



**APPLICATION AND INFORMATION FORM TO HOST A LEVEL 1 TRIATHLON / DUATHLON  
Sanctioned by WPTA/CTTA (20192020)**

**Event Name:**

**Event Date:**

**Organiser:**

**Notes:**

**WPTA/CTTA** sanctions only Level 1 events that are regional/provincial (Standard and below)

**TSA** sanctions all Level 2 events including series/national/international and long distance

**IMPORTANT:** Refer to Annexure 1 for the Checklist and 2 for the Fee Structure

**Change History**

Date	By	Title	Change	Signed off By
17/07/2018	William Walton	TSA Event Administrator	Sanctioning fee and day license fees (Annexure 3)	TSA Board/TSA AGM

I/We..... ("the event organiser") hereby request

..... ("the District" or WCTA) to sanction a TRIATHLON / DUATHLON / AQUATHLON / CROSS TRIATHLON / CROSS DUATHLON event as described in this application.

NAME
NAME OF EVENT:
TYPE OF EVENT: TRIATHLON/DUATHLON/AQUATHLON/CROSS TRI/CROSS DU
STATUS OF EVENT: (International / Regional / Club / Other)
DATE OF EVENT:
EVENT VENUE:
DISTANCE: SWIM:
DISTANCE: CYCLE:
DISTANCE: RUN:
SPONSOR/S:

NUMBER OF MARSHALS TO BE USED:
SEA/OPEN WATER: ..... LAND: .....
ENTRY FEES TO BE CHARGED:
Senior R .....
Junior R .....
Para-athlete (including guide) R .....
Per Team R .....
Other (specify) ..... R .....
NUMBER OF ATHLETES EXPECTED:
Senior .....
Junior .....
Para-athlete: .....
Other (specify) .....
EVENT ORGANISER NAME (personal particulars): .....
EVENT DIRECTOR (personal particulars): .....
EVENT ORGANISER / COMPANY PHYSICAL ADDRESS: .....
CONTACT DETAILS:
TEL: ..... EMAIL: .....

Triathlon South Africa (TSA) is the sole governing body for the hosting of these and other multisport events. Failure to comply with TSA sanctioning requirements will necessitate TSA (and/or the region) to inform the statutory authorities of the failure to comply, which could result in the cancellation of the event. The event organiser agrees to comply with the conditions and/or requirements of sanctioning before, during and after the event. The event organizer must also ensure compliance with all Municipal by-laws. The ITU Event Organizer Manual is available on the TSA Website: click on: [ITU Event Organizer Manual](#)

## 1. RACE RULES:

- 1.1 The Technical Delegate must inspect the course layout before approval is obtained from the traffic authorities etc. The Technical Delegate will discuss any problems, which the event organiser might have in interpreting the rules or complying with specific sections of the rules. Dispensation may be granted in certain instances on the basis that the deviation or variance is notified to athletes on the entry form, with prior approval of WCTA / CTTA.
- 1.2 In the event of a cross – tri/du event, the traditional race rules and technical requirements will be suitably amended. The Technical Delegate will advise the event organiser accordingly.
- 1.3 CTTA / WCTA will appoint a Chief Technical Official for the event who will on race day rule on all matters pertaining to the race in accordance with the competition rules.
- 1.4 The event organiser may not fulfil the roles of Technical Delegate or Technical Official.
- 1.5 The race rules pertaining to a draft legal/non-draft event must be clearly stated on the event information sheet and entry form.
- 1.6 At the request of CTTA / WCTA, the event organiser must provide the requested facilities and related hospitality, to conduct urine/oral swab or serum drug testing.

## 2. CATEGORIES OF COMPETITION:

- 2.1 Depending on the nature of the event, athletes are classified as:
  - Elite (Elite, U23 Elite – Elite licence)
  - Age-grouper
  - Junior
  - Para-athlete
- 2.2 Age-group categories are as per the TSA Competition Rules unless otherwise approved by the Technical Delegate.

## 3. SWIM SECTION:

- 3.1 Trained lifeguards using approved rescue craft at a ratio of 1:30 with a minimum of three must be provided.
- 3.2 A motorised boat with a propeller guard must be available for Race Officials. Such boat may not be shared by medical staff or television production crew.
- 3.3 A lead craft can accompany the leading swimmers at a distance of 50m. The majority of the lifeguards should maintain close liaison with slower swimmers. This should be by paddle ski or canoe in preference to any motor-driven craft.
- 3.4 Buoys, which form part of the swim course, must be properly anchored and easily identifiable.
- 3.5 Buoys marking turning points must have a method of guidance to ensure that athletes swim the complete course around each marker.

