



TEAM MANUAL

2018 SA Senior
Track and Field
& Combined Events
Championships

Thursday - Saturday: 15 -17 MARCH 2018
BESTMED STADIUM
PRETORIA

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1. VENUE

- 1.1 The competition will take place at the PILDITCH Stadium in PRETORIA from Thursday, 15 MARCH to Saturday 17 MARCH 2018.
- 1.2 The stadium has an eight lane synthetic track with facilities for all athletics events. (with 10 lanes in main straight)

2. GENERAL

- 2.1 The meeting will be conducted under the rules of IAAF and ASA.
- 2.2 Deadline for submission of all entry forms from Provinces is **Monday , 5 March 2018**. Please make use of the attached spread sheet for the provincial entries. **Please note that no hard copies will be accepted. Faxed or scanned entries will be rejected and the athletes will not be entered for the competition.**
Email to: mehlo@athleticssa.co.za
- 2.3 The Championships are open for all ASA provincial members. Individual entries will only be allowed if an athlete was not selected by the province. All individual entries must be approved by, and channeled through the ASA Provincial Member office. This implies that all athletes should be registered members of a club and in possession of a 2018 ASA license.
- 2.4 The Senior Track & Field Championships is for all athletes that will be 16 years or older on 31 December 2018 (born in 2002 or earlier).
- 2.5 Entries without an ID-number will not be accepted, and it will be returned to the Province. **Please have copies of ID –documents available at number collection.**
- 2.6 **Implements:** Competitors may use their own implements, provided these are checked before by the Technical Manager. Once approved by the Technical Manager, all implements will be available to all athletes in the competition. Personal implements, with the owner's name on it, must be handed in at the Equipment Room (see map) not later than 3 hours before the official starting time of the event. No competitor shall be permitted to take any implement into the arena. At the end of the event, athletes shall leave the field carrying their own implements. (if record is broken, implement has to be as sized again)
- 2.7 **Pole Vault:** Poles must be delivered at the equipment room not later than 3 hours before the official starting time of the event, or as the Technical Meeting decide. Each pole or bag must be clearly marked with the name and the competition number of the athlete. After the inspection the Technical Staff shall deliver the poles to the competition area in time for the athlete's warm-up. At the end of the competition, athletes shall leave the field carrying their own poles.
- 2.8 Athletes are not permitted to have in their possession cell phones, cassette recorders, radio, iPods, MP3s etc., in the competition arena (IAAF Rule 144.2 (b)).
- 2.9 At the competition area before the beginning of the event, each athlete may have practice trials. In the case of throwing events, the practice trials will be in draw order and always under the supervision of the Judges (IAAF Rule 180.1).
- 2.10 Once the competition has begun, competitors are not permitted to use implements, runways or circles for practice or warm-up purposes. (IAAF Rule 180.2).
- 2.11 A competitor shall be excluded from further participation in cases where:

- 2.11.1 A final confirmation was given that the athlete would start in an event but then failed to participate;
- 2.11.2 He/she qualified in preliminary rounds or heats for further participation in an event but then failed to participate further.
- 2.12 **Heats and Qualifications:**
- 2.12.1 As soon as an athlete has achieved the qualification standard, he/she shall be requested to leave the field, accompanied by a Judge. All other athletes shall leave the field together, accompanied by a Judge when the event finishes.
- 2.12.2 In qualifying rounds of field events, if less than 12 competitors reach the required standard, the first 12 and every competitor tying for the 12th place will be entitled to compete in the finals. In track events up to and including the 400m, 8 athletes will go through to the finals. In track events in the 800m, 10 athletes and from 1500m, including, 12 athletes will go through to the finals. In finals of 100m's; 100mH and 110mH, the finalists will run from lane 2 to 9 as the main straight of the McArthur Stadium consists of 10 lanes!
- 2.12.3 In all field events and track events from and including 1500m if only 15 competitors or less are entered for an event, there will be no qualifying rounds, and all competitors will go directly to the final.
- 2.13 Team Managers must confirm the names and running order in writing, of the athletes participating in the various relay teams to the Meeting Secretary (TIC) at least three (3) hours before each relay event takes place.
- 2.14 **Publication of Results:**
Draw list for each event, (heats/qualifying rounds and finals) as well as the results of each event will be displayed on a notice board right behind the main pavilion. (see map)
- 2.15 **Participation and Entry Fee:**

Athletes and Team Management

The entry fee for athletes and Team Management at this Championship will be:

Provincial Entries: **R50 per athlete/manager/coach**

Individual Entries: **R50 per athlete**

Two different colours of wrist bands will be issued to all athletes to be worn during the two days of competition. The specific colour per day will be communicated to team managers at the technical meeting. Accreditation cards/lanyards will be issued to all team managers and coaches. Wrist bands and lanyards will be handed to the team manager at accreditation on Wednesday, 14 March 2018 from 14:00 – 16:30 provided that the entry fee has been paid!

