

BY LAWS 1

ROAD RUNNING (ASA Rule 34)

Addendum to the ASA Rules and Regulations 2018 - 2020

1 Entry Forms (ASA Rule 4)

- a. Entry forms must be submitted to Athletics SWD for approval before printing and distribution at least 6 (six) weeks prior to the event.
- b. Entry forms must indicate the minimum age of athletes allowed to participate in the specific race. When under age athletes enter, clubs must immediately withdraw the entry form. Clubs allowing under age juniors to participate are liable to a fine. Juniors must produce proof of age if so requested.

2 The Course / Start / Finish (ASA Rule 34.1 to 34.6)

- a. The distance in kilometer shall be displayed along the route.
- b. The start and finish of a race shall be denoted by a white line at least 5cm wide.
- c. A public address system or loudhailer should be available at the start line.
- d. The start of the race shall be under the control of the race referee.
- e. The firing of a gun canon, air horn or similar device shall start the race.
- f. The referee shall ensure that time keepers are ready, that competitors are lined up behind the starting line and lead vehicles are at a safe distance and are ready, before indicating to the starter that he / she may start the race.

3 Drinking / Sponging and Refreshment Stations (ASA Rule 34.8)

- a. At least water shall be available on the route and finish of all races.
- b. For all events drinking (refreshment) stations shall be provided at every 3km (Minimum 2.5km – Maximum 3.5km), or more frequently if weather conditions warrant such provision.
- c. A competitor who takes refreshment at a place other than the refreshment stations renders him / herself liable to disqualification.
- d. In road races a competitor may leave the road providing that by going off course he / she does not lessen the distance to be covered.
- e. Refreshment stations are to have sufficient receptacles, strategically placed, for disposing of race waste items.

4 Seconding (ASA Rule 34.8)

- a. A second/official may not run alongside an athlete while he/she is taking a refreshment. All seconding is to take place in the delineated area at refreshment stations.
- b. Seconding may not be conducted directly from a vehicle (including two wheeled) whether stationary or moving.

5 Timekeeping

- a. In the case of hand timing, a sufficient number of timekeepers for the number of times required shall be appointed, one of which shall be designated a chief timekeeper.
- b. Transponder Timing Systems are to comply with IAAF rule 165.24 (ASA Rule 26.3.3)
- c. Timekeepers shall act as back-up timekeepers when fully automatic equipment is in use.

6 Prizes (ASA Rule 2)

- a. All events will award Open (as prescribed in Appendix 13 – ASA Rule 22 point 2) Category prize money to both male and female athletes.
- b. All events, with prize money on offer, will have the same prize money for male and female athletes.
- c. Prize money for disabled athletes / race walkers will only be awarded if there are three athletes racing in the same specification category.
- d. Indicate on the entry form in which categories and position prizes money will be awarded.
- e. Athletes are responsible to collect their own prize money or make an alternative arrangement with the Event Organizer, failing which the athlete will forfeit his/her prize money. (ASA Rule 2,10)
- f. Competitors wearing two permanent, temporary or race license numbers and appropriate ID tags qualify for official prizes.
- g. Athletes wearing temporary license numbers and ID Tags may be required to produce proof of age before being eligible for prizes.

7 Number Bibs (ASA Rule 25 and 26)

- a. All registered athletes must wear 2 (two) license numbers and must be clearly visible on the front and back of the vest. (ASA Rule 25.4.8)
- b. If participants are not in possession of registered numbers, two temporary license numbers must be worn on the front and on the back of the vest. Athletics SWD will issue temporary license numbers and pins to the organizing club for which a fee will be charged. (ASA Rule 25.5)
- c. Where race organizers provide race license numbers, competitors must place them over the permanent or temporary license in such a manner that the ASA License Sponsor and ASA Province / Year remains visible. When only one race number is provided the athlete must wear it on the front of the vest and the provincial or temporary license number on the back of the vest. (ASA Rule 26.1.6 and ASA Rule 26.1.13)
- d. All registered athletes wearing only 1 (one) number shall automatically be disqualified without warning.
- e. In the case of rainy or cold conditions competitors are permitted to cover their number with protective clothing, but only for the first 5km. After 5km numbers should be clearly visible.
- f. Temporary license numbers are only valid for the event they were issued for. (ASA Rule 25.5.5)
- g. Temporary licences are issued up to and including the Standard Marathon. Temporary licences for ultra-marathons may only be sold to foreign athletes in local competitions. (ASA Rule 25.5.4)
- h. Number bibs must be worn as issued and may not be cut, folded or obscured in any way.

