



**ROAD RUNNING RULES AND
REGULATIONS 2016**

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Preamble

These rules are not to be in conflict with the constitution of Athletics Kenya or the rules of IAAF or the Sports Act 2013

All road races organized by affiliates of AK or approved partners and agencies are subject to the Rules of AK and this must be stated in all announcements, advertisements, programmes and printed matter related to the race. These rules are subject to the approval of AK and may only be amended by AK.

Objectives

- i) Regulate
- ii) Standardize
- iii) Harmonize throughout the Country
- iv) Promote and develop road running
- v) Classification of events.

Definitions and Acronyms

AK –Athletics Kenya

AR – Athlete’s Representative

IAAF – International Association of Athletics Federations.

LOC – Local Organizing Committee

WADA – World Anti-doping Agency

EPO – Erythropoietin

Road Running Advisory Board

There shall be a road running advisory board appointed by Athletics Kenya as per the AK constitution. The composition shall be 5 members which include The Chairman, The Secretary and 3 members.

Scope

Road running is the sport of running on a measured course over an established road (as opposed to track and cross country running).

Road running events normally range from distances of 5 kilometres to longer distances such as half marathons and marathons, and they may involve large numbers of runners or wheelchair entrants. Road running is part of group of road events known as "road races".

Road running may offer those involved a range of challenges and interests such as dealing with hills, sharp bends, varied surfaces, inclement weather, and involvement in a large group. The

impact of running on roads puts more stress on the feet, knees and lower back than running on dirt or grass.

Race Application Requirements (see appendix (i))

1. Name of race/event.
2. Legal entity of the organizer
3. Race director
4. Date of race
5. Venue
6. Distance
7. Title Sponsors Name
8. Participants Entry Fee
9. Starting Time
10. Registration procedures
11. Enquiries name, telephone numbers and email addresses
12. Prize Giving Procedures/ Cash awards
13. Full prize list
14. Maximum prizes within AK limits
15. Reflective material (night race)
16. Results – cost, where available
17. Permit fees

1.0 GENERAL PRINCIPLES

1.1 Each year, the AK awards a designation referred to as an AK Road Race Category to Leading Road Races around the Country.

1.2 Races shall be divided into the following six categories:

- Marathons
- Half Marathons
- Mountain Running
- Ultra running
- Trail running
- Other races – included under this category:
Races over “official distances” for which world records are recognized (see IAAF Rule 261): 10km-15km-30km-100km;

1.3 There shall be six categories for all road races.

- AK Category 1 – Marathons
- AK Category 2 – Half Marathons
- AK Category 3 – Other races which shall then be divided into three (3) sub-categories.
- AK Category 4 – Mountain Running
- AK Category 5 – Ultra –Running.
- AK Category 6 – Trail Running.

AK category 1: Marathons

The current marathons would then be categorized into 3 sub-categories namely A, B and C.

AK category 2: Half marathons

These would also be categorized A, B and C

AK category 3 /All Others

These too would be classified in 3 sub-categories A, B and C.

In categorizing the road races, Athletics Kenya will take to account but not be limited to the following criteria.

- i) Distance
- ii) Prize money
- iii) Sustainability
- iv) Sponsorship
- v) Theme
- vi) Previous Editions

1.4 These Regulations may be amended every year by the AK.

2.0 CATEGORIZATIONS/APPLICATIONS

- 2.2 Applications for an AK Road Race Categorization may be submitted by Race Directors of races that comply with the conditions mentioned in these Rules
- 2.3 Race organizers should submit to the AK an Application duly signed by the Member AK Regional or County Committee in which the race is staged, by the relevant deadline (see 2.4 below), using the appropriate application form for an AK Label.
- 2.4 Applications shall be accepted from races that have been contested before and also for new entries.
- 2.5 Applications will be evaluated twice yearly: races held from January to June inclusive shall be evaluated in August, with Applications received by the AK no later than 15 August, and races held from July to December inclusive shall be evaluated in December, with Applications to be received by the AK no later than 15 December.
- 2.6 Relevant Category shall be granted for one year.
- 2.7 Acceptance or rejection of an Application is at the sole discretion of AK and shall be based on the race fulfilling all of the criteria laid out in these Regulations.
- 2.8 AK reserves the right to refuse the renewal of a Category to any Race that fails to comply fully with the AK Category Road Race Regulations.
- 2.9 Permit- Every race approved by AK shall be granted a one-year permit on payment of the approved License fees at (1) Marathons -Ksh 500,000- (2) Half Marathons Ksh 250.000 (3) Other races Kshs 100,000

