identification) shall be no less than 6cm and no more than 10cm (Clause 5.1.2).

The identification above the Athlete identification shall be a maximum height of 6cm (Clause 5.1.3).

The maximum height of identification below the Athlete Identification shall be 4cm (Clause 5.1.4).

- 13.1.1 Club colours are optional and not compulsory for athletes participating in competitions as specified in rule 1.1 – 1.3. Athletes are required to display license numbers and must adhere to the IAAF clothing regulations. Any athlete wishing to count towards a team prize must wear club colours.
- 13.1.2 Athletes / Clubs with personal sponsorships and sponsored teams to National, Provincial and permit events and events where international athletes take part, must adhere to IAAF Advertising Regulations – 2009, Clause 4.1 and the relevant amendments thereof by the ASA rules.
- 13.1.3 Clubs affiliated to an ASA provincial athletics body 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 best / leotard on the right chest. Such display shall be rectangular in shape, with a maximum size of 40 cm² and with the lettering a maximum height of 4cm.
- 13.1.4 The Club Name may appear on the back of the best / leotard with the lettering a maximum height of 4cm, and not restriction in width.
- 13.1.5 In the case of women wearing a top where the license 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 only be 4cm high, but the full width of the body. The club name may not be displayed on the rear of the lower body garment.
- 13.1.6 Clubs must register their kit with the 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.

13.2 ASA Number Bibs (Licenses)

- 13.2.1 Licenses expire on 31 December each year.
- 13.2.2 Licenses are issued by ASA through the Provincial Athletics Bodies.
- 13.2.3 Where an athlete changes the province of domicile during a calendar year, they may retain their license until it expires. They may however only count for the club issuing the license in any team competition. Alternatively the athlete must be registered and licensed by a club in the province of their new domicile.
- 13.2.4 In all events (except for pole vault and high jump, where only one may be displayed) it is compulsory to wear both license numbers, one on the front and one on the back of the upper body clothing.
- 13.2.5 Where a Photo Finish system is in operation, athletes may be required to wear additional number identification of an adhesive type on the side of their shorts. These number stickers must be matt with black letters on a white background. The sticker must be a minimum of 10cm high with the lettering a minimum of 8cm high.

13.3 Licenses and Special Number Bibs

- 13.3.1 Event organizers wishing to provide one or two special number bibs must request permission from ASA through their Provincial Athletics body.
- 13.3.2 Where event organized require a special number bib to be worn, the athlete must comply.
- 13.3.3 Neither the special number bib nor an athlete's license number is under any circumstances transferable.

13.3.4 Where special number bibs (race numbers) are provided by the event organizer it must be worn and it may cover the ASA license numbers. When only one special number bib is provided it must be worn on the front and the ASA license number must be displayed on the back of the upper body clothing.

13.4 Temporary Licenses

To enable unlicensed athletes to compete in sanctioned events, to cater for licensed athletes who left their license number at home, and / or to cater for international athletes, temporary licenses may be issued subject to the following conditions: -

- 13.4.1 Temporary licenses are only valid for the event for which they were issued.
- 13.4.2 If two special number bibs are issued, unlicensed athletes must still pay for the temporary license numbers, but need not to display them.
- 13.4.3 If two temporary license numbers are issued, one must be worn on the front and one on the back of the upper body clothing. If only one temporary license number is issued it must be worn on the front of the upper body clothing, except for pole vault and high jump, where only one may be displayed, either on the front or on the back of the upper body clothing.
- 13.4.4 Provinces must provide the necessary administration and facilities to enter temporary licensed athletes separately.
- 13.4.5 The host province in whose area the event takes place may levy an additional fee over the above the entry fee when issuing temporary licenses.
- 13.4.6 Athletes taking out temporary licenses must sign an indemnity accepting the conditions of the event organizers and the rules of ASA.
- 13.4.7 Athletes with temporary licenses must adhere to the advertising rules of the IAAF and ASA.
- 13.4.8 A temporary license may not be issued to a suspended athlete without the approval of ASA.
- 13.4.9 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 numerical age category tags, and
 - c. Can prove their age by one of the official means, on the day of the race.
- 13.4.10 Holders of temporary licenses may compete in the team competition provided they are wearing club colours.
- 13.4.11 Wheelchairs (Class T51, T52, T53, T54) – every competitor must be provided with two numbers to be worn visibly, on the back of the chair, the other to be worn as directed by the referee.

ASA Rule 14 – Protests (Refer to IAAF Rule 146)

An appeal to the Jury of Appeal must be made within 30 minutes of the official announcement of the decision made by the Referee, in writing, signed by a responsible official on behalf of the athlete, and shall be accompanied by a deposit of R200, which will be forfeited if the protest is not upheld.

APPENDIX 14
TRACK EVENTS (ASA Rules and Regulations 2010)

ASA Rule 15 – Starting Blocks (Refer to IAAF Rule 161)

- 15.1 In competitions as stipulated in Rule 1.2 – 1.3 the use of starting blocks are not compulsory. If starting blocks are made compulsory in these events, the organizer of the event must supply the starting blocks.

ASA Rule 16 – Steeplechase Races (Refer to IAAF Rule 169)

- 16.1 Lay-out for the 1500m Steeplechase event:
- 16.1.1 There will be no hurdles between the start and the beginning of the first lap. The hurdles being removed until the competitors have entered the first lap.
- 16.1.2 The start should be moved to another part of the track depending on the placing of the water jump.
- 16.1.3 There shall be 12 hurdles jumps and 3 water jumps.
- 16.1.4 The water jump shall be the fourth jump in each lap.
- 16.1.5 The hurdles shall be 76.2cm high.