3.6 During the swim segment all athletes must wear brightly coloured swim caps.

#### 4. CYCLE SECTION:

4.1 At the discretion of the Technical Delegate, there shall be a minimum of 2 motorcycles and drivers for officials (up to the standard distance).

4.2 Well visible road marshals are required to be at every intersection and to assist traffic officials.

#### 5. RUN SECTION:

5.1 Athletes should be on footpaths, pavement or open road.

5.2 Well visible marshals are required at all intersections and turning points.

5.3 At the discretion of the Technical Delegate, a lead mountain bike shall guide the leading male and leading female athlete maintaining a minimum distance of 50m ahead.

#### 6. MARSHALS:

6.1 The event organiser shall appoint a chief marshal for each section of the race including the transition area.

6.2 The event organiser must ensure adequate medical or paramedical aid staff to be mobile and available from at least 30 min prior to the start of the event, during the event and for at least 30 min after the last athlete has finished the race.

#### 7. THE AID STATION :

7.1 It's recommended that an Aid station be located at the following areas:

Bike: 10 or 20km

Run: every 2.5km

Finish

7.2 Aid stations must have an adequate supply of clean fresh water while that segment of the race is open. Energy drinks should be supplied at the finish.

#### 8. IDENTIFICATION AND NUMBERING:

8.1 Race numbers of competitors must correspond with the entry list.

8.2 Body Marking (in addition to Race Numbers): Competitors should be marked on both arms and legs. Race numbers must correspond with bike and kit numbers.

#### 9. GENERAL:

9.1 TSA has Public Liability Insurance Cover to the sum of R25 000 000, which, subject to sanctioning, permit the event organiser the cover thereof.

9.2 All structures related to hosting the event as well as pre- and post-event activities, including temporary structures such as spectator stands, pedestrian crossings, gantries, podium, tents, gazebos etc. are at the request of the Technical Delegate subject to a Certificate of Approval (issued by a suitably qualified engineer or such other authority, duly recognised/approved by CTTA/WCTA) to be provided by the event organiser.

9.3 The event organiser will comply with all requirements (including all additional requirements) of the TSA Insurer for purposes of the TSA Public Liability Insurance Cover.

- 9.4 In the event of non-compliance by the event organiser or exclusion of a particular risk/liability by the TSA Insurer, the event organiser will arrange at its costs appropriate insurance cover, failing which TSA may withdraw sanctioning of the event.
- 9.5 Depending on the venue, distance to travel, the duration of the event, the need for accommodation and other logistical arrangements, upon the determination of the Technical Delegate, the event organiser shall also be liable for such reasonable travel and accommodation expenses of the Technical Delegate and Race Officials.
- 9.6 In the event of the event organiser being a juristic person, the signatory hereof in his/her personal capacity hereby accepts personal liability, as co-debtor and surety on behalf of the juristic person, for the timeous payment of fees payable in terms hereof, including prize money (for purposes of which TSA/Region may hold such person personally liable).
- 9.7 Both TSA full registered and TSA restricted registered athletes will enjoy personal injury cover in accordance with the TSA Insurance Cover Policy.
- 9.8 If the event is to be televised, the Technical Delegate and Chief Race Official shall issue directions to the cameramen on their movements and positions on the field of play. The event organiser must assist in compliance.
- 9.9 All motorised equipment (boats/motorbikes) including the operators and/or drivers is the responsibility of the event organiser. Mountain bikes (including helmets) are also to be arranged by the event organiser for use by the officials, where necessary and in consultation with the Technical Delegate.

#### 10. ENTRY FORM:

- 10.1 The entry form must include the logo of the region and TSA. It must clearly state that the race is sanctioned and run under the TSA Race Rules.
- 10.2 The entry form must be submitted to CTTA/WCTA prior to printing/distribution (including electronic distribution), to ensure sanctioning compliance.
- 10.3 A realistic description of the course, a map of the course showing each discipline must be prepared and submitted to CTTA/WCTA.
- 10.4 Distances of each segment must be clearly indicated on the route map(s).
- 10.5 Location of the registration centre, transition area and bike check-in etc. must be included in the sanctioning application.
- 10.6 The entry form must include the date by which pre-entries are to be submitted and closing date for late entries.
- 10.7 Fees are to be printed for:
  - Pre-entries
  - Late-entries (if applicable)
  - Cost of temporary (day) licence for restricted TSA membership
- 10.8 Age groups and minimum age are to be specified.
- 10.9 An appropriate indemnity clause.
- 10.10 Place for each competitor to sign.