3.0 OBLIGATIONS / REQUIREMENTS OF THE ORGANISERS

- 3.1 Trained and Qualified AK Technical Officials or those accredited by Athletics Kenya must be used to officiate at an event
- 3.2 Race Directors may only conduct negotiations for the appearance and promotion of athletes:
 - Through Athletics Kenya;
 - Directly with the Athletes (in this case, formal invitations shall be made through Athletics Kenya);
 - Through duly authorized Athletes' Representatives (ARs).
- 3.3 Race Organizers, the Athlete and the AR where applicable, must respect the terms of the contracts between them, which shall be established in good faith by both parties in compliance with the IAAF rules governing International Competitions and any applicable laws of Kenya.
- 3.4 Organizers shall pay all sums due to the contracted athletes for reimbursement of expenses and appearance fees and any prize monies and bonus awards within the period of time specified within the contract. As a general rule all travel expenses shall be paid upon the athlete's arrival at the race venue and no later than the day before the athlete's departure from the race venue.
- 3.5 Appearance Fees, Prize Money and any Performance Bonuses shall be paid by the Race Organizer no later than 60 days after the Organizer's receipt of confirmation that any anti-doping controls conducted at the race are negative unless otherwise agreed in writing in the contract with the athlete.
- 3.6 The contract between the Athlete and the Organizer shall mention any withholding taxes in respect of appearance fees, prize monies or bonuses that may be levied by the fiscal authorities of Kenya. The Organizer shall in due course supply the Athlete or their AR with the relevant document from the fiscal authorities certifying that any such charges have been duly paid.
- 3.7 Insurance for the event to guarantee prize money for the athletes (Bond).

4.0 LOCAL ORGANIZING COMMITTEE (LOC)

- 4.1 Race organizers must form the Local Organizing Committee (LOC) which shall include the chairman, Secretary and treasurer from the AK region. In addition, the LOC shall form a technical sub-committee which shall consist of regional County technical officials.
- 4.2 The Road Running Advisory board shall nominate a delegate to sit in the LOC. The delegate shall report directly to Athletics Kenya.
- 4.3 Athletics Kenya will nominate one or more senior observers to attend races that have applied for and been awarded an AK CATEGORY. The official will also be available to assist the race organization if such assistance is requested by the race director or if AK deems it necessary.

4.4 The Race Organization will provide all necessary passes and accreditation to give access to the requested operational areas and generally facilitate the work of the observer(s).

5.0 MEDICAL AND ANTI-DOPING

5.1 The Race Director shall implement the requirements defined in the specific IAAF Road Race Regulations. A report should be available for inspection and should take into account local legislation. The availability of medical services shall be commensurate with the number of participants in the race and the prevailing weather conditions.

5.2 Doping Controls - All tests shall be conducted in accordance with the IAAF/WADA Anti-Doping Regulations **at the expense of the Race Organizer**. The minimum number of samples to be collected shall be:

- AK CATEGORY 1: 12 samples for mixed races (6 Women and 6 Men) or 6 samples for single gender races;
- AK CATEGORY 2: 6 samples (3 women and 3 men) for mixed races or 3 samples for single gender races;
- AK CATEGORY 3: 4 samples for mixed races (2 men and 2 women) or 2 samples for single gender races.

5.3 EPO testing shall be conducted in accordance with the IAAF Protocol in force at the time of the race.

5.4 The doping samples shall be analyzed by the WADA accredited laboratory, as advised by the IAAF Medical and Anti-Doping Department.

5.5 Additional doping tests shall be conducted:

- Systematically when a World and/or an Area Record is broken or equalled;
- When requested by any Athlete who has broken a National Record (at the athlete's expense).

6.0 ORGANISATION

6.1 Races shall be organized in accordance with the IAAF Competition Rules and those of IAAF, particularly with regard to the health and safety of participants and officials.

6.2 The Race Referee(s) shall ride in a vehicle to ensure compliance with the IAAF Competition Rules.

6.3 The Race Director shall ensure that all Officials and Competitors are fully informed regarding IAAF Competition Rules, particularly with regard to Rule 240.8 which prohibits any unauthorized person from handling water or refreshment to a competitor at any point other than a fixed water or refreshment station.

- 6.4 Races shall be organized in compliance with all local laws and by-laws.
- 6.5 The AK Categorized Race shall be started independently of any other race.
- 6.6 If other race(s) are organized at the same time as the AK Categorized Race, there shall be no disruption of the AK Categorized Race by participants in the other events.

7.0 AGE BRACKET

No athletes below the age of 20 will be allowed to participate in road races. Organizers however may organize family or fun races that shall not exceed 5km and that shall not be competitive.