ASA Rule 17 – Relay Races (Refer to IAAF Rule 170)

Standard Medley Relay Races: (In order to use this lay-out, additional markings will be required to be made to the IAAF standard track markings):

- 17.1 The standard Medley Relay (1000m) consists of and is run in the following sequence, 100m, 200m, 300m and 400m.
- 17.2 The location of the start for the Standard Medley Relay (1000m) is the same as the 200m.
- 17.3 The Standard Medley Relay uses the same staggered zones as for the 4 x 100m Relay for the third exchanges, (at the 100m) and is completed in lanes (3rd exchange markers for the 4 x 100m relay).
- 17.4 Between the 1st and 2nd exchange the athletes will cut in to the inside lane on the 50m line. The 50m-start line is located in the home straight. The 50m-start line denotes the point at which the second leg of the Medley Rely (200m runners) may leave their lanes.
- 17.5 The 2nd exchange of the Medley (end of the 200m leg) is the same as for the first take-over for the 4 x 100m Relay (at the 300m), only the inside lane markers is used.
- 17.6 The 2nd runners are permitted to begin running outside their take-over zones.
- 17.7 The 3rd zone of the medley relay (end of 300m leg) is the same as the 2nd and 3rd take-over of the 4 x 400m.
- 17.8 Waiting runners can take an inner position on the track as incoming team members arrive provided they do not jostle or obstruct another competitor so as to impede his / her progress.

APPENDIX 15
FIELD EVENTS (ASA Rules and Regulations 2010)

ASA Rule 18 – General Conditions (Refer to IAAF Rule 180)

- 18.1 In competitions as specified in ASA Rule 1.1 – 1.3 the organizers can provide the implements. Where implements are provided then the competitors may use either the organizer's implement or their own, provided these are checked and marked as approved prior to the commencement of the competition.
- 18.2 In competitions as specified in ASA Rule 1.1 – 1.3 where the organizers do not provide the implements, athletes may use their own implement, provided these are checked and marked as approved by the organizers before the start of the event. The owner of the implement is under no obligation to make the implement available to other competitors.

APPENDIX 16
COMBINED EVENTS COMPETITIONS (ASA Rules and Regulations 2010)

ASA Rule 19 – Combined Events Competitions (Refer to IAAF Rule 2010)

- 19.1 The IAAF Combined Event Scoring Table will be used to score Combined events for the Senior, Junior and Youth age categories.
- 19.2 For the 1000m Youth Boys, the IAAF Indoor Events Scoring Table must be used.
- 19.3 For Combined events in all other age groups, the ASA Scoring Tables must be used.

APPENDIX 17
RACE WALKING EVENTS (ASA Rules and Regulations 2010)

ASA Rule 20 – Race Walking (Refer to IAAF Rule 230)

20.1 General

- 20.1.1 During Road Races, which accept walkers, and where walkers and runners compete simultaneously, all Walkers must wear an official "W" identification tag to indicate that they are Walkers to be eligible for awards.
- 20.1.2 The size of the lettering on the tags must be a minimum of 6cm and a maximum of 8cm in height and must be worn visibly above the License / Race number bib on the upper body clothing, back and front.

20.2 The Course

- 20.2.1 All race walking races held on the road 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.
- 20.2.2 The course measurement reports and certificates for all National Race Walking Championships, Provincial Race Walking Championships, Inter-Provincial and ASA Permit road race walking events, must be lodged with ASA at least 7 days prior to the event.

- 20.2.3 The certification and storing of course certificates will be undertaken in accordance with ASA document "Measurement and Certification of Road Races".
- 20.2.4 ASA reserves the right to order an independent measurement of any course by a recognized course measurer.
- 20.2.5 Walkers who want to be considered for awards or prizes must compete with their knees uncovered in order that their style may be adjudicated by officials for the duration of the event.
- 20.2.6 The "W" or "Walker" identification tag is to be displayed on the top back and front of their vests.
- 20.2.7 While most road races are open to walkers, it is advisable to confirm with the race organizer before the event.

APPENDIX 18
ROAD RACES (ASA Rules and Regulations 2010)

ASA Rule 21 – Road Races (Refer to IAAF Rule 240)

21.1 The Course

- 21.1.1 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.
- 21.1.2 The course measurement reports and certificates for all National Road Championships, Provincial Road Race Championships, Inter-Provincial and ASA Permit races, must be lodged with ASA at least 7 days prior to the event.
- 21.1.3 The certification and storing of course certificates will be undertaken in accordance with ASA document "Measurement and Certification of Road Race".
- 21.1.4 ASA reserves the right to order an independent measurement of any course by a recognized course measurer.
- 21.1.5 Any course starting and finishing above 1000m above sea level will be considered an altitude course.

21.2 Refreshment stations and Seconding

- 21.2.1 Event organizers and / or the Technical delegate will determine the restrictions on seconding to apply in a road race. This ruling will be advertised in race rules and information.
- 21.2.2 Where permitted in race rules seconds or team officials may run 100m along side an athlete either side of designated refreshment stations in order to hand and receive refreshment bottles or goods. Seconding is not allowed outside the designated refreshment stations.
- 21.2.3 Seconding may not be conducted directly from a vehicle (including two-wheeled) whether stationary or moving.
- 21.2.4 Where race organizers impose a restriction on personal seconding, they must provide refreshment stations at least at 3 km kilometer intervals throughout the race.

21.3 Physical assistance

- 21.3.1 Pacing (non-competition running) is defined as someone running alongside another competitor and is not allowed. To avoid pacing in Road Running events the event organizer 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.

21.3.2 The following is also considered as pacing and is not permitted: -

- 21.3.2.1 A pace setter that is not a bona fide entrant in the race.
- 21.3.2.2 An athlete that is about to be lapped, running with athletes in leading laps.
- 21.3.2.3 Athletes that rejoin the race after having temporary retired.
- 21.3.2.4 Athletes that do not start with the other athletes.
- 21.3.2.5 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.

21.4 Safety

- 21.4.1 Runners are not permitted to run with animals.
- 21.4.2 Any road race held on local authority road must have the approval of the relevant local authorities. Organizers of an event must recognize their responsibilities in ensuring the safety of participants, spectators, officials and other road users and are encouraged to undertake formal risk management appraisal of all aspects of their event to minimize the risk of any incident.
- 21.4.3 Where event organizers 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.
- 21.4.4 Where the organizer 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.
- 21.4.5 Disabled or blind runners who require to be accompanied may only make use of guides who have officially entered the event.