8 Age Category Tags (ASA Rule 22.9)

- a. Red numerical age tags must be in ASA format, as supplied by ASWD. 2 Tags clearly visible above the license/race bibs front and back of the vest. Tags shall be available at all races for all road runners in the various 5-year categories, except senior category.
- b. Red "W" ID tags must be in ASA format, as supplied by ASWD. 2 tags clearly visible above the license/race bibs front and back of the vest. Tags shall be available at all races for all race walkers. (ASA Rule 33.1)

9 Apparel (ASA Rule 24)

All registered athletes must wear official club clothing during races. If not available, the club must seek permission from the federation to participate in neutral clothing, where after these athletes must inform the referee with a letter of approval, before the race, to run in permanent numbers or obtain temporary numbers. Failure to obtain permission from the referee will result in disqualification before their race.

9.1 Walkers (ASA Rule 33.1)

- a. During Road Races, which accept walkers, and where runners and walkers compete simultaneously, all Walkers must wear an official “W” identification tag to indicate that they are Walkers to be eligible for awards.
- b. Tags are to be visible above the Licence/Race number bib on the upper body clothing, back and front.
- c. 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.

10 Minimum age of participation for Men and Women / Age Groups (Road Running and Race Walking) (ASA Rule 22.10)

Event/Relay leg	2-5 km	6-10km	11-15km	16-21.1km	22-32km	33-42.2km	Ultra Marathon
Minimum age of participation for Men and Women	9 years And older	14 years And older	15 years And older	16 years And older	19 years And older	20 years And older	20 years And older

Category	ID Tag	Age Group	Actual Age
Great Grandmaster	70	70 >	On 70 th birthday and onwards
Grandmaster	65	65 – 69	On 65 th birthday
	60	60 - 64	On 60 th birthday
Master	55	55 – 59	On 55 th birthday
	50	50 – 54	On 50 th birthday
Veteran	45	45 – 49	On 45 th birthday
	40	40 – 44	On 40 th birthday
Sub-Veteran	35	35 – 39	On 35 th birthday
Senior		20 and Older	20 years and older on 31 st December in the year of competition
Junior	J	9 – 19	9 to 19 years on 31 st December in the year of competition
Walker	W		

11 New Competitions ASA Rule 21)

- a) All Competitions are planned with a registered athletics club.
- b) Clubs and Associate members list their competitions with their Province no later than August each year.
- c) Province and/or club/event organizers are responsible for public liability insurance for competitions in category of ASA Rule 1.1d to 1.1g.
- d) No new competitions will be listed on Provincial Fixture Lists after October of the preceding year. Should permission be granted to a club to host such a competition there will be NO athlete medical insurance. This will need to be stated on all promotional material and entry forms. (ASA Rule 21.7)

12 The Referee

a. Before the race

- I. The organizing club for all road running events shall appoint the referee at least 2 weeks prior to the event. The referee is the senior official in the event.
 - i. The referee shall dress in dark blue pants / skirt with a white / sponsored t-shirt and Athletics SWD Referee Bib and report for duty at least 30 minutes prior to the event start.
 - ii. On arrival at the event the referee shall test the PA system and make arrangements with the race organizers to speak to the participants 3 – 4 minutes before the start of the event. The referee shall briefly introduce him / herself and mention basic rules i.e.:-
 1. Athletes should keep on the right hand side of the road, unless otherwise stated by the Traffic Officials / Marshall.
 2. Athletes must wear two license numbers and two ID tags on the front and back of the vest
 3. Athletes must obey the Referee / Marshals and Traffic Officials.
 4. Athletes must wear their official club colours.
 5. Athletes may not wear earphones during the race.
 6. Unlicensed athletes must purchase temporary license numbers from the organizers.
 7. Inform all athletes to report all unlawful activities to the Referee.
 8. Wish the athletes good luck.

b. During the race

- i. The referee shall ensure that the athletes do not have a false start.
- ii. The referee shall follow the front-runners for the first 3km of the race. After 3km the referee will find a suitable parking to stop and then observe and ensure that the rules are observed and shall decide upon any matters arising for which provision has not been made in these rules. If possible the referee should write down the first 10 (ten) male and female athlete's numbers.
- iii. The referee should greet and be friendly to all participants.
- iv. The referee should ask bundles of athletes to separate if possible.
- v. In the situation where the referee has an assistant referee / official he / she can observe
- vi. the rest of field if needed
- vii. The referee shall again follow the front-runners up until the finish line.
- viii. The referee should warn the participants and then, if needed, disqualify him / her at the finish line. The referee should not get involved in an argument.

c. The finish / After the race

- i. The referee shall check the results to ensure that prizes are allocated correctly.
- ii. The referee shall rule on any protest or objection regarding the conducting of the event. He / She shall have the authority to warn or exclude from the race any competitor guilty of improper conduct.
- iii. If, in the opinion of the referee, circumstances arise at any meeting such that conditions or justice demand that the event should be contested again, he / she shall have the authority to declare the event void and it should be held again.
- iv. At the conclusion of the event the preliminary results (prize list) should be signed by the referee.