EFT payments have to be done with the submission of the entries to:

AGN

BANK

Ref: "Province name"

Please send proof of payment by email to: Office@agn.co.za

Spectators

Entry fee for spectators: **R100 per day**, payable at the entrance gates to the stadium.

Spectators will receive a ticket in return and will be valid for the specific day.

A "three day" ticket will be available @ **R200.00** for spectators which will allow admission for the duration of the championships and will also be available at the entrance gates!

VIP:

Entry for VIP's: Entry is free as provided by ASA Members in writing to durell@athleticsa.co.za before the start of the Championships. VIP's will be issued with a VIP accreditation card/lanyard at the VIP Reception area which will provide entry to the main stand and VIP Areas.

LOC, JOC, Technical Officials and Volunteers:

Entry is free, and will be identified by accreditation cards/lanyards to be worn during the duration of the championships.

3. COMBINED EVENTS

This competition will also serve as the Combined Events Championships for the following age groups:

- 3.1 Senior Men = Decathlon
- 3.2 Junior Men = Decathlon
- 3.3 Senior Women = Heptathlon
- 3.4 Junior Women = Heptathlon

4. ASSISTANCE TO ATHLETES

- 4.1 All races from 800 meters and above, intermediate times will be displayed on an electronic board located close to the finish line and the 200m start line.
- 4.2 In Track Events of 5000m and longer water will be provided to athletes on the track if weather conditions warrant it. (IAAF Rule 144.4)
- 4.3 No coaches or team managers will be allowed in the infield however athletes will be allowed to communicate with their coaches outside the competition area (IAAF Rule 144.2)

5. ATHLETES CONTROL CENTRE (CALL ROOM)

- 5.1 The call room for the athletes will be situated at the warm up area. (See map) All athletes must report to the call-room.
- 5.2 If an athlete is entered in both track and field events which takes place simultaneously, the Team Manager must report this at the Call Room at least one (1) hour prior to the start of the first event
- 5.3 When the control has been completed an official will accompany the athletes on to the competition area.
- 5.4 Only athletes and official team managers will be allowed in the call room (i.e. no parents, coaches etc).

- 5.4 Athletes call out times will be as follows:

Event	Call Room	Entry on the field
Field events	60-minutes before the official starting time	35-minutes before the starting time [except for Pole Vault]
Pole Vault	80-minutes before the starting time	65-minutes before the starting time
Track events	35-minutes before the starting time	10-minutes before the starting time
Hurdles	35-minutes before the starting time	15-minutes before the starting time

- 5.5 At registration, 2 bib numbers (special numbers) will be issued to each athlete. During the competition, athletes must always wear the numbers in their original shape and size properly secured on the four corners, with the exception of the [jumping events](#) where only one number is compulsory (IAAF Rule 143.7 & 143.8).

- 5.6 NB: Duplicate names (names on the chest and not the right hand shoulder) must be covered by the bib (special number) for the duration of the competition – See ASA Rule 24.15 and ASA Rule 1.1 Athletes will be warned to apply the mentioned rules in the call room; but athletes violating the rule in the competition area will not be allowed to compete.

- 5.7 Competitors taking part in track events will be given a supplementary number which they must attach on the right hip. (IAAF Rule 143.9)

5.7 **Custody of Clothing:**

All competitors in track events will receive a basket at the start for his/her clothes. Basket carriers will take the baskets to the mixed zone. There will be a lane mark on each basket in order to make it easier for the athletes to locate their basket after the event.

6. RECORDS

Provincial teams are requested to provide the TIC with a list of provincial records for each event. If provincial teams want a provincial record ratified this must be arranged with the competition secretary and where doping control is required the provincial teams will be responsible for the cost of those test. It is advisable that provincial team managers provide the TIC with their provincial record application forms at the Technical Meeting.

7. VICTORY CEREMONY

- 7.1 The first three athletes in each final event will have to report to the victory ceremonies area. (see map) The victory ceremony will be held according to the victory ceremony programme distributed at the technical meeting.

- 7.2 **Please note that athletes must be dressed in their provincial attire (full track suit), as the victory ceremony is part of the competition.** Failure to comply will result in the athlete not being allowed to be part of the ceremony. (IAAF Rule 143.1)

8. TECHNICAL DATA

- 8.1 Electronic timing will be used, and hand timing will be provided as a back-up.
- 8.2 The measurement of distance at the field events shall be by means of a fiber measuring tape, but all records will be measured by a steel measuring tape.
- 8.3 Qualifying performances and starting heights and increments for High Jump and Pole Vault will be available at the technical meeting.

9. TECHNICAL MEETING / TEAM MANAGERS MEETING

- 9.1 The Technical/Team Managers Meeting will take place as follows:
 - 9.1.1 **Date: WEDNESDAY, 14 MARCH 2018**
 - 9.1.2 **Time: 17:00**
 - 9.1.3 **Venue: BESTMED STADIUM**
- 9.2 The Meeting will be chaired by the ASA Technical Delegate. The following officials or delegates should be in attendance: -
 - 9.2.1 Two (2) representatives from each Province;
 - 9.2.2 The Competition Management;
 - 9.2.3 The Members of the Jury of Appeal;
 - 9.2.4 All Referees;
 - 9.2.5 Representatives of the LOC; and
 - 9.2.6 ASA Delegates.