21.5 Calculation of Team positions

- 21.5.1 In team competitions the following rules will be applied to calculating the team position: -
 - 21.5.1.1 The team size will be stated in the competition manual or event flyer. Team sizes will be equal for men and women.
 - 21.5.1.2 The 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.
- 21.5.2 In the event of a tie, it shall be resolved in favor of the team whose last scoring member finishes nearer the first place.

21.6 Fun Runs

- 21.6.1 The distance of Fun Runs may not exceed 5km.
- 21.6.2 Licensed and unlicensed athletes may participate in these events, no license number need to be worn in these events, and temporary licenses need not be purchased.
- 21.6.3 Fun Runs will only be sanctioned by ASA or the Provincial Body provided they are held under the aegis of an affiliated club.
- 21.6.4 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.

21.7 Road Relays

- 21.7.1 Road relays must be organized under the direct auspices of provinces. The province has the sole right to appoint and LOC, and through this LOC takes complete responsibility of the event.

APPENDIX 19 **CROSS COUNTRY (ASA Rules and Regulations 2010)**

ASA Rule 22 – Cross Country (Refer to IAAF Rule 250)

22.1 Course

- 22.1.1 Wherever practical, and for all National, Provincial, Inter-Provincial and prestige cross country events, it is recommended that the prime method of measurement is the Calibrated Bicycle method of measurement using an off-road bike (MTB). Any sections that are un-ride-able may be measured by steel tape. The measurement report and map should be lodged with the Provincial Athletics Body.
- 22.1.2 The course measurement reports and certificates for all National Cross Country Championships, Provincial Cross Country Championships, Inter-Provincial and ASA Permit races, must be lodged with ASA at least 7 days prior to the event.
- 22.1.3 The certification and storing of course certificates will be undertaken in accordance with ASA document "Measurement and Certification of Road Races".

22.2 Calculation of Team positions

- 22.2.1 In team competitions the following rules will be applied to calculating the team positions:
- 22.2.1.1 The team size will be stated in the competition manual or event flyer. Team sizes will be equal for men and women.
- 22.2.1.2 Competitors competing as individuals may be removed from the finishing list when calculating the team prize.
- 22.2.1.3 The team position will be calculated by adding all the finishing positions of the first runners from the one club or province that complete the team size and meet the entry requirements. Athletes in other categories may be removed so as not to impact in finishing positions.
- 22.2.2 In the event of a tie between two or more teams, the order will be determined by the finishing position of the last scoring team member. The team whose last place scoring member finishes closest to first place will win the tie.

APPENDIX 20 **RECORDS (ASA RULES AND REGULATIONS 2010)**

Rule 23 – South African Records

The process for ratifying a South African record must follow the principles and procedures stated in IAAF rule 260 – World records, but using the relevant ASA forms and abiding by all doping requirements.

- 23.1 Only the President or CEO of ASA are authorized to recognize National Records.
- 23.2 Only the President of a Provincial Athletics Body is authorized to recognize a Provincial record.

23.3 ASA will supply the official South African record certificates for presentation to the National Record Holders.

APPENDIX 21
RACE WALKING (IAAF Competition Rules 2010 - 2011)

Rule 230 – Race Walking

Page 220 - 223

APPENDIX 22
ROAD RACES (IAAF Competition Rules 2010 - 2011)

Rule 240 – Road Races

Page 224 – 226

APPENDIX 23
CROSS COUNTRY (IAAF Competition Rules 2010 - 2011)

Rule 250 – Cross Country

Page 227 – 229

APPENDIX 24
TRACK AND FIELD (ASA Technical Standards for ASA Competitions 2012)

Event lists for the various National and Provincial Track and Field Championships

| Event | Sub-Youth (15) | | Youth (17) | | Junior (19) | | Senior (20 yrs +) | |
|------------|----------------|--------------|------------|--------------|-------------|--------|-------------------|--------|
| | Male | Female | Male | Female | Male | Female | Male | Female |
| 100m | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| 200m | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| 400m | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| 800m | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| 1500m | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| 3000m | Yes | Yes | Yes | Yes | | Yes | | Yes |
| 5000m | | | | | Yes | Yes | Yes | Yes |
| 10000m | | | | | Yes | | Yes | |
| 90mH | | 76.2cm | | | | | | |
| 100mH | 84cm | 76.2cm | | 76.2cm | | 84cm | | 84cm |
| 110mH | | | 91.4cm | | 99.1cm | | 106.7cm | |
| 300mH | 84cm | 76.2cm | | | | | | |
| 400mH | | | 84cm | 76.2cm | 91.4cm | 76.2cm | 91.4cm | 76.2cm |
| 1500mSC | 76.2cm | | | | | | | |
| 2000mSC | | | 76.2cm | | | 76.2cm | | |
| 3000mSC | | | | | 91.4cm | | 91.4cm | 76.2cm |
| 4 x 100m | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| 4 x 400m | | | | | Yes | Yes | Yes | Yes |
| 1000m Med | Yes | Yes | Yes | Yes | | | | |
| Long J | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| High J | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Triple J | Yes | | Yes | Yes | Yes | Yes | Yes | Yes |
| Pole Vault | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Shot Put | 4kg | 3kg | 5kg | 3kg | 6kg | 4kg | 7.26kg | 4kg |
| Discus T | 1kg | 1kg | 1.5kg | 1kg | 1.75kg | 1kg | 2kg | 1kg |
| Javelin T | 600gm | 500gm | 700gm | 500gm | 800gm | 600gm | 800gm | 600gm |
| Hammer T | 4kg | 3kg | 5kg | 3kg | 6kg | 4kg | 7.26kg | 4kg |
| 5km RW | Yes | Yes | | Yes | | | | |

| | | | | | | | | |
|---------|--|--|-----|--|-----|-----|---------|---------|
| 10km RW | | | Yes | | Yes | Yes | | |
| 20km RW | | | | | | | Yes (*) | Yes (*) |
| 50km RW | | | | | | | Yes (*) | |

