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# TEAM MANUAL

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ASA SENIOR TRACK &  
FIELD NATIONAL  
CHAMPIONSHIPS AND  
MULTI EVENTS +  
RELAYS

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Thursday - Sunday:  
18 – 21 April 2024

MSUNDUZI ATHLETICS  
STADIUM,  
KWAZULU NATAL

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KWAZULU-NATAL  
ATHLETICS

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## 1. VENUE

- 1.1 The competition will take place at Msunduzi Athletics Stadium, KwaZulu Natal from Thursday 18 April to Sunday 21 April 2024.
- 1.2 The stadium has an eight-lane synthetic track all around with facilities for all athletics events.

## 2. GENERAL

- 2.1 The meeting will be conducted under the rules of WA and ASA.
- 2.2 Deadline for submission of all entry forms from Provinces is **Wednesday 10 April 2024**. 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. No late entries will be accepted after 10 April 2024.**  
Email entries to Thabang Maleka to: [thabangm@athleticsa.co.za](mailto:thabangm@athleticsa.co.za)
- 2.3 The Championships are open for all ASA provincial members **a valid SA ID number with SA Citizenship will be allowed to enter**. This implies that all athletes should be registered members of a club and in possession of a 2024 ASA license number (or as otherwise determined by ASA).
- 2.4 Only athletes that qualified according to the Minimum Qualifying Standards for the ASA Senior Championships, published on Circular 2 of ASA 2024), may be entered by Provincial Members.
- 2.5 **Individual entries** will be allowed for athletes not selected by the Provincial Member, but only if the athlete did qualify according to the minimum qualifying standards. All individual entries must be approved by and done and paid through the provincial office. The deadline for Individual entries is **10 April 2024**.
- 2.6 The Senior Track & Field Championships is for all athletes that will be 16 years or older on 31 December 2024 (born in 2008 or earlier).
- 2.7 **Note: Athletes must participate in the event(s) they wish to represent South Africa, should they be selected.**
- 2.8 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.**

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- 2.9 **Implements:** Competitors may use their own implements (a maximum of two implements per athlete), provided these are checked before the competition by the Technical Manager. Personal implements, with the owner's name on it, must be handed in at the equipment room not later than 3 hours before the official starting time of the event. Once accepted for competition, all personal implements shall be available to all athletes. 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 a record is broken, the implement must be checked again).
- 2.10 **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.
- 2.11 Athletes are not permitted to have in their possession cell phones, cassette recorders, radio, iPods, MP3s etc., in the competition arena (WA Rule TR6.3.2).
- 2.12 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 (WA Rule TR25.1).
- 2.13 Once the competition has begun, competitors are not permitted to use implements, runways or circles for practice or warm-up purposes. (WA Rule TR25.2).
- 2.14 All competition shoes must comply with the World Athletics Technical Rules (TR 5.2) and the Athletic Shoe Regulations approved by the World Athletics Council on 22 December 2021. Where any Referee has a reasonable suspicion that a shoe worn by an athlete in a competition might not comply with the letter or the spirit of the Rules, the Referee may request, and the athlete must immediately hand over the shoe to the Referee at the conclusion of the event, for further investigation (WA Shoe Regulation 14.7).
- 2.15 A competitor shall be excluded from further participation in cases where:
- 2.15.1 A final confirmation was given that the athlete would start in an event but then failed to participate.
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- 2.15.2 He/she qualified in preliminary rounds or heats for further participation in an event but then failed to participate further.
- 2.15.3 **Note: An Athlete, who withdraws from an event during the championships due to medical reasons, will not be considered for selection to represent South Africa, for a period of 4 weeks after the championships, and a fitness test was done under the supervision of an ASA Medical Delegate.**
- 2.16 **Heats and Qualifications:**
- 2.16.1 As soon as an athlete has achieved the qualification standard in a field event, 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.
- 2.16.2 In qualifying rounds of field events, if less than 12 competitors reach the required standard, the first 12 and every competitor tying for the 12<sup>th</sup> 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 final. In the 800m, 10 athletes and in the 1500m 12 athletes will go through to the final.
- 2.16.3 In all field events and track events from and including 1500m if only 18 competitors or less are entered for an event, there will be no qualifying rounds, and all competitors will go directly to the final.
- 2.16.4 If 10 or less teams are entered for any Relay Event, the heats will be cancelled and only finals will take place. If it is more than 8 teams, two finals will be run and they will be ranked according to times.
- 2.16.5 Each province will be allowed to enter a maximum of two teams for any Relay Event.
- 2.17 Due to the duration of Vertical Jump events, there will be starting heights in the qualifying rounds.