10.11 If and when applicable, a place for the athlete to indicate availability for provincial or national/representative team selection.

10.12 Clear mention if the race is Para-athlete friendly or not.

10.13 Space for the athlete to fill in his/her TSA registration number.

#### 11. BASIS OF AGREEMENT:

11.1 The sanctioning fees payable to CTTA/WCTA are set out in Annexure 2 hereto. Any amendment must be in writing, signed by the event organiser and the CTTA/WCTA.

11.2 The sanctioning fee applies to all athletes and does not include the day license fee.

11.3 All fees are payable to the region or TSA within 7 days after the event, unless otherwise agreed.

11.4 The event organiser will be permitted and must use the CTTA/WCTA and TSA logo on all event documentation.

11.5 A sanctioned event will be included in the race calendar of events published by TSA and CTTA/WCTA.

11.6 The event organiser must comply with the requirements of the Safety at Events Act of 2010. The TSA/Regional appointed Technical Delegate may at any time verify compliance.

11.7 The event organiser shall provide CTTA/WCTA and TSA with an excel entry list, race report and a copy of a full set of results within 3 days of the event.

11.8 The submission of this application to have an event sanctioned is not approval nor does it constitute sanctioning. Once the application has been favourably considered, the CTTA/WCTA will issue a written communication to the event organiser confirming provisional sanctioning. Final sanctioning shall take place upon compliance (and approval) of the requirements listed in paragraph 13 below.

11.9 An event organiser that intends hosting an event may request CTTA/WCTA, to provisionally reserve a date on the TSA calendar. Such date reservation will lapse if the event organiser does not submit this sanctioning application to CTTA/WCTA within 6 weeks of the date of reservation. For events that will take place within 5 months, a date reservation of 3 weeks will be granted.

11.10 Despite sanctioning, the Technical Delegate (and/or CTTA/WCTA) reserve the right to withdraw such sanctioning if the event organiser does not comply with the requirements listed herein, including compliance with the TSA / ITU Competition/Race Rules or any other event specific ruling of the Technical Delegate.

11.11 No event organiser may launch an event in the media or on the internet unless sanctioning, provisional or otherwise, has been obtained.

#### 12. TECHNICAL OFFICIALS/TECHNICAL DELEGATE:

12.1 Level 1 events will be sanctioned by CTTA/WCTA. All other events will be attended to by TSA. CTTA/WCTA shall appoint a Technical Delegate. The event organiser must adhere to all rulings and instructions of the Technical Delegate.

12.2 CTTA/WCTA shall appoint a Chief Technical Official/Technical Delegate and other Technical Officials as required for the event.

12.3 The Chief Technical Official/Technical Delegate will conduct a race briefing prior to the event and notify athletes of any special rules and/or clarify to the organiser/race director and athletes any rule queries.

12.4 The Chief Technical Official/Technical Delegate will liaise throughout the race with the Technical Officials.

- 12.5 The Chief Technical Official/Technical Delegate shall have day jurisdiction over the event organiser, race director as well as all other officials and marshals.
- 12.6 Technical Officials will not act as route marshals, will not regulate traffic and will not assist at hydrations.
- 12.7 An athlete shall at all times have the right to lodge a protest/appeal against any ruling or condition. The Technical Delegate shall constitute a Competition Jury, consisting of the Technical Delegate, the event organiser (provided the event organiser is an accredited ITU Event Organiser, if not, a Technical Officials not involved nor implicated in the protest/appeal) and one representative of CTTA/WCTA. The TSA Protest and Appeal process and procedure shall apply. No event organiser, race director or alike may rule on any race rule transgressions, protest or other race specific complaint.

### 13. INFORMATION TO BE SUPPLIED:

The following must be submitted to CTTA/WCTA together with this application for provisional sanctioning:

- 13.1 Route maps (show direction of movement for swim, bike and run).
- 13.2 Transition layout map (show flow of competitors).
- 13.3 Program of the day (times of race briefings, referee meetings, marshals briefings, race waves, award ceremonies, prize giving).
- 13.4 Medical plan (including life savers, ambulance, medics and evacuation route).

Note: Without all of the above, provisional sanctioning cannot be considered.

The following must be submitted to TSA within 6 weeks of provisional sanctioning, or at the request of the Technical Delegate, whichever is soonest, but must be prior to event launching, advertising and marketing:

- 13.5 Water quality certificate (compulsory minimum test requirements):

About Water quality testing:

A sample of a mixture of the water collected from three different locations on the swim course will be sent for analysis by the Event Organizer. The results will be sent to WPTA/CTTA and shall determine if the swim can take place.