APPENDIX 25**RACE WALKING (ASA Technical Standards for ASA Competitions 2012)****Competition Rules for Race Walking according to the various Age Groups (Track and Road)**

| The events on the events list at the IAAF & ASA Championships | 1500m | 3000m | 5000m | 10km | 20km | 30km | 50km |
|---|-------|-------|-------|-------------|-------------|------|-------------|
| SAMA Men: 30 – 60+ years | | | | ASA | ASA | ASA | ASA |
| Senior Men: 16 and older (15 years or younger may not participate) | | | | | IAAF ASA | | IAAF ASA |
| Junior Men: 19 years (16, 17, 18, 19 years) | | | | IAAF ASA | | | |
| Youth Boys: 17 years (14, 15, 16, 17 years) | | | | IAAF ASA | | | |
| Sub Youth Boys: 15 years (13, 14, 15 years) | | | ASA | | | | |
| Sub Youth Boys: 14 years (12, 13, 14 years) | | ASA | | | | | |
| Primary Youth Boys: 13 years (12, 13 years) | ASA | | | | | | |
| Primary Youth Boys: 12 years (11, 12 years) | ASA | | | | | | |

| The events on the events list at the IAAF & ASA Championships | 1500m | 3000m | 5000m | 10km | 20km | 30km | 50km |
|---|-------|-------|-------|-------------|-------------|------|------|
| SAMA Women: 30 – 60+ years | | | | ASA | ASA | | |
| Senior Women: 16 and older (15 years or younger may not participate) | | | | | IAAF ASA | | |
| Junior Women: 19 years (16, 17, 18, 19 years) | | | | IAAF ASA | | | |
| Youth Girls: 17 years (14, 15, 16, 17 years) | | | ASA | | | | |
| Sub Youth Girls: 15 years (13, 14, 15 years) | | | ASA | | | | |
| Sub Youth Girls: 14 years (12, 13, 14 years) | | ASA | | | | | |
| Primary Youth Girls: 13 years (12, 13 years) | ASA | | | | | | |
| Primary Youth Girls: 12 years (11, 12 years) | ASA | | | | | | |

APPENDIX 26
ROAD RUNNING (ASA Technical Standards for ASA Competitions 2012)

Competition Rules for Road Races according to the various Age Groups

| The events on the events list at the IAAF & ASA Championships | 5km | 10km | 15km | 21.1km | 30km | 42.2km | Ultra |
|---|--------------|----------------------|---------------|-------------------------------------|---------------|-------------------------------------|-----------------------|
| Minimum age of participation for Men and Women | ASA 9 yrs | ASA 15 yrs | ASA 15 yrs | IAAF ASA 16 yrs | ASA 19 yrs | IAAF ASA 20 yrs | IAAF ASA 20 yrs |

Guidelines staggered starts for Road Races (Only National and Provincial races) – the final timing will be determined by race logistics and other factors

| Race Distance | Men | Women | Juniors | Masters | Mass Events |
|---------------|-----|-------------------------|-------------------------|-------------------------|-------------------------|
| Up to 15km | 0 | 15 min after men's race | 30 min after men's race | 30 min after men's race | 45 min after men's race |
| 21.1km | 0 | 15 min after men's race | 30 min after men's race | 30 min after men's race | 45 min after men's race |
| 32km | 0 | 15 min after men's race | Not allowed to compete | 30 min after men's race | 45 min after men's race |
| 42.2km | 0 | 15 min after men's race | Not allowed to compete | 30 min after men's race | 45 min after men's race |

Road Relay Races – Progression of Distances and Age Groups

| The events on the events list at the IAAF & ASA Championships | 15km Road Relay Athletes x 5 5 x 3km | 21.1km Road Relay Athletes x 4 5km; 5km; 5km; 6.1km | 42.2km Road Relay Athletes x 6 5km; 10km; 5km; 10km; 5km; 7.2km |
|---|--|---|---|
| Minimum age of participation for Men and Women | ASA 9yrs | ASA 9yrs | ASA 15 yrs |

APPENDIX 27
CROSS COUNTRY (ASA Technical Standards for ASA Competitions 2012)

Competition Rules for Cross Country Races according to the various Age Groups

| The events on the event list at the IAAF & ASA Championships | 1km | 2km | 3km | 4km | 6km | 8km | 12km |
|---|------------|------------|------------|-------------|------------|-------------|-------------|
| SAMA Men: 35 – 39 years | | | | | | ASA | |
| SAMA Men: 40 – 59 years | | | | | | ASA | |
| SAMA Men: 60+ years | | | | | ASA | | |
| Senior Men: 16 and older (15 years or younger may not participate) | | | | IAAF ASA | | | IAAF ASA |
| Junior Men: 19 years (15, 16, 17, 18, 19 years) | | | | | | IAAF ASA | |
| Youth Boys: 17 years (14, 15, 16, 17 years) Sub Youth Boys: 16 years (14, 15, 16 years) | | | | | ASA | | |
| Sub Youth Boys: 15 years (13, 14, 15 years) Sub Youth Boys: 14 years (12, 13, 14 years) Primary Youth Boys: 13 years (12, 13 years) | | | | ASA | | | |
| Primary Youth Boys: 12 years (11, 12 years) Sub Primary Youth Boys: 11 years (10, 11 years) | | | ASA | | | | |
| Sub Primary Youth Boys: 10 years (9, 10 years) Sub Primary Youth Boys: 9 years (8, 9 years) | | ASA | | | | | |
| Sub Primary Youth Boys: 8 years (7, 8 years) | ASA | | | | | | |

