



ASA TECHNICAL DELEGATE APPRAISAL REPORT OF ASA ROAD RUNNING COMPETITION

Thank you for completing the following evaluation to assist with the grading of Road Running Competitions. Please complete all fields below taking into consideration the level of competition and all relevant grading requirements..

Name of competition				
Date of competition				
Type of competition and venue				
Indicate level of competition	Provincial	National	International	
If Provincial, which ASA Province				
Criteria	Exceeds Expectation	Meets Expectation	Below Expectation	Not Appraised
For the Technical Delegate to prepare an objective report, he/she must arrive at the venue one day before the Meeting.				
ASSISTANCE TO THE TECHNICAL DELEGATE				
Race organisers must provide pre-arrival logistical assistance to the TD (arrangements concerning flights, visa, accommodation, ground transport, etc.).				
The level of accreditation received by the TD must be sufficient for the TD to carry out his/her work smoothly.				
Organisers should facilitate the TD's job by introducing him/her to key people (i.e. Referee, Medical Director, Federation Officials , etc.).				
PRE-RACE INFORMATION				
Event information must be made available to the athletes prior to the race via a website or entry form. For national competitions, a team manual must be supplied well ahead of the race date.				
The value and allocation of prize-money must be made known to the athletes prior to the race.				
The event has all necessary permissions from the relevant authorities, including public liability insurance.				
TECHNICAL OFFICIALS				
Technical Briefing with All Technical Officials on duty take place the day before or prior to start of race				
All Technical Officials understand their Roles and have necessary clothing and equipment for the event				
COURSE MEASUREMENT				
The course to be run must be measured by a qualified course measurer using the Calibrated Bicycle Method. The measurement certificate and workings must be available for inspection.				

For races where national records could be set, the course should be verified and validated (i.e., re-measured by a second IAAF/AIMS Grade A or B measurer) in the days immediately preceding the race.				
A certified measurer, or other qualified observer, in possession of the course measurement report and race map, must ride in a lead vehicle during the race to ensure that event is contested on the measured course.				
Distances (preferably every km but at minimum every 5km and at the half way mark) must be displayed to all athletes.				
ELITE ATHLETES				
(Athletes ranked on the SA Top 10 Rankings, national athletes, international athletes ranked on the IAAF Ranking List)				
An elite athletes' technical meeting is mandatory. Appropriate translation must be provided. The Chief Referee, or designated person, must attend the technical meeting				
Where applicable, meals provided to elite athletes must respect their dietary needs, habits and culture.				
Athletes need to have convenient pre-race training opportunities (i.e., proximity of parks, tracks or waterfronts, provision of transportation to training facilities, etc.).				
It is recommended to organise a pre-race route tour for the elite athletes.				
Before the race, officials must check compliance of the elite athletes' competition attire with the IAAF Advertising Regulations, with particular regard to the manufacturer's name/logo. Only elite athletes with IAAF-compliant kit should start the race from the elite athlete seeding .				
Where applicable, the transfer of elite athletes from their accommodation to the Start must be swift and efficient.				
PACEMAKERS				
Pacemakers should be clearly identifiable through their bibs or vests and should be pointed out to the elite athletes .				
Pacemakers must maintain the pre-agreed pace. If the elite athletes do not follow this pacing then there must not be any continuous support provided by pacemakers to a particular athlete or group of athletes, as it may be interpreted as unfair assistance.				
Pacing of athletes in contention for prizes by non-contenders or athletes in other age/gender categories must be closely monitored.				
RACE OPERATIONS				

Pre-start facilities for elite athletes must be satisfactory (heated/cooled, with snacks/ drinks, toilettes, chairs and enough space).				
Elite Athletes contesting for prize money must be placed in a “buffer zone” directly behind the start line. Elite athletes must be clearly identifiable by the Referee at the start and during the race.				
There needs to be sufficient road space for elite athletes to warm up.				
Five-minute, three-minute and one-minute warnings should be given before the start. No count down to the gun must be given to avoid false starts.				
The buffer at the start between the elite athletes and the participants must be ample enough to prevent disruption to the elite race.				
Lead runners should be preceded by a vehicle with a time clock on it (also in the women’s race, in case of mixed-gender events)				
Elite runners must be guided to run the route as officially measured.				
Athletes must be able to compete unobstructed by camera operators’ or photographers’ vehicles.				
Elite athletes’ reps/managers/coaches must not interact with the elite athletes during the race. Under no circumstances should mobile seconding be allowed .				
The Chief Referee, or designated person, must follow the leading pack of the race closely, on a motorbike or bicycle (in mixed-gender competitions, for both the men’s and women’s races).				
REFRESHMENTS				
Drinking/sponging and refreshment stations must be provided at suitable intervals of approximately 5km. (or shorter as appropriate)				
The fluid supply at refreshment stations must be adequate (Reference: 1 unit = 180-300ml of water or glucose/ electrolyte solution. Number of units needed at each station = number of runners times 1.5.				
Signage at drinking/sponging and refreshment stations should be clear. Elite athletes’ refreshment stations must be clearly recognisable, and placed before the mass race’s refreshments, to give to athletes missing their own bottles the possibility to grab generic drinks.				
Personal refreshments provided by the elite athletes must be kept under the supervision of race officials from the time that they are				