- v. The referee shall remain at the official finish of the event for 30 minutes after Prize giving to receive any protests.
- vi. The official Referee Report forms and Monitor Reports are to be submitted electronically to ASWD within 2 business days post event.
- vii. The organizing club for all road running events shall appoint the line judge. The line judge shall rule on the order in which competitors cross the finishing line assisting the referee in other allied and sundry tasks.

d. General

1. The referee should always make a good / lasting impression on the organizers and participants.
- ii. The referee should be confident.
- iii. The referee should speak to the participants in a clear and understanding manner.
- iv. The referee should be firm with his / her decision. The referee should aim to be his / her best.
- v. The referee should aim to be his / her best.

e. Disqualifications

i. Most frequent reasons for disqualification:

1. Displays 1 (one) license number.
2. Not wearing their official club colours.
3. Receiving a lift during the event.
4. Seconding
5. Pacing
6. Not obeying the Referee / Marshals / Traffic Officials

ii. Method of Disqualification

1. In the case of a transgression – the referee should disqualify the participant immediately.
2. The referee should strategically position him / herself in the tunnel to verbally notify the participant of their disqualification.
3. The referee shall then notify the race organizers of such a participant, to ensure that he / she does not receive any prize / medal / badge or handout.

13 Appointment of a Race Referee

- a. It is the responsibility of the Event Organizer to appoint a qualified Race Referee that is in good standing with the provincial body.
- b. The organizing club may use a qualified Race Referee from their own club.
- c. The organizing club must notify the provincial office at least two weeks prior to the event of the name of the appointed Race Referee.
- d. In the case where a Race Referee is appointed from outside this province, a letter of good standing must be send from their provincial body.

14 Littering (ASA Rule 28)

To promote events that are environmentally responsible, organisers must implement processes to manage event waste and athletes must take responsibility for their actions when disposing of litter.

- a) Race Organisers must provide receptables for disposal of race waste items at the Start, the Finish and at each Refreshment Station on the route.
- b) Littering can be categorised as Intentional and Unintentional.
- c) Penalties (eg Fines) can be imposed on Clubs, Race Organisers and or Athletes not complying with litter requirements.

- d) It is illegal to place advertising leaflets on car windscreens.
- e) Encourage athletes at start of each competition to act responsibly, respect the environment and to use litter bins on route, failing which penalties that may include fines can be handed down on reports from Technical Officials.

BY LAWS 2
PROTESTS AND JURY OF APPEAL

1 Protests (ASA Rule 27)

- a. Protests concerning the result or conduct of the event shall be made within 30 minutes of the official announcement of the results of the event.
- b. Any protest shall, in the first place be made orally to the referee by the athlete himself or by someone acting on his behalf. To arrive at a fair decision, the referee should consider any available evidence he / she thinks necessary. The referee may decide on the protest or refer the matter to the Jury of Appeal. If the referee makes a decision, there shall be a right of appeal to the Jury.
- c. 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 **R500**, which shall be forfeited if the protest is not upheld.

2 Jury of Appeal (ASA Rule 19)

- a. The organizing club shall appoint a Jury of Appeal of 3 – 5 members prior to the commencement of the event. The members of the Jury of Appeal should be qualified referees, or if not available, experienced race officials or organizers.
- b. The Jury of Appeal should assist the referee in any matter on which the referee is called upon to make a ruling, or make a ruling on any appeal made against the referee.
- c. The Jury of Appeal decision will be final.

BY LAWS 3
MEMBERSHIP AND APPLICATION FOR NEW CLUBS

1. Clubs within South Western Districts will be divided into two (2) categories: -

Level 1 All new clubs will be Level 1 for the first year of membership and must have a minimum of twenty-five (25) licensed members, of which 50 % (Fifty percent) must be senior licensed athletes. This level club will have no vote at any ASWD meetings. At the next AGM all new clubs will be accepted by Council and will then automatically receive level 2 statuses for the following year.

Level 2 All existing club will be Level 2. A level 2 club must have a minimum of twenty-five (25) licensed members, of which at least 50 % (fifty percent) must be senior licensed athletes, and will have two (2) votes at meeting of ASWD.

BY LAWS 4
REGISTRATION OF CLUB COLOURS (ASA Rule 24)

- 1. All new Clubs shall register its colours with ASWD as specified in their Constitution.
- 2. Club colours may not clash with those of an existing club.
- 3. Any changes to club colours shall be approved by ASWD.
- 4. No club colours may be adopted of which the basic colours can be confused with the Provincial colours.

