



UGANDA ATHLETICS FEDERATION

Technical/Officiation Manual

Technical/ Organizing Commission

1.0 INTRODUCTION:

The following rules shall guide all national competitions organized in line with the IAAF rules and regulations. These rules have been summarized for ease of reading and shall be used concurrently with the IAAF Rules and regulations.

2.0 COMPETITION RULES AND REGULATIONS

2.1 Track And Field

2.1.1 Introduction:

The National Track and Field Championships are organised in accordance with IAAF competition rules and regulations. Only Associations/Clubs that have fully paid up annual participation fee (50,000/=) shall be allowed to participate.

2.1.2 Eligibility:

Only athletes who have duly filled and submitted to the Federation their Bio-data forms during the season qualify to compete. No bio-data form will be received after the expiry of the deadline for submission of final entry forms. (see attachment 2)

2.1.3 Entries:

An event shall be termed championships event only if there are at least four participants representing three member associations/clubs.

2.1.4 Participation in events:

Each athlete is allowed to compete in not more than three (3) events excluding relays. These events could be all track, all field or both (track and field). However, team managers are advised to consider the programme that is conducive to the athletes wishing to participate in many events.

2.1.5 Scoring:

Any Association/ Club is allowed to enter a minimum of one (1) athlete and a maximum of five (5) athletes in the middle & long distance events but not more than three athletes from each Association/ club shall score. In this case the team shall declare the scoring athletes during submission of the final entries. In a case where the scoring athletes in the finals do not reach eight (8) in number, athletes from other associations/ clubs who reached stages preceding finals shall be considered (by time or distance).

2.1.6 Confirmation of entries deadline:

Final entries shall be submitted to UAF secretariat no later than 19th July, 2011 in readiness for the use of the electronic timer.

2.1.7 Qualification to next rounds:

Qualification to the next round shall be as follows;

100m – 800m including hurdles:

Item:	No of heats:	Qualification by position:	Qualification by time:
Semi Finals	2	3	2
	3	2	2
Preliminaries	-	2	Rest
1500m			
Semi Finals	2	4	4
	3	3	3

3000m SC, 5000m and 10000m events shall be finals. However, any athlete who has not run the following times this season will not be allowed to compete with these events:

- 1) 5000m 15:00.0
- 2) 10000m 32:00.0

In all field events, except high jump, where there are more than eight (8) athletes, each athlete shall be allowed three (3) trials and the eight athletes with best valid performances shall be allowed three additional trials.

2.1.8 Height of the bar in vertical jumps:

The following shall be the starting heights for high jump:

- 1) Women: 1.4m
- 2) Men: 1.6m

2.1.9 Operation of the Call room/ Warm-up track to call room

Athletes shall use Gate 5 for entry and Gate 7 for exit.

Two calls will be made to athletes to check-in for events as indicated on the programme. As a rule, the first call will be made 45 minutes to the event and the final call will be 30 minutes to the event. Team managers and their athletes are advised to study the competition programme provided carefully.

At the call room the officials will check the bib numbers and record the numbers for purposes of identity. Team leaders must ensure that the athletes wear the correct bib provided to them. Detailed information on schedules in the call room will be provided after the technical meeting.

2.1.10 Awards:

Prizes shall be given to top three winners in each race.

2.1.11 Protests:

Any athlete/ team manager shall be allowed to protest any results or conduct of an event. Such a protest shall be made on protest forms within 30 minutes from the time of release of results of that event. Each protest shall attract a fee of 50,000/= that shall be forfeited if the appeal is not allowed.

3.0 NATIONAL MOUNTAIN RUNNING

The following rules, regulations and guidelines have been extracted from the World Mountain Running Association championship regulations.

3.1 Course Regulations

1. Races shall be held over the following approximate distances:

	Mainly uphill		Up & down	
	Distance	Ascent	Distance	Ascent/descent
Junior Women	4 km	400 m	4 km	250 m
Junior Men	8 km	800 m	8 km	500 m
Senior Women	8 km	800 m	8 km	500 m
Senior Men	12 km	1200 m	12 km	750 m

2. For up and downhill courses there should be a minimum height difference (200 m) between the high point and low point per lap.

3. Courses must not contain any dangerous sections

4. Courses must be adequately marked throughout, such that complete strangers to the courses can follow without difficulty;

5. Courses must have less than 20% of the distance on asphalted road. Technically difficult sections and possible shortcuts must be manned by marshals;

3.2 Guidelines for downhill sections are as follows:

1. They must not have rock steps;
2. They must not consist of loose rock terrain;

3. They must not exceed 30% rate of descent, averaged over each kilometre from the starting point of descent.
4. Any course which exceeds any parameter specified in rule 3.1 by more than 20% will not be accepted
5. For mainly uphill courses, the total amount of descent should not exceed 10% of the total ascent.
6. For up and downhill courses which do not start and finish at the same point, the difference between the total ascent and total descent should not be more than or less than 5% plus or minus.
7. The local organising committee should pay due regard to mountain ecology and preservation when planning the courses.