An updated/repeat test certificate dated 2 weeks prior to the event must be supplied.

The swim will be allowed if the following values are below the level of tolerance in the different types of water:

Sea and transition water: - PH between 6 and 9; - Entero-cocci not more than 100 per 100 ml (ufc/100ml); - Escherichiacoli E. Coli not more than 250 per 100 ml (ufc/100ml).

Refer to the International Triathlon Union ITU Competition Rules

Inland water: - PH between 6 and 9; - Entero-cocci not more than 200 per 100 ml (ufc/100ml); - Escherichiacoli E. Coli not more than 500 per 100 ml (ufc/100ml); - The presence of Blue-Green Algal blooms/scum (cyanobacteria) not more than 100.000 cells/ml.

All units have to be ufc/100 ml or nmp/100 ml. (ufc Colony Forming Units: nmp. Most Probable Number) If the water quality test shows values out of the tolerance limits as indicated above, the swim will be cancelled, unless the Technical Official permits in consultation with the medical officer.

Ocean Swims: a certificate indicating shark prevention measures are required. A second certificate must be submitted two weeks prior to the event.

- 13.6 Draft entry form, posters, information flyers and event program (to include the WCTA/CTTA and TSA logo).
- 13.7 Final signed and approved medical plan (to include life savers, ambulance, medics and evacuation route).

- 13.8 Final route maps (show direction for swim, bike and run) in accordance with the directions of the Technical Delegate and approved by the Traffic department.
- 13.9 Final transition layout map (show flow of competitors).
- 13.10 Registration, race briefing, finish area, spectator and parking management plans.
- 13.11 Signed approval certificates from the Local Authority, Traffic Department and venue authority.
- 13.12 Particulars of the appointed Safety and Security Officer.
- 13.13 SAPS Risk Categorisation Section 6.
- 13.14 Risk assessment for the event as a whole including for each discipline.

**14. POST EVENT**

- 14.1 The following must be submitted to CTTA / The district / WCTA in open excel format latest by the Wednesday after the event:
  - 14.1.1 Complete set of results
  - 14.1.2 Entry and start lists containing the following information:
    - 14.1.2.1 TSA membership numbers and ID numbers.
    - 14.1.2.2 Athletes who paid day licenses to be indicated.

SIGNED (Event Organiser) .....

Date (dd/mm/yyyy) .....

**SANCTION GRANTED**

subject to:

- 1. ....
- 2. ....
- 3. ....

SIGNED ..... DATE ..... (CTTA/WCTA)



**ANNEXURE 1: CHECKLIST FOR LEVEL 1 EVENTS SANCTIONED BY CTUC-TA / WCTA**

<b>Event Name:</b>	
<b>Event Date:</b>	
<b>Organiser:</b>	

<b>PROCESS</b>		<b>DATE</b>
Request for hosting and availability of date: 6 to 9months months prior to event.		
<b>Between request and 3 months prior to event</b>		
1	Completion of sanctioning document	
2	Site visit with TD	
3	Approvals /Permissions applied for	
4	Risk categorization (Traffic Department / SAPS section 6 doc.)	
5	Municipal permission	
6	Venue permission	
7	Water Testing	
8	Water safety plan	
9	Traffic permission and plan	
10	Medical plan	
11	Security plan	
12	Disaster plan	
13	Marshal plan	
14	Venue layout	
15	Entry form/flyer Public Liability	
16	Registration process	
17	Event route Maps (Swim, Bike and Run routes)	
18	Parking plan	
19	Timing system	
Presentation of Sanctioning document: 3 months prior (inclusive of all above)		
WPTA to attend LOC meetings 1 month prior and 1 week prior to event		
Race Organiser to forward complete Entry database 3-5 days prior to event		
<b>Event Organiser to forward race results to WPTA in Excel format.</b>		
WPTA to appoint TD/CR and technical officials(refs) at least 3 months prior to event		
Event populated on the TSA / WPTA website calendar		

## ANNEXURE 2: FEE STRUCTURES FOR **LEVEL 1** EVENTS SANCTIONED BY CTUC-TA / WCTA

### **SANCTIONING FEE:**

**Level 1:** Development, club and other events advertised and hosted to attract local/regional participation including regional championships. Level 1 events are sanctioned by CTTA / WCTA

<b>SANCTIONING FEE PER ATHLETE / TEAM as from 2016</b>		
<b>Level 1</b>	Super Sprint, Sprint and Less than Standard	Standard / Olympic Distance
	R25	R25

Notes on Sanctioning Fees:

1. The sanctioning fee applies to all athletes and does not include the day licence fee.
2. This per athlete Sanctioning Fee is charged per athlete that is on the "Registered Athlete" List regardless of DQ/DNF/DNS. Teams shall be charged a single Sanctioning Fee.
3. THE DISTRICT / PROVINCE WILL SEND AN INVOICE/CLAIM TO THE RACE ORGANIZER WITHIN 7 DAYS OF THE EVENT
4. The tariff is "per athlete"; Team Entry = single athlete entry

### **DAY / TEMP LICENCE FEE:**

This is only applicable to athletes who have not taken out an annual "race" licence with TSA. For all events, any athlete without an annual licence must purchase a day licence (temp licence).