lodged by the athletes or their representatives, to the moment they are taken by the athletes during the race.				
Elite athletes must be able to easily identify their bottle OR a system has to be in place such that the right bottle could efficiently be handed to the right athlete.				
No refreshments must be handed to the elite athletes out of the designated areas.				
At the post-finish refreshment, there must be sufficient water and/or carbohydrate-electrolyte replacement drinks (Reference: two to four 240 ml cups per runner).				
ENVIRONMENTAL				
Organisers must provide sufficient containers at refreshment stations to enable runners to dispose of waste cups and sachets without littering.				
All waste must be cleared from the route directly after the event.				
All event waste must be disposed of in a responsible manner.				
Sufficient toilets must be provided at the Start, on the route and at the finish for the use of athletes, spectators and support staff. Guideline is 1 toilet per 80 persons.				
ANTI-DOPING				
The facilities used as doping control station must be satisfactory to SAIDS in terms of cleanliness, privacy, separation of areas, heating/cooling, presence of enough chairs, presence of sealed beverages, etc.				
The number of samples collected must comply with the requirements as set out in paragraph 6 of the Label Regulations 2018.				
ROAD CLOSURES AND TRAFFIC CONTROL				
In conjunction with the relevant authorities, All road/sections of the roads used for competition must be closed to traffic for the duration of the race.				
Marshals are properly trained, supplied with the necessary bibs and flags, and are positioned at all critical areas.				
There should be access lanes to the course for medical vehicles.				
Effective crowd- and traffic-control measures must be implemented by the organisers (start, racecourse, finish).				
Course monitors or marshals must be located at every intersection and change of course direction.				
Fencing at the finish area must guarantee all runners' comfort and safety.				
The time limit for all competitors must be reasonable and guarantee safety to all				

runners.				
Transportation to the start/finish area must be available to those who are not able to finish within the allotted time.				
MEDICAL				
The TD should make contact with the Medical Director.				
The event must have an approved medical plan to deal with all likely scenarios.				
Medical support stations must be established on the route and at the Finish. Adequate staff, equipment and vehicles must be in place before the start of the race.				
There must be effective communication infrastructure in place among medical personnel and all emergency services.				
TIMING – RESULTS				
Manual time-keepers and results officials are appointed even if transponder timing is used.				
Photo finish technology is recommended in National Road races as a back up to determine the order of finish, especially in races shorter than the half-marathon.				
When transponder timing is used, intermediate splits are optional but encouraged at least at half way.				
Timing clocks showing intermediate times are optional but encouraged at least at half way. A display clock at the finish line is mandatory.				
It is optional to supply Results in real time (on the website or via sms, WhatsApp, on an event app, etc.) but full results must be made available as soon as possible after the event.				
MEDIA				
Arrangements are made for accreditation of media representatives for access to the route and the Finish.				
Media has been given access to information about the elite athletes and the opportunity to interview them before the race.				
Provision is made for media to interview the winners after the race				
Facilities are supplied for media to receive copies of results				
ASA BRANDING (only if the observed event is listed on the ASA National Calendar)				
At least 2 ASA boards must be displayed in the finish area.				
The ASA logo should be included on all printed materials.				
AWARDS / PRIZE GIVING CEREMONY				
Smooth presentation of awards / prize giving				

ceremony				
COMMENTS				
APPRAISAL OF DELEGATE REPORT BY ASA				
1. After the Meeting the Delegate must provide ASA within 7 days with:				
1.1. Technical Delegate's Report				
1.2. Complete results				
1.3. A selection of photographs/press clippings				
1.4. World and national record application forms with the necessary accompanying documents as required by IAAF/ASA Rules				
Name and Surname of Delegate:				
Cell number of Delegate:				
E-mail address of Delegate:				