8.0 MEASUREMENT

- 8.1 Courses must have been measured within the 1 year preceding the race by an IAAF/AIMS “A” or “B” Course Measurer and an International Measurement Certificate issued by the International Measurement Administrator unless the course has undergone modifications since the last measurement, in which case a new measurement must be made. The original Course Measurer or other suitably qualified Official with a copy of the documentation detailing the officially measured course shall ride in the lead vehicle during the competition to ensure that the course run by the athletes conforms to the course measured and documented by the official Course Measurer.
- 8.2 All intermediate timing points shall be measured and marked by the Course Measurer and included in the course map.
- 8.3 In the case of separate men and women races, a certified Measurer or other suitably qualified person (see 8.1 above) should be in the lead vehicle for each race.

9.0 SPONSORSHIP

For any AK Categorized event that has attracted a major sponsor, the organizers must ensure that the Sponsorship contract is for a minimum period of 3 years. The same must be availed to AK.

10.0 ROAD CLOSURES

- 10.1 The whole course must be closed to vehicular traffic, with the exclusion of official vehicles, for the duration of the event until the published cut-off time. The Start will be traffic free until the last runner has started and the Finish will

be traffic free until the last runner finishes or the cut-off time is reached. Athletes must be clearly informed.

10.2 In the case of dual carriageways, only the carriageway on which the participants will run needs be closed to vehicular traffic.

10.3 The safety of all runners is paramount; therefore police and/or traffic controllers must be present at all intersections.

10.4 Traffic and road closures must be published to the public. The LOC shall ensure that all athletes are cleared.

11.0 DRINKING/SPONGING AND REFRESHMENT STATIONS

11.1 Drinking/Sponging and Refreshment stations adequately staffed by competent personnel shall be available on the course in accordance with IAAF Rule 240.8.

11.2 Water and refreshments shall be provided free of charge for all participants at the start, on the course and at the finish area.

12.0 TIMING

12.1 Race organizers must provide fully electronic timing by use of active or passive transponders. Real time splits and final results should be made available to media, spectators and online.

12.2 A Clock Car (where applicable) shall precede the race leaders indicating the time elapsed since the start of the race; in the event of mixed races, Clock Cars shall precede both Men and Women race leaders.

13.0 ADVERTISING

Race Organizers shall ensure that all elite athletes comply with the AK/IAAF Advertising Regulations currently in force regarding the size and position of logos on clothes worn during the competition. The latest edition of the IAAF Advertising Regulations may be consulted on the IAAF website:

14.0 DATA PROCESSING AND RESULTS

14.1 Race organizers must email the official results of the competition for the top 20 male and top 20 female finishers to AK within one hour of the

completion of the competition, using the format in the Race Directors Report Form.

- 14.2 Official Results for all participants should be made available on the race's website within the shortest possible time.

15.0 VIDEO SCREEN

- 15.1 All Category 1 Race organizers must provide a giant video screen.
- 15.2 All Category 2 Race organizers should provide a giant video screen; if this is not possible, media must be provided with TV monitors to enable them to follow the race in a dedicated media area.
- 15.3 All Category 3 Race organizers will make their best efforts to provide a giant video screen.

16.0 MEDIA

Services to be provided to the press and photographers shall include the minimum requirements:

AK CATEGORY 1

Media Centre	Commentator Information System and/or TV monitors + Broadband Internet connection for media in a dedicated and restricted area
Results service	Individual delivery of results (paper) of top twenty finishers (male and female)
Internet / Web	Dedicated website with start-lists and live results in the English language
Press conferences	Minimum 3 pre and post event

AK CATEGORY 2

Media Centre	TV monitors + Internet connections for media in dedicated and restricted area
Results service	Individual delivery of results (paper) of top twenty finishers (male and female)
Internet / Web	Dedicated website with start-lists and live results in the English language.
Press conferences	Minimum 1 pre and 1 post event

AK CATEGORY 3, CATEGORY 4, CATEGORY 5, CATEGORY 6.

Media Centre	Dedicated and restricted access working area for media, internet access where possible
Results service	Individual delivery of results (paper) of top ten finishers (male and female)
Internet / Web	Dedicated website in the English language.
Press conferences	Minimum 1 pre/post event

17.0 BROADCAST REQUIREMENTS

17.1 All races shall endeavour to achieve the widest possible television coverage of the race. This shall include: domestic coverage of at least 2 hours for a Marathon (and pro-rata for shorter events) and broadcast (live, delayed or highlights) and/or free streaming Internet coverage of the full race to broadcast standard. Internet usage (viewers) shall be authenticated by audited statistics (example: Hitbox or other industry standard auditing).

17.2 Each AK CATEGORY Road Race shall provide the AK with a broadcast quality tape of the competition as soon as possible after the end of the competition on: Beta SP, Digibeta, DVcam or MiniDV, to full broadcast quality in PAL or NTSC coding and allow AK to use, free of royalties, up to five minutes footage. Tapes must be dispatched to AK Headquarters no later than 15 days after the competition.