| The events on the event list at the IAAF & ASA Championships | 1km | 2km | 3km | 4km | 6km | 8km | 12km |
|--|------------|------------|------------|-------------|-------------|-------------|-------------|
| SAMA Women: 30 – 60+ years | | | | ASA | | | |
| Senior Women: 16 and older (15 years or younger may not participate) | | | | IAAF ASA | | IAAF ASA | |
| Junior Women: 19 years (15, 16, 17, 18, 19 years) | | | | | IAAF ASA | | |
| Youth Girls: 17 years (14, 15, 16, 17 years) Sub Youth Girls: 16 years (14, 15, 16 years) Sub Youth Girls: 15 years (13, 14, 15 years) Sub Youth Girls: 14 years (12, 13, 14 years) | | | | ASA | | | |
| Primary Youth Girls: 13 years (12, 13 years) Primary Youth Girls: 12 years (11, 12 years) Sub Primary Youth Girls: 11 years (10, 11 years) | | | ASA | | | | |
| Sub Primary Youth Girls: 10 years (9, 10 years) Sub Primary Youth Girls: 9 years (8, 9 years) | | ASA | | | | | |

| | | | | | | | |
|---|-----|--|--|--|--|--|--|
| Sub Primary Youth Girls: 8 years (7, 8 years) | ASA | | | | | | |
|---|-----|--|--|--|--|--|--|

APPENDIX 28
Disciplinary Measures - Code of Conduct (2011)

It is the aim of Athletics South Western District hereinafter referred as ASWD its officers and the parties involved are to promote the highest possible ethical values within the sport of Athletics.

- In furtherance of this aim, the ASWD Council has accepted the following ASWD Code of Conduct to be observed by all persons acting in positions of trust within the ASWD and by any other person who is otherwise entitled to act for, or on behalf of, the ASWD. The two groups of persons subject to this Code are those who are in a position of trust within the ASWD, such as the members of the Council, Committees and Commissions, and those who are otherwise entitled to act for, or on behalf of the ASWD, such as ASWD Officials, as well as the ASWD consultants, agents etc, when acting for, or on behalf of the ASWD.

TERMINOLOGY

- Athletics South Western Districts (hereinafter refer as ASWD) as defined by the Constitution of Athletics South Western Districts.
- ASWD members is an inclusive term for all Officials in the ASWD Structure that has the powers to influence other people's lives, e.g. ASWD Executive Members, Commission members, Committee members, Affiliated Members, Associated Members, Administrators, Coaches, Technical Officials and Athletes.

1. EQUALITY

- 1.1 No discrimination on the basis of gender, race, religion, political opinion or other such ground will be tolerated in Athletics, including in the ASWD Council, Committees, Commissions and other elected or appointed organs of the ASWD.
- 1.2 The basic human right, the equal rights of each ASWD Member with no discrimination on the grounds of gender, language, race, colour, religion, political or other opinion, national or social origin, association with a national minority, birth or status shall at all times be respected.
- 1.3 When electing or appointing persons in a position of trust, both sexes should be considered.

2. DIGNITY & LOYALTY

- 2.1 The governance of this Code the ASWD shall have due regard to the physical and mental well-being of all participants in Athletics.
- 2.2 All forms of harassment are they physical, mental, professional or sexual, are strictly prohibited.
- 2.3 To remain loyal to ASWD and agrees to abide by its rules and regulations.
- 2.4 To diligently, faithfully and honestly serve ASWD and use his / her best endeavours to promote the sport, the good name and reputation of ASWD.
- 2.5 To be affiliated to ASWD and to be subject to, and abide by the ASWD Code of Conduct.

3. RESPECT OF PROFICIENCY

- 3.1 ASWD Officials should strive to be skilful in the execution of his/her duties and regard it as an ongoing commitment to upgrade his/her skills level. Attending accredited courses and gaining practical experiences should be a voluntary commitment on the part of every ASWD Official.
- 3.2 The psychological and physical challenges that ASWD Officials set for individual ASWD Members should be appropriate taking into consideration the age, maturity and skill level as well as the safety aspects.

4. FAIR PLAY

- 4.1 Fair play is the basic guiding principle in the sport of Athletics.
- 4.2 The role of an ASWD Official should at all times be to promote fair play and / or sportsmanship - like behaviours and attitudes among the ASWD Members.
- 4.3 Fair play is defined as much more than playing within the rules. It is a way of thinking, not just a way of behaving.
- 4.4 Fair play in athletics can be expressed as a philosophy in all spheres of life and includes the concepts of friendship, respect for others and always participating in the right spirit.
- 4.5 Doping, cheating, violence, corruption and/or exploitation in any means or form are strictly forbidden at all levels.
- 4.6 The IAAF and or ASWD Anti-Doping Rules shall be scrupulously observed at all times.

4.7 Friendly and loyal cooperation and understanding between all parties in Athletics shall be encouraged for the benefit of the sport as a whole.

4.8 All persons subject to this Code shall use due care and diligence in fulfilling their roles for, or on behalf of, the ASWD. Such persons must not act in a manner likely to tarnish the reputation of the ASWD or Athletics generally, nor act in a manner likely to bring the sport into disrepute.

5. STATEMENTS

5.1 No person who is subject to this Code will publicly make adverse comments on a policy decision of the ASWD Council once such a decision has been taken.

5.2 Not to make any public statement without the prior consent of ASWD and in particular the ASWD Presidium.

5.3 Not to make any statement to the media (which shall include the press, television and radio), or any other public statement which would bring athletics or ASWD, or their official sponsors / partners into disrepute.

5.4 Not to make any public statement that is critical of ASWD or its affiliated members, officials, athletes and in particular to any event organised by an ASWD Member.

5.5 The word statement shall mean and include the writing of any article, book, pamphlet, commentary, or any other writing which is published; public speaking, broadcasting, and granting of interviews for use on television, radio and / or films.

5.6 To address all complaints, observations or requests which he / she may have observed, or which may arise from the implementation of this agreement, through ASWD.

5.7 The provisions in this Code of Conduct shall be binding on the ASWD Member not only, before and during his / her Membership, but also for a period of six (6) months thereafter.