9.3 ACCREDITATION

All team managers must collect their team's race numbers from 14:00 – 16:30 on WEDNESDAY, 14 MARCH 2018 at the BESTMED STADIUM. Final confirmation of athletes entered must be given at that time. Any withdrawals and corrections must also be addressed at number collection as no further corrections will be accepted at any time after the commencement of the competition. No late entries will be accepted after 5 MARCH 2018.

All entries must be sent to mehloh@athleticssa.co.za MONDAY 5 MARCH 2018. Incomplete entries will not be accepted and will be sent back

10. ANTI-DOPING CONTROL

- 10.1 The anti-doping control will be conducted on both days of competition in accordance with the IAAF procedural guidelines for anti-doping control under the supervision of ASA Anti-Doping Control Delegate and the SA Institute for Drug Free Sport. The anti-doping room will be located behind the southern part of the main pavilion next to the VIP area. (see map)
- 10.2 On receiving written notification of a test, the athlete will be permanently accompanied by an Anti-doping Control chaperone, and shall have to report to the Anti-doping Control station within 60 minutes.
- 10.3 Athletes will be allowed to first participate in any medal ceremony or press conferences before reporting to the Anti-doping Control Station.
- 10.4 Sample collection will be carried out in compliance with existing guidelines. Professionally qualified personnel, who will explain the procedure to the athletes and make them sign a consent form, will carry out the urine test.
- 10.5 Athletes are entitled to be accompanied to the Anti-doping Control Centre by one person of their choice. Personal identification must be presented.

- 10.6 Any athlete who has not been selected for testing may request testing. Athletes concerned should report to the TIC, and will then be escorted to the Anti-doping Control Centre. Cost for such tests will be entirely the responsibility of the athlete's respective province.

11. MEDICAL SERVICES

- 11.1 A full medical service with an ambulance will be available at the stadium. The medical centre will be located near the warming up area. (See map) A medical doctor will be on standby for the duration of the championships and will be available when needed. A gazebo with medical personnel will also be located on the field near the finish line.
- 11.2 Physiotherapy facilities will be available at the medical centre. Provinces who wish to bring their own physiotherapists are welcome to do so.
- 11.3 Athletes who belong to a medical scheme must bring their membership cards in case they are required due to injuries.

12. PROTESTS AND APPEALS

- 12.1 Protest shall be made in accordance with IAAF Rule 146. During the course of the event an athlete or his/her team manager may lodge a verbal protest to the appropriate Referee.
- 12.2 All appeals must be made in writing on the prescribed appeal form, which can be obtained from the Technical Information Centre (TIC). All appeal forms must be signed by the athlete or team manager.
- 12.3 The appeal must be submitted to the TIC, accompanied by a deposit of R500, no later than 30 minutes after the official announcement of the results, which is the defined time when the result are posted on the official notice boards.
- 12.4 Video footage will be used for Appeal purposes including Race Walk

13. TECHNICAL INFORMATION CENTRE

The TIC will be located in the Board Room at the offices of AGN right behind the stadium. (see map)

14. TECHNICAL MANAGER'S OFFICE

- 14.1 The office of the Technical Manager is located in the stadium's equipment store.
- 14.2 The as sizing room is located in the stadium's equipment store at the far northern end of the main pavilion.

15. TECHNICAL OFFICIALS

- 15.1 Provinces are requested to nominate a minimum of 3 and a maximum of 5 Technical Officials to officiate at the championships.
- 15.2 These Technical Officials must be part of the provincial team, their travelling and accommodation will be the responsibility of their respective province.

- 15.3 The host province will be responsible for the remuneration of the Technical Officials for all days of competition.
- 15.4 Please submit the names of your Technical Officials on the form supplied, with their preferred placing. Technical Officials will not necessary be placed as preferred.
- 15.5 Should there be no sponsor, Technical Officials will not receive golf shirts and the dress code for the championships will be a white golf shirt and a dark blue or black pants or skirt.
- 15.6 Technical Officials must report 90 minutes before the start of competition on each day of the championships at the " hall" situated on the far southern side of the stadium. (see map)

16. VISITS TO THE STADIUM

- 16.1 A visit to the stadium shall be organized to show Team Managers the exact location of the main facilities.
- 16.2 The visit shall take place at 15h00, before the Technical Meeting on Wednesday,14 March 2018.

17. SEATING ARRANGEMENTS

Athletes and Team Managers will be seated on the stand exclusively reserved for this purpose. Details will be available at the Technical Meeting.

18. RESULTS

Results will be posted on the results board as soon as it is available. A complete set of results will be e-mailed to all provinces after the last day of the championships. On line results will be available as well. The link will be provided at the technical meeting.

Good Luck to all teams and enjoy the 2018 Championships!

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