18.0 PROMOTION

18.1 Race Organizers shall display, at their cost, at least two AK boards (or banners) in the finish area within the final 100 meters and/or prominently display the AK Road Race Category logo on the finish gantry in the layout supplied by the AK HQ.

18.2 Race Organizers shall include the relevant AK Road Race Category logo on all printed material (i.e. brochures, leaflets, official programme, start lists, results, and website). Logo artwork is to be provided by the AK.

19.0 INSURANCE

Race Organizers shall subscribe to an appropriate third party liability insurance policy to cover the risks for which the race organization may be held liable, including any accident which might occur to athletes and officials.

20.0 SAFETY

Race organizers must respect all national and local laws and byelaws and co-operate fully with local authorities, police and health administrations to ensure the smooth conduct of the race, the security of all participants and the minimum disruption to local residents.

All unnecessary vehicles, helicopters must be kept away from the athletes and the routes.

21.0 REPORT – (EVALUATION)

The Race Director and the AK delegate shall each complete a report form and return this form to the AK no later than 30 days after the race.

AK will send to the Race Director a copy of the report completed by the AK delegate.

22.0 PRIZE MONEY / AWARDS

22.1 Prize money offered to competitors, including bonuses for times achieved shall be equal for all competitors regardless of their nationality or gender – in other words prize money for places should be equal for men and women and for nationals of the host country and athletes of other nationalities.

22.2 Races may offer specific incentive place prizes to nationals of the host County to encourage local participation and development.

22.3 In all instances and due to doping control regulations the Prize Money shall be deposited with the AK National Office. The prizes shall be paid after the doping results are confirmed.

22.4 Cash awards shall be paid in line with guidelines published by Athletics Kenya. The prizes set out by AK are minimum cash awards and organizers are free to increase the said amounts. The rates are reviewed annually.

23.0 ATHLETES REGISTRATION

23.1 Registered athletes must wear the issued race number; this must be worn on the front of vest and on the back of the vest.

23.2 All licensed athletes competing for category prizes must wear numeric category tags clearly visible back and front.

23.3 International athletes must provide a clearance letter from the Athletics Federation of their Country of origin to the referee in the event of them winning a prize.

24.0 DISPUTES

All disputes must be arbitrated by the Jury of Appeal and advisors upon a payment fee of Kshs. 10,000/= made before hearing and determination of any case. The fee is refundable on successful appeal.

25.0 INDEMNITY

Athletes shall indemnify the National and regional bodies, sponsors and organizers or the race against any or all actions of whatsoever nature, whatever the same maybe arising out of their participation in the race.

26.0 CHEATING

Any Officials or athletes involved in cheating shall be banned for a period of not less than 2 years and the name circulated to all regions by Athletics Kenya.

These Rules and Regulations were drawn, drafted and compiled by Athletics Kenya Road Running Advisory Commission of Kenya in January 2016.

Appendix i

ROAD RACE LICENCE APPLICATION FORM

- i) Name of the Race
- ii) Legal entity of the organizer
- iii) Race Director.....Phone E-mail.....
- iv) Date of the race Venue.....
- v) Distance.....
- vi) Title Sponsor Name.....
- vii) Entry fee(s) charged.....
- viii) Starting time
- ix) Registration Procedure
- x) Contact Person Mobile..... E-mail.....
- xi) Prize giving procedure/ Cash Awards
- xii) Full Prize list (Attach separate sheet if necessary).
- xiii) Maximum prizes (Within AK limits).....
- ix) Category applied for.....

APPROVAL (For official use only)

COUNTY/ REGIONAL APPROVAL.

Name of the County/Region.....
Approving Official Name..... Designation.....
Signature..... Date.....

AK HEADQUARTERS APPROVAL

NameDesignation.....
Date.....
Comments.....
.....
.....
Category awarded.....

Appendix ii

PERMIT

This permit is issued to

Name.....

Event

Address.....

.....

.....

Category.....

This permit is valid for the periodto..... during which period, the Athletics Kenya has the discretion to withdraw the same if the conditions under which it is given are infringed upon.

Signed.....

Designation.....

Date.....

Appendix iii)

DELEGATES REPORT FORM

- 1. Name of the race.....
- 2. Legal Entity of the organizer.....
- 3. Race Director.....
- 4. Date of the race..... Venue.....
- 5. Distance.....
- 6. Title Sponsor name.....

RACE REPORT.

- A. Organization: (Comment briefly on the organization).....
.....
.....
- B. Technical Aspects:.....
.....
.....
- C. Prize Money
.....
.....
- D. General Observation.....
.....
.....
.....

Name.....
Designation.....
Signed.....