6. INTEGRITY

6.1 The ASWD Constitution and Rules and Regulations should be respected and implemented by all of the members.

6.2 The standards of hospitality afforded to persons subject to this Code shall not exceed the standards prevailing in the host region concerned. Any hospitality afforded which exceeds such standards shall be disclosed to the ASWD Council, or, where appropriate, to the ASWD Committee or Commission concerned.

6.3 Only gifts of nominal value may be given or accepted as a mark of respect or friendship.

6.4 Save as may otherwise be permitted, no-one in a position of trust within the ASWD shall, directly or indirectly, solicit, accept or offer any concealed remuneration, commission, benefit or service of any nature connected with their participation in Athletics or with their function as an ASWD official.

6.5 No person subject to this Code may be involved with any company, firm or person whose activity is inconsistent with the objectives or interests of the ASWD. If it is unclear, whether this kind of a connection exists in any given situation, the matter shall be submitted to the ASWD Ethical Commission for a decision.

6.6 The members of the ASWD Council and any other persons in the ASWD as may be defined by the ASWD Ethical Commission from time to time shall be required to submit to the ASWD Council a list of companies,

associations and other entities for which they have agreed to act as agent, counsellor, representative or in any other commercially relevant capacity.

6.7 An ASWD Official should never smoke, have an alcoholic smell or consume alcohol while in the presence of ASWD Members (in an official capacity) or conducting the business of ASWD.

7. CONFLICT OF INTERESTS

7.1 All persons subject to this Code agree to act for the benefit of the ASWD when taking decisions that effect, or may affect, the ASWD and to do so without reference to their own personal interests, either financial or otherwise.

7.2 Should a conflict of interest, or the appearance of a conflict of interest, arise between the ASWD and any person subject to this Code, or if there is a danger of such conflict arising, the individual concerned must refrain from taking any further part in the handling of the matter. If it is unclear whether such a conflict of interests exists in any given situation, the matter shall be submitted to the organ handling the matter to be decided.

8. RESOURCES

8.1 The resources of the ASWD may only be used for Athletics purposes.

8.2 The ASWD recognises the significant contribution that sponsors, partners and other supporters of sports events make to the development and prestige of Athletics throughout South Africa. However, such support must be in a form consistent with the ASWD Constitution and its Rules and Regulations as well as the principles set out in the present Code. By virtue of their position, they must not be allowed to interfere with the running of the sport by the ASWD.

9. CONFIDENTIALITY

9.1 No person subject to this Code shall improperly disclose any documents or information entrusted to them in confidence.

10. IMPLEMENTATION

10.1 It is the duty of all persons under this Code to see to it that ASWD Rules and the present Codes are applied.

10.2 In the case of a breach of this Code, the ASWD organ which has elected or appointed the person concerned may, after a hearing, give a serious warning to him/her or, in the case of repeated breach or gross misconduct, dismiss him/her from his/her position of trust or remove his/her tasks, either in whole or in part. If, on the other hand, the person concerned has been elected by the Council, the matter as a whole has to be submitted for a final decision by the Council. The ASWD Disciplinary Committee may at its own initiative propose these sanctions once the person concerned has been given the opportunity to be heard on the matter in question.

10.3 The ASWD Disciplinary Committee may make recommendations for the modification, amendment or deletion of provisions in this Code.

11. ETHICAL COMMISSION

The Ethical Commission shall be composed of three independent members appointed by the Council, one of whom shall be the Chairman of the Disciplinary Committee.

12. BREACH OF AGREEMENT

- 12.1 Should the ASWD Member commit any illegal and /or become involved in any incident which brings himself/herself, ASWD or the sport into disrepute, or which in ASWD's sole opinion reflects unfavourably (including but not limited to the use or distribution of any illegal or prohibited drugs), then ASWD, shall have the right to terminate this agreement with immediate effect upon written notice to the ASWD Member, or request that this matter be brought before an ASWD Disciplinary Committee.
- 12.2 Should the ASWD Member commit a breach of any term or condition of this Code of Conduct, or fail to comply with any direction given by ASWD, the ASWD Member and/or the Rules and Regulations of ASWD, ASWD shall have the right to:
- 12.2.1 Cancel any agreement between the parties, and/or;
 - 12.2.2 Claim back any funds already paid to the ASWD Member and/or;
 - 12.2.3 Impose a penalty and/or a monetary fine on the ASWD Member, and/or;
 - 12.2.4 Suspend the ASWD Member pending a Disciplinary Committee outcome.
- 12.3 The ASWD's duly authorised representative shall have the discretion and right to impose any or all the steps set out under this clause and his / her decision shall be binding until ratified or overruled by ASWD Executive Board.

13. ASWD CONSTITUTION

Where any provision, clause or words referred to in the ASWD Constitution or this Code of Conduct are in any conflict, the ASWD Constitution shall prevail.

APPENDIX 29

Disciplinary Measures – Disciplinary Code and Policies (2011)

1. Introduction

- 1.1. It is ASWD policy to follow non-discriminatory practices, especially in respect of:-
- 1.1.1. Selection of athletes, coaches, office bearers and technical officials
 - 1.1.2. Applying the principle of equal pay for equal work of equal value executed with equal effectiveness.
 - 1.1.3. The fair and equitable treatment of athletes, coaches, office bearers and technical officials
- 1.2. ASWD disciplinary policies procedures are intended to:-
- 1.2.1. Ensure the smooth and effective operation of ASWD and that its standards, rules and behaviour patterns are observed.
 - 1.2.2. Be lawful – i.e. carried out in terms of the relevant laws and regulations.
 - 1.2.3. Be fair, both procedurally and substantively.
- 1.3. Non-compliance with the conditions of unacceptable behaviour by athletes, coaches, office bearers and technical officials justifies disciplinary action.

2. Objectives

2.1. The objectives of ASWD disciplinary policies are to: -

- 2.1.1. Maintain acceptable standards
- 2.1.2. Correct unacceptable behaviour or performances of athletes, coaches, office bearers and technical officials
- 2.1.3. Utilise punitive measures only when other measures have failed to produce the desired results. An investigation must be conducted prior to disciplining athletes, coaches, office bearers and technical officials

3. Participation

The disciplinary procedure applies to all athletes, coaches, office bearers and technical officials.