Drinking/Sponging and Refreshment Stations.

8. Water and other suitable refreshments shall be made available at the finish of all races.
9. Drinking/Sponging stations shall be provided at intervals of approximately 2-3 kilometres, based on weather conditions.
10. Refreshments which may be provided either by the organiser or the athlete shall be placed at the refreshment stations so that they are easily accessible to the competitors.
11. Competitors providing their own refreshments may take it only from their registered team officials at the official refreshment stations only.
12. Competitors, who take refreshments at a place other than the refreshment stations, render themselves liable to disqualification.
13. It is forbidden to pace athletes or give any other unauthorised assistance during the race.
14. Athletes are free to wear footwear of their choice, but no shoes with spikes are allowed.

3.3 Age Categories

1. Junior Races: Athletes aged from 16 to 19 years on 31 December in the year of the competition may compete in the junior races.
2. Junior Athletes: Any Junior athlete, i.e. an athlete aged 18 or 19 years on 31 December in the year of the competition may compete in the senior race or the junior race, but not both.
3. Youth Athletes: Any Youth athlete, i.e. an athlete aged 16 or 17 years on 31 December of the year competition may compete in the junior race, but not in the senior race.
4. No athlete aged less than 16 years on 31 December of the year of competition may compete in any of the races

3.4 Competition officials;

The following list comprises the officials considered necessary for major competitions. The Organisers may, however, vary this according to local circumstances.

4. COMPETITION MANAGEMENT

All competitions of the UAF shall have appointed officials to manage the events. The following shall be the categories of officials:

4.1 Management Officials

- Competition Director
- Meeting Manager and an adequate number of assistants
- Technical Manager and an adequate number of assistants
- Event Presentation Manager

4.1 Competition Officials

- Call Room Referee(s)
- Track Events Referee(s)
- Field Events Referee(s)
- Combined Events Referee(s)
- Referee(s) for events outside the stadium
- Video Referee(s)
- Chief Judge and an adequate number of Judges for Track Events
- Chief Judge and an adequate number of Judges for each Field Event
- Chief Judge, an adequate number of assistants and five Judges for each Track Race Walking Event
- Chief Judge, an adequate number of assistants and eight Judges for each Road Race Walking Event
- Other Race Walking Competition officials, as necessary, including Recorders, Posting Board operators, etc.
- Chief Umpire and an adequate number of Umpires
- Chief Timekeeper and an adequate number of Timekeepers
- Chief Photo Finish Judge and an adequate number of assistants
- Chief Transponder Timing Judge and an adequate number of assistants
- Start Coordinator and an adequate number of Starters and Recalls)
- Starter's Assistants
- Chief Lap Scorer and an adequate number of Lap Scorers
- Competition Secretary and an adequate number of assistants
- Technical Information Centre (TIC) Manager and an adequate number of assistants
- Chief Marshal and an adequate number of Marshals
- Wind Gauge Operators
- Chief Measurement Judge (Scientific) and an adequate number of assistants

- Chief Call Room Judge and an adequate number of Call Room Judges
- Advertising Commissioner

4.3 Additional Officials

- Announcers
- Statisticians
- Doctors
- Stewards for Athletes, Officials and Media

All the above shall be appointed as and when required. The number of officials appointed to a competition shall depend on the level and nature of the event. There shall be adequate officials to ensure the required duties are carried out both correctly and efficiently and also to ensure sufficient rest if the competition is over a long period

of time on a single day or on several consecutive days. But care must also be taken not to appoint too many so that the competition area becomes cluttered or obstructed by unnecessary personnel. In more and more competitions, some tasks undertaken by on-field officials are being “replaced” by technology and unless a back-up is logically required, this needs to be taken into account when officials are appointed

4.4 Criteria for selecting officials:

For anyone to officiate at any UAF competition he/she must attain the following:

1. Former athlete – retired from active competition
2. Physical education teacher with bias in athletics
3. Must have done technical training course(s) organized by the Federation (NATO)
4. Accept to officiate at the UAF competition(s). See appendix 3