Field Events - Starting Heights for Vertical Jump events

<b>Vertical Jumps - Starting Heights</b>	<b>Male</b>	<b>Female</b>
High Jump – starting height	<b>1,85</b>	<b>1,50</b>
Pole Vault – starting height	<b>3,90</b>	<b>2,70</b>

2.18 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.

2.19 **Publication of Results:**

Draw list for each event, (heats/qualifying rounds and finals) as well as the results of each event will be posted on a LINK as well as other electronic media that will be provided as soon as it is available.

2.20 **Participation and Entry Fee:**

**Athletes, Team Management and Coaches:**

The entry fee for athletes, accredited Team Managers and Coaches at this Championship will be:

Provincial Entries: **R70 per athlete/manager/coach**

Individual Entries: **R70 per athlete**

**Accreditation cards/lanyards will be issued to all team managers and coaches. Accreditation cards will be handed to the Team Managers at accreditation on Wednesday, 17 April 2024 from 14:00 – 16:30 provided that the entry fee has been paid! EFT payments must be done with the submission of the entries to:**

**KwaZulu Natal Athletics**

**BANK: FIRST NATIONAL BANK**

**Branch Code: 250655**

**Account Type: CHEQUE**

**ACC NO : 62823881372**

**Ref: "Province name"**

**Please send proof of payment by email to:**

**[thabangm@athleticssa.co.za](mailto:thabangm@athleticssa.co.za)**

**Spectators**

Entry fee for spectators: R60 per day, payable at the entrance gate to the stadium. Spectators will receive a ticket in return and it will be valid for the day.

**LOC, JOC, Technical Officials and Volunteers:**

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

3. **TIME TABLE:**

*Attached as Annexure 1*

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#### 4. **COMBINED EVENTS**

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

- 4.1 Senior Men = Decathlon
- 4.2 Under 20 Men = Decathlon
- 4.3 Under 18 Men = Decathlon
- 4.4 Under 16 Boys = Pentathlon
- 4.5 Senior Women = Heptathlon
- 4.6 Under 20 Women = Heptathlon
- 4.7 Under 18 Women = Heptathlon
- 4.8 Under 16 Girls = Pentathlon

#### 5. **ASSISTANCE TO ATHLETES**

- 5.1 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.
- 5.2 In Track Events of 5000m and longer water will be provided to athletes on the track if weather conditions warrant it (WA Rule TR17.15).
- 5.3 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 (WA Rule TR6.4.1).

#### 6. **ATHLETES CONTROL CENTRE (CALL ROOM)**

- 6.1 The call room for the athletes will be situated behind the 200m start line at the warm-up area. All athletes must report to the call-room.
- 6.2 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.
- 6.3 When the control has been completed an official will accompany the athletes on to the competition area.
- 6.4 Only athletes and official team managers will be allowed in the call room (i.e., no parents, coaches etc.).

6.5 Athletes call out times will be as follows:

Event	Call Room	Entry on the field
Field events	60-minutes before the official starting time	45-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

6.6 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, except for the jumping events where only one number is compulsory (WA Rule TR5.7 & 5.8).

6.7 **NB: Individual athletes must adhere to ASA Rule 24.15 regarding their club colors. – Athletes will be warned to apply the mentioned rule in the call room; but athletes violating the rule in the competition area will not be allowed to compete.**

6.8 Competitors taking part in track events may be given a supplementary number which they must attach on the right hip. (WA Rule TR5.10)

6.9 **Custody of Clothing:**

All competitors in track events will receive a basket at the start for his/her clothes. The basket will be taken to the mixed zone.

## 7. 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.



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8. **VICTORY CEREMONY**

- 8.1 The first three athletes in each final event will have to report to the victory ceremonies area. The victory ceremonies will be held according to the victory ceremony program available at the technical meeting.
- 8.2 **Please note that athletes must be dressed in their provincial attire (full track suite) 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 (WA Rule TR5.1).