4. Disciplinary Code

4.1. While this code does not cover all circumstances, which can lead to disciplinary action, it does provide guidance to management and athletes, coaches, office bearers and technical officials regarding appropriate disciplinary action. It is emphasised that it is within the discretion of management to determine the degree of transgression and therefore the disciplinary action, which correlates with the specific circumstances applicable to each incident.

4.2. Discipline is procedurally fair when the correct procedure is followed. This means that the athletes, coaches, office bearers and technical officials' rights have been observed. These are: -

- 4.2.1. The right to be told the nature of the misconduct with relevant particulars of the charge;
- 4.2.2. The right of the hearing to take place timeously;
- 4.2.3. The right to be given adequate notice prior to the enquiry;
- 4.2.4. The right to some form of representation, to ensure that the disciplinary procedure is fair and equitable;
- 4.2.5. The right to call witnesses;
- 4.2.6. The right to a translator;
- 4.2.7. The right to a finding (if found guilty, the right to be told the full reason why);
- 4.2.8. The right to have previous service considered;
- 4.2.9. The right to be advised of the penalty imposed;
- 4.2.10. The right of appeal, i.e. usually to a higher level of management.

4.3. Discipline is substantively fair if the offence warrants the penalty.

5. Minor Forms of Misconduct

5.1. Athletes, coaches, office bearers and technical officials who are guilty of the following, of similar forms of misconduct, may be given a verbal warning at the first occurrence thereof. Written or severe warnings or dismissal are at the option of management.

- 5.1.1. Late for duty or participation or leaving early without good reason;
- 5.1.2. Absence without permission for duty or participation;
- 5.1.3. Unacceptable dress for duty or participation;
- 5.1.4. Giving advantage to athletes (athlete to athlete or official to athlete)

6. Misconduct of a More Serious Nature

- 6.1. Athletes, coaches, office bearers and technical officials may be given a written warning for repeated minor forms of misconduct. Athletes, coaches, office bearers and technical officials may also be given a written warning at the occurrence of any of the following forms of misconduct, or others of a similar nature; or a severe warning or face dismissal at the option of management. Written and severe warnings shall be kept on the athletes, coaches, office bearers and technical official's record but shall prescribe after six months.
- 6.1.1. Insolence or disrespectful behaviour;
 - 6.1.2. Addressing abusive and/or obscene language at a fellow member or an executive, or in a clients' presence;
 - 6.1.3. Sexual harassment;
 - 6.1.4. Sleeping on duty;
 - 6.1.5. Negligence or poor performance;
 - 6.1.6. Unauthorised use of ASWD's property or equipment;
 - 6.1.7. Violation of safety and hygiene rules and regulations;
 - 6.1.8. Extended absence without permission;
 - 6.1.9. Conduct detrimental to the image, performance or profitability of ASWD;
 - 6.1.10. Possession/consumption of liquor non-prescribed drugs on ASWD premises, during duty or participation;
 - 6.1.11. Inappropriate behaviour during official ASWD functions or when accompanying a provincial team.

7. Serious Misconduct

- 7.1. Athletes, coaches, office bearers and technical officials may be summarily dismissed (i.e. without notice or payment in lieu of notice) in the event of any material breach of his/her service contract. The following or similar forms of misconduct are examples of material breaches for which an athlete or coach or office bearer or technical official may be summarily dismissed at the first occurrence thereof: -
- 7.1.1. Bringing ASWD's name into disrepute;
 - 7.1.2. Intimidating, inciting or persuading athletes, coaches, office bearers and technical officials to participate in any unconstitutional strike or action involving dishonesty;
 - 7.1.3. Intentional interfering with or obstructing other athletes, coaches, office bearers and technical officials in the performance of their duties;
 - 7.1.4. Being found guilty of a criminal offence involving gross dishonesty (or paying an admission of guilt fine to avoid such verdict);
 - 7.1.5. Offering/receiving a bribe;
 - 7.1.6. Wilful damage to ASWD's property/equipment;
 - 7.1.7. Insubordination or blatant disrespect to management or clients and sponsors;
 - 7.1.8. Failure to exercise due care and attention to tasks assigned;
 - 7.1.9. Providing a false statement or a false report;
 - 7.1.10. Possession of an unlicensed firearm or dangerous weapon on ASWD premises / at and event or meeting;
 - 7.1.11. Under influence of alcohol/drugs when arriving for duty or participation.
 - 7.1.12. Drinking or taking non prescribed drugs during working hours or being incapable of properly performing work due to influence of alcohol/drugs;
 - 7.1.13. Extended absence without permission (three consecutive occasions);
 - 7.1.14. Any conduct prejudicing the integrity of ASWD and its services;
 - 7.1.15. Creating a disturbance at work, including threatening violence, fighting, assault, and/or using offensive weapons;

- 7.1.16. Refusal or failure to obey a proper instruction;
 - 7.1.17. Illegal possession of liquor/non prescribed drugs on ASWD premises;
 - 7.1.18. Any other misconduct constituting breach of contract under the common law or any other legal provisions.
- 7.2. Dismissal with notice or the issuing of a severe warning or unpaid suspension from work may be alternative forms of action for any of the above stated misconduct depending on the evidence, circumstances and seriousness of each situation.

8. Dismissal

8.1. With Notice

- 8.1.1. Dismissal is the ultimate disciplinary measure available to management. As a matter of the gravest consequence to the ASWD coaches, office bearers and technical officials, it merits the most careful investigation and decision. The authority to dismiss will always rest with the Board or General Manager. Dismissal must be seen to be both substantively and procedurally fair.
- 8.1.2. Breach of rules and regulations, gross misconduct, a serious breach of the ASWD coaches, office bearers and technical officials where corrective action (for example written warnings) have failed to produce the desired performance. It must in all cases be preceded by a formal disciplinary enquiry.