5. RULES AND REGULATIONS FOR ATHLETES AND CLUBS

1. Definitions and Interpretation of the Regulations

- a) All capitalized items shall, where the context allows and unless otherwise defined herein, bear the meanings ascribed to them under the Regulations.
 - b) References to plural, where appropriate, include the singular and vice versa;
 - c) All schedules to these Regulations are an integral part of these Regulations and shall be deemed as being a part hereof.
 - d) A Currency Point shall be Twenty thousand Ugandan Shillings (UGX 20,000/=)
 - e) Any negative obligation imposed on any Party shall be construed as if it were also an obligation not to permit or suffer the act or thing in question and any positive obligation imposed on any Party shall be construed as if it were also an obligation to procure that the act or thing in question be done.
 - f) Club means a union or organization of athletes or persons with bonafide interest in athletics who are organized to participate in Athletics competitions, duly registered and recognized by UAF and includes an association or institution by whatever name called.
 - g) Season means the UAF Competition Season which starts on 1st day of November of each calendar year and ends on 31st day of October of the following calendar year.
 - h) UAF means the Uganda Athletics Federation which is a member of the International Association of Athletics Federation (IAAF), the recognized representative and body that sanctions athletics activities in Uganda.
2. All clubs shall offer written contracts to all athletes who will participate in all Athletics competitions under or using the club name. It shall be the responsibility of the Club to submit a duly signed copy of the contract to UAF and ensure that such a copy is duly received by UAF.
 3. All clubs shall submit to the Federation duly filled Bio-Data forms for each and every of the athlete participating under each club. It shall be the utmost responsibility of each club to submit Bio-Data forms with the correct information regarding each particular Athlete.
 4. Each Club shall register all athletes with whom it has executed Contracts, with UAF at the beginning of every season.
 5. Any Athlete whose details and information have been registered with UAF shall not transfer to any other club during the course and subsistence of the existing Athletics season.

6. The UAF shall not register any new athlete during the course of the season except where
 - a) the athlete in question has never participated in any competition under the name or auspices of any Club, or
 - b) The athlete in question has never entered into a contract or any understanding by whatever name called with another club/institution/association.
7. Where an athlete does not fall within the circumstances stipulated in Rule (f) above, such athlete(s) must submit a duly executed contract and a duly filled bio-data form to UAF who shall then verify documents submitted before allowing the athlete in question to compete or participate for and on behalf of that particular club.
8. An athlete shall only be allowed to transfer from one club to another within a particular season where the athlete in question;
 - a) is leaving a club to join an institution of learning or education and proof of joining such an institution is submitted to UAF which shall then recognize the change of club upon verification;
 - b) is leaving a club to join a form of employment and proof of such employment is submitted to UAF which shall then recognize the change of club upon verification;
- 9.1 Any athlete who falls within any of the circumstances stipulated in Regulation 9 above, the club being joined (hereinafter referred to as the recruiting club) shall sign and execute transfer forms and pay five (5) currency points to the club being left (hereinafter referred to as the releasing club) before the athlete can be allowed to participate for the recruiting club.
- 9.2 Any athlete who has signed and executed a contract with any club shall only transfer to another club if
 - a) the athlete's contract with that particular club has expired at the end of a season or been terminated or;
 - b) a transfer fee of five (5) currency points shall be paid to the current club before the athlete can be allowed to transfer to another club.
- 10 The club that signs on the athlete whose contract with another club has expired or the club which has duly paid transfer fees so as to sign on the new athlete shall lodge the new contract and certified copies of the transfer documents to UAF. The lodged documents shall be verified by UAF which shall if satisfied, recognize and accept the transfer before transfer is accepted and recognized.
- 11 Any athlete who wins any cash prize or monetary reward as a result of participation in any Athletics Competition organized under IAAF rules shall forfeit ten percent (10%) of that prize or reward to the club.

- 12.1** Any club that undergoes any structural changes or reorganization of any kind or ceases to be a club before the end of any season, it shall de-register itself with UAF and thereafter cease to operate as a club.
- 12.2** All Clubs shall only be registered upon fulfillment of all the conditions stated hereunder;
- a) Full Payment of non refundable registration fee of Ten (10) Currency points
 - b) Full Payment of annual participation fees of two point five (2.5) Currency points in subsequent years only (not the year of registration)
 - c) Submission of a certified copy of the Club's Constitution to UAF,
 - d) Submission of a certified copy of Club Rules and Regulations which are must be conformity with UAF Rules & Regulations to UAF,
 - e) Submission of Names, telephone numbers and email addresses of all club officials including the post each official holds in the club to UAF,
 - f) Submission of Names, telephone numbers and email addresses of all athletes of the club and;
 - g) Submission of Names and addresses of key members of the executive on the official letter head of the club
- 12.3** Any club that does not fulfill the aforementioned conditions shall not be registered by UAF and shall not participate in any competitions organized by UAF.
- 13** Any athlete who had a valid contract with a deregistered club shall be allowed to re-register and executed a new contract with any other club of their choice and no transfer fees shall be paid for such registration.
- 14** No Manager shall be allowed to manage an athlete of another club without the written authorization of that club which must be submitted to UAF for verification. All written authorizations shall be printed on the official letterhead of the authorizing Club, the name and designation or title of the authorizing official clearly stated and signature appended
- 15** No athlete shall take part in any foreign competition or any competition outside Uganda without the written consent of the club and written clearance from UAF.
- 16** No athlete shall take part in any local competition not sanctioned by UAF.
- 17** No club/institution/association shall field athletes in any local competition not sanctioned by UAF.
- 18** Where an Athlete belongs to both a club and an institution of learning or employment at the same time during a particular season, the club and institution shall agree in writing as to which competitions sanctioned by the UAF; the athlete in question shall be allowed to compete for the club or for the institution before the end of transfer period and a copy of the agreement shall be submitted to and filed with UAF.
- 19** Any club or athlete or official of any club by whatever name and designation called, who or that fails to abide by these regulations shall face sanctions including but not