Super Sprint, Sprint and Less than Standard	Standard Distance and Longer
<b>R35</b>	<b>R120</b>

### **Notes on Day Licence Fees:**

1. It is the responsibility of the Event Organizer to collect the day licence fee (either as part of the online payment process or at time of registration).
2. Where there are a Level 1 and 2 event taking place on the same premises, TSA would pay the Level 1 Sanctioning Fee over to the Province. This per athlete Sanctioning Fee is charged per athlete that is on the "Registered Athlete" List regardless of DQ/DNF/DNS. Teams shall be charged a single Sanctioning Fee.
3. Athletes participating in the age category 8-11 years as part of other races on the day are exempted from the payment of sanctioning and day licence fees.
4. The Day Licence Fee is inclusive of the R12 (Super Sprint, Sprint and Less than Standard) and R25 (Standard Distance and Longer) collecting fee that is retained by the Event Organiser.
5. THIS DAYLICENCE FEE IS CHARGED PER ATHLETE THAT IS ON THE "REGISTERED ATHLETE" LIST REGARDLESS OF DQ/DNF/DNS
6. The tariff is "per athlete"; Team Entry = single athlete entry

### **Technical Official Fees as from 1 September 2018 (Not changed since 1 January 2013)**

Travelling expense (reimbursement) R3,80/km

Officiating fee of Race Officials

Sprint R250 – (TD/CRO - R350)

Standard R350 – (TD/CRO – R450)

### **Notes on Technical Official Fees:**

The Fees for Technical officials shall be claimed from the Race/Event Organizer as follow:

1. Technical Official claims and related out-of-pocket expenses shall be claimed from Event Organizer by CTTA / WCTA within 7 days of the event.
2. Traveling expenses (reimbursement) shall be calculated as R3.80 per kilometer
3. Depending on the venue, distance to travel, the duration of the event, the need for accommodation and other logistical arrangements, upon the determination of the Technical Delegate, the event organiser shall also be liable for such reasonable **travel** and **accommodation expenses** of the Technical Delegate and Technical Officials.
4. Where any event involves the overnight stay of the technical officials, this must be arranged with the Race Organizer (between TO and Race/Event Organizer) and a consensus must be reached prior to the Race. The Technical Official is not liable for accommodation costs.

All fees are payable to the region / CTTA / WCTA within 7 days after the event, unless otherwise agreed.

### ANNEXURE 3: EVENT DISTANCES

#### OFFICIAL RACE DISTANCES & AGE REQUIREMENT

<b>TRIATHLON</b>	<b>SWIM</b>	<b>BIKE</b>	<b>RUN</b>	<b>MIN. AGE</b>
Super Sprint	400m	10km	2.5km	12 years
Sprint	750m	20km	5km	16 years
Standard	1500m	40km	10km	18 years
Long Distance	1900m+	80km+	20km+	18 years
<b>DUATHLON</b>	<b>RUN</b>	<b>CYCLE</b>	<b>RUN</b>	<b>MIN. AGE</b>
Super Sprint	2.5km	10km	1.25km	12 years
Sprint	5km	20km	2.5km	16 years
Standard	10km	40km	5km	18 years
Long Distance	20km	80km	10km	18 years
<b>CROSS TRIATHLON</b>	<b>SWIM</b>	<b>BIKE</b>	<b>RUN</b>	<b>MIN. AGE</b>
Super Sprint	250m	5-6km	1-2km	12 years
Sprint	500m	10-12km	3-4km	16 years
Standard	1000m-1500m	20-30km	6-10km	18 years
<b>CROSS DUATHLON</b>	<b>RUN</b>	<b>CYCLE</b>	<b>RUN</b>	<b>MIN. AGE</b>
Super Sprint	2.5km	5-6km	1-2km	12 years
Sprint	3-4km	10-12km	1.5-2km	16 years
Standard	6-8km	20-30km	3-4km	18 years

\*10% distance tolerance allowed.