8.2. Summary Dismissal (without Notice)

- 8.2.1. Coaches, office bearers and technical officials can be summarily dismissed i.e. without notice or payment in lieu of notice, due to a serious breach of contract or serious neglect of duties. Provided the circumstances warrant it, the following grounds have been accepted by South African courts as sufficient grounds for summary dismissal.
 - 8.2.1.1. Being intoxicated on duty;
 - 8.2.1.2. Gross negligence
 - 8.2.1.3. Incompetence to a serious degree
 - 8.2.1.4. Deliberate absenteeism
 - 8.2.1.5. Refusal or failure to carry out orders to perform work
 - 8.2.1.6. Repeated un punctuality
 - 8.2.1.7. Serious disrespect, insubordination, impudence or insolence
 - 8.2.1.8. Assault
 - 8.2.1.9. Dishonesty in the course of duties
 - 8.2.1.10. Intimidating an ASWD member to participate in any unconstitutional strike action or action involving dishonesty
 - 8.2.1.11. Fraud / Dishonesty
 - 8.2.1.12. Mismanagement
- 8.2.2. The offence or accumulation of offences must be so serious as to strike at the roots of the Code of Conduct, that it causes an irreconcilable or irretrievable breach in the relationship between employer and ASWD coaches, office bearers and technical officials.
- 8.2.3. The responsibility always rests on management to show that, on the clear Balance or probability, the offence took place as alleged.

9. Appeals

9.1. If an athlete / coach / office bearer / technical official is dissatisfied with the outcome of the disciplinary enquiry then the ASWD coaches, office bearers and technical officials may, within two working days, appeal. Grounds for appeal include:-

- 9.1.1. Being unfairly disciplined;
- 9.1.2. Incorrect procedure followed;
- 9.1.3. Presentation of fresh evidence;

9.2. The Executive Board shall review the disciplinary action/s and thereafter shall notify the ASWD members concerned and/or his/her representative as to whether he supports the appeal of he/she conforms the disciplinary action decided upon by the ASWD Disciplinary Committee.

APPENDIX 30
Disciplinary Measures – Notice of Disciplinary Hearing (2011)

Naam:
Naam van aanklaer: ATLETIEK SWD
Datum:

U word hiermee in kennis gestel van 'n dissiplinêre verhoor wat gehou sal word op/...../20.... om te

Beweerde misdrywe en datum:

- a.
- b.

VERDER:

1. U mag deur enige iemand van u keuse verteenwoordig word wat lidmaatskap het by Atletiek SWD, alternatiewelik 'n prokureur van u keuse vir wie se koste u verantwoordelik sal wees.
2. Die ondersoek sal in u afwesigheid gehou word as u verkies om dit nie by te woon nie. Indien die tyd en plek u nie pas nie, sal u steeds moet verskyn ten einde vir 'n uitstel aansoek te doen.
3. As u enige getuies wil roep om u saak te stel, moet u vir hulle teenwoordigheid reël.
4. As u iemand nodig het om te vertaal, moet u dit noem aan die persoon wat die vorm oorhandig.
5. Om die begrip van billikheid en regverdigheid te bevorder by die hantering van dissipline sal u die geleentheid gebied word om u saak te stel deur middel van 'n dissiplinêre verhoor.
6. Atletiek SWD sal reelings tref dat 'n regsgeleerde wat nie by die insident betrokke was nie, as voorsitter optree by so 'n verhoor. Enige koste hiervoor sal vir Atletiek SWD wees. Die aanklaer in die saak sal Christo van der Bergh wees wat namens Atletiek SWD sal optree.
7. Die aangeklaagde word hiermee ingelig oor die aard van die klagte, sowel as die plek en tyd van die verhoor en wie die verhoor mag bywoon.
8. Alle relevante inligting sal ingesamel word en die aangeklaagde sal genoegsame geleentheid gebied word om sy/haar saak te stel.
9. Getuies mag ingeroep word en deur die partye ondervra word van sy/haar keuse.
10. Die aangeklaagde sal binne twee werksdae in kennis gestel word van die finale besluit, indien nie onmiddelik geskied.
11. Die uitslag en ander relevante inligting sal op 'n dissiplinêre verslagvorm aangeteken word.
12. Die aangeklaagde sal, slegs indien skuldig bevind, die geleentheid gebied word om skriftelik binne twee werksdae appèl aan te teken, asook die rede vir die appèl aanteken.
13. Die volgende dokumente word aangeheg vir gerief van die aangeklaagde:
 - a. Aanhangsel A -
 - b. Aanhangsel B -
 - c. Aanhangsel C -

A *AFSKRIF ONTVANG OP DIE DAG VAN OM (TYD).

.....
AANGEKLAAGDE HANDTEKENING

B *HIERMEE WORD BEVESTIG DAT 'N AFSKRIF HIERVAN OP DIE DAG VAN AAN DIE BETROKKE AANGEKLAAGDE OORHANDIG WORD.

.....
GETUIE

APPENDIX 31
Inter-Club Transfer Form (2014)

Permanent license numbers are only valid for one year (January—December). An athlete is allowed to join a new club at the beginning of a calendar year without the consent of his / her previous club provided his / her financial obligations have been met.

If an athlete wishes to change clubs during the course of the year, the Athlete must fill in the official **ASWD Transfer Form**, which must be signed by the Chairperson of the club. The Transfer Form must also be signed by the Chairperson of the club he / she plans to join.

On the receipt of the Transfer Form by the ASWD Office a **one working day** period will follow where the athlete must participate in **neutral clothing** and **temporary license number**.

ASWD TRANSFER FORM

Name: _____

Permanent License Number: _____

I wish to transfer from A _____ to

B _____

I have read and understand the above-mentioned procedure.

Signature of Applicant: _____ Date: _____

Transfer approved / refused by transferring club: _____

If refused, please state reason (s): _____

Signature of Club A Chairman: _____ Date: _____

Signature of Club B Chairman: _____ Date: _____

OFFICE USE

Date Transfer Form received: _____