**BY LAWS 5
LEVIES AND FEES (2020)**

R250	Affiliation
R150	Display Clock each (1 x Lead Vehicle OR 1 x Finish Gantry)
R15	ID Tags
R20	IPICO Timing Chip – On Loan Per Race
R75	IPICO Timing Chip – Replacement Fee
R150	IPICO Finish Line Camera – 10km
R200	IPICO Finish Line Camera – 15km
R250	IPICO Finish Line Camera – 21.1km
R300	IPICO Finish Line Camera – 30km
R400	IPICO Finish Line Camera – 42.2km
R500	IPICO Finish Line Camera – Ultra
R7.50	IPICO Timing Fee (@ per athlete ENTERED)
R100	Permanent License Numbers
R35	Race Calendar
R150	Race Clock Package
R5	Race Entries (@ per athlete ENTERED)
R1.50	Race Numbers (@ per athlete ENTERED)
SQ	Registration Complete
R20	<i>Late / Race day entry premium to entry fees</i>
R35	Temporary License Numbers (@ per numbers SOLD)
R1	Temporary License Safety Pins (8)
R55	Rec Entry Fee – 10km* (Inclusive of R7.50 Ipico Fee)
R60	Rec Entry Fee – 15km* (Inclusive of R7.50 Ipico Fee)
R65	Rec Entry Fee – 21.1km* (Inclusive of R7.50 Ipico Fee)
R70	Rec Entry Fee – 32km* (Inclusive of R7.50 Ipico Fee)
R80	Rec Entry Fee – 42.2km* (Inclusive of R7.50 Ipico Fee)
R100	Rec Entry Fee – Ultra* (Inclusive of R7.50 Ipico Fee)
R5 Exclusive of R7,50 for the Ipico Chip	Max Entry Fee – Cross Country
R10	Max Entry Fee – Track & Field
R200	Min Referee Fee – 10km & 15km
R250	Min Referee Fee – 21.1km & 32km
R300	Min Referee Fee – 42.2km
R325 (42 – 50km) / R350 (65 – 75km) / R375 (80 – 90km) / R400 (95km+)	Min Referee Fee – Ultra
R3.00 PER KM	Travel to and from event & on route

(*)Clubs will have the discretion to increase the recommended entry fees in order to include costs of event organizers, special transport arrangements, use of MTO (Forestry) facilities, SANParks fees, Disaster Management Plans, any other logistical and sundry value adds deemed appropriate to the event. A detailed cost analysis is to be provided to ASWD at least 6 weeks before the entry form goes "live". In addition to normal laid down race fees these events will also attract a 5% levy on the balance of fees charged above the recommended maximum entry fee. [Ratified at the ASWD AGM 09 Jun 2018]

BY LAWS 6
PENALTY LIST (Road Races, Road Relays and Fun Runs) (2020)

Penalty List: -

1. Late submission of entry forms / flyers = **R300.00** (Clubs need to send their entry forms to the ASWD Office for approval at least 6 weeks before the entry form goes "live". Final changes / distribution at least four (4) weeks prior to the event)
2. Lack of water on the route = **R150.00**
3. Incorrect measured route = **R175.00**
4. Poor finish = **R125.00** (No finish line, incorrect timekeeping, interference from media, obstacles in athletes way) [Excl. Fun Runs]
5. Poor / incorrect marshalling and incorrect road marking = **R100.00**
6. Poor registration tables = **R100.00**
7. Allowing under-aged athletes to participate at the event = **R100.00**
8. Late Referee Reports (Refs need to electronically submit reports within 2 business days post event) = **R150.00**
9. Incomplete Results
- 9.1 Road Races (Position / Name / Surname / Club / Gender / Age / Category / Time) = **R150.00**
- 9.2 Road Relays (Position and Team Names of the first 10 teams) = **R100.00**
- 9.3 Fun Runs (Position / Name / Surname of the first Male and Female runner) = **R100.00**
10. Late start = **R250.00**
11. Clubs need to send their Referee and Line Judge names to ASWD Office at least two (2) weeks prior to event / No qualified Referee at the event / If a non-ASWD Referee is used without a letter of good standing from their province = **R250.00**
12. Apparatus and accessories hired / loaned from ASWD and not returned in a good condition within four (4) days following the date of the event = **R500.00**
13. Failure to pay levies to ASWD within three (3) weeks = **R350.00**
14. Failure to cancel a race at least three (3) months prior to the event = **R250.00**
15. Failure to provide First Aid / Insufficient First Aid = **R150.00**
16. Failure to provide Ablution at the Start / Finish = **R200.00**
17. Failure to clean venue after the race = **R250.00**
18. Amendments / Additions to the Final Fixture List – **R250** per occasion