9. **TECHNICAL DATA**

- 9.1 Electronic timing will be used, and hand timing will be provided as a back- up.
- 9.2 A video recording may be used as back-up for Place Judges and during appeals
- 9.3 The measurement of distances at the field events shall be by means of a fiber measuring tape, but all records will be measured by a steel measuring tape. We are also looking at introducing laser measuring devices at these Championships for all field events.
- 9.4 The starting heights for High Jump and Pole Vault will be available at the Technical Meeting.

10. **TECHNICAL / TEAM MANAGERS MEETING**

- 10.1 The Technical/Team Managers Meeting will take place as follows:
- 10.1.1 **Date: WEDNESDAY, 17 April 2024**
  - 10.1.2 **Time: 17:00**
  - 10.1.3 **Venue: Msunduzi Athletics Stadium**
- 10.2 The Meeting will be chaired by the ASA Technical Delegate. The following officials or delegates should be in attendance: -
- 10.2.1 Two (2) representatives from each Province.
  - 10.2.2 The Competition Management.
  - 10.2.3 The Members of the Jury of Appeal.
  - 10.2.4 Referees.
  - 10.2.5 Representatives of the LOC; and
  - 10.2.6 ASA Delegates.

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## 11 ACCREDITATION

All team managers must collect their team's race numbers from 14:00 – 16:30 on WEDNESDAY, 17 April 2024 at registration. 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.

## 12. ANTI-DOPING CONTROL

- 12.1 The anti-doping control will be conducted on all days of competition in accordance with the World Athletics procedural guidelines for anti-doping control under the supervision of ASA Anti-Doping Control Delegate and the SA Institute for Drug Free Sport.
- 12.2 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.
- 12.3 Athletes will be allowed to first participate in any medal ceremony or press conferences before reporting to the Anti-doping Control Station.
- 12.4 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.
- 12.5 Athletes are entitled to be accompanied to the Anti-doping Control Centre by one person of their choice. Personal identification must be presented.
- 12.6 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.

## 13. MEDICAL SERVICES

- 13.1 A full medical service with an ambulance will be available at the stadium. The medical Centre will be located near the warming up area. A medical doctor will be on sight 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.
- 13.2 Athletes who belong to a medical scheme must bring their membership cards in case they are required due to injuries.

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14. **PROTESTS AND APPEALS**

- 14.1 Protest shall be made in accordance with WA Rule TR8. During the event, an athlete or his/her team manager may lodge a verbal protest to the appropriate Referee.
- 14.2 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.
- 14.3 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 results are posted on the internet LINK or social media platform to be provided as soon as it is available.
- 14.4 Video footage may be used for appeal purposes.

15. **TECHNICAL INFORMATION CENTRE**

The TIC will be in the main stadium. The exact position will be available at the Technical Meeting

16. **TECHNICAL MANAGER'S OFFICE**

- 16.1 The office of the Technical Manager is in the stadium.
- 16.2 The assizing room is in the stadium's equipment store at the storeroom under the main pavilion and it will be clearly marked.

17. **TECHNICAL OFFICIALS**

- 17.1 Provinces are requested to nominate 5 Technical Officials to officiate at the championship.
- 17.2 These Technical Officials must be part of the provincial team, their travelling and accommodation will be the responsibility of their respective province.
- 17.3 ASA will be responsible for the remuneration of the Technical Officials for all days of competition.
- 17.4 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. The deadline to submit the names of the technical officials is **05 April 2024 by 12H00** to [thabangm@athleticssa.co.za](mailto:thabangm@athleticssa.co.za).
- 17.5 The dress code for the championships will be a white golf shirt and black pants or skirt.
- 17.6 Technical Officials must report 90 minutes before the start of competition on each day of the championships.

18. **VISITS TO THE STADIUM**

18.1 A visit to the stadium shall be organized to show Team Managers the exact location of the main facilities.

18.2 No warm-ups or practicing will be allowed on the track on the eve of competition. The warm-up area will be available to athletes.

19. **SEATING ARRANGEMENTS**

Athletes, Team Managers and Coaches will be seated on the stand in a block exclusively reserved for this purpose. Details will be available at the Technical Team Managers meeting.

20. **RESULTS**

Results will be posted on the LINK provided 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. Results will only be available on the internet LINK provided during the Technical and Managers Meeting on 17 April 2024.

**Good Luck to all teams and enjoy the 2024 Championships!**