limited to de-registration, suspension and expulsion from participation in all UAF activities or events.

20 The UAF reserves the right to amend these regulations from time to time.

Appendix I

Athletes' bio-data form

UGANDA ATHLETICS FEDERATION

ATHLETES No

PLEASE ATTACH YOUR PHOTO HERE

Member Association/Club.....

ATHLETES AFFILIATION FORM

Full names of Athlete.....
Date of Birth..... Village..... Sub-County.....
County..... District.....
Nationality.....
Passport No..... Place of Issue.....
Date of issue..... Date of Expiry.....
Physical Address.....
Telephone..... Email.....
Mother's Names:
Father's Names:

Occupation:
School Year of admission
Class..... Admission No.....
Expected year of completion No. of years with the Team

Events	Personal Best
1.
2.
3.

1st year in Athletics..... Number of active years in Athletics.....
Highest Competition ever attended.....
Venue..... Year
Name of Coach..... No of years with Coach.....

I agree to abide by the Constitution, Rules & Regulations of UAF and IAAF, the athletes code of conduct and to compete for the above Association/ Club for the entire/.....Season.

Signature Date.....

Name of Official..... Sign.....

Appendix II Code of conduct for athletes

CHARACTER IS FIRST; WINNING AT ALL COSTS ... IS NOT WINNING AT ALL

1. An athlete shall live up to high ideals of ethics and sportsmanship and always pursue victory with honor and uphold the spirit of fair play; do what is right even when it is unpopular or personally costly and adverse. An athlete shall live and compete honorably; shall not engage in any other dishonest or unsportsmanlike conduct; avoid temptations to gain competitive advantage through improper sportsmanship techniques that violate the highest traditions of sportsmanship.
2. An athlete shall fulfill commitments; do what you say you will do; be in time for practices and competitions. An athlete shall live and compete with class; be a good athlete; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre and post competition practices.
3. An athlete shall be loyal to the national team; put the team above personal glory. If invited to join any national team, the athlete shall come ready, able and willing to train and compete in the events you have qualified in and/or have been selected for, unless otherwise agreed to by the Head Coach of the team in consultation with the UAF technical committee. The athlete nominated to the national team shall travel and compete in the National Team Uniform if such is provided.
4. Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally. An athlete shall uphold the same values of sportsmanship off the field as you do when engaged in athletics. An athlete shall treat officials with respect; shall not complain about or argue about official competition rules during or after a competition.
5. An athlete shall not engage in disrespectful conduct of any sort including profanity, obscene gestures, and offensive remarks of a sexual or *racial* nature, taunting, or other actions that demean individuals or the sport. An athlete shall avoid swearing and abusive language and irresponsible behavior including but not limited to behavior that is dangerous to yourself or others, acts of violence, bullying, harassment and physical abuse.
6. An athlete shall safeguard his or her health; shall not use any illegal or unhealthy substances (as listed by WADA) or engage in any unhealthy techniques to gain, lose or maintain weight; Shall not smoke or drink alcoholic drinks or beverages during or while on National Duty.

7. An athlete shall protect the integrity of the sport; shall engage in any form of gambling or wagering of any kind. An athlete shall compete according to and respect the rules and regulations of UAF and IAAF
8. An athlete shall avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity and shall further demonstrate concern for others; shall not intentionally injure any athlete or engage in reckless behavior that might cause injury to yourself or others.
9. An athlete shall help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches or officials.
10. An athlete shall maintain a thorough knowledge of and abide by all applicable competition rules and shall further avoid engaging or the temptation to engage in any inappropriate or illegal behavior
11. An athlete shall cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the UAF in the best interests of the yourself and other athletes
12. While in national team residential training centre, an athlete shall abide by the harmonized training programs and instructions of the officials and coaches appointed by the Federation to handle the team. An athlete shall avoid destructive behavior and leave athletics venues as the athlete found them
13. An athlete shall inform his or her coach, club and the Federation of any athletics related contract of whatever nature that he or she has entered into or have signed with any foreign or local Athlete Representative (A.R.) or scout or agent by whatever name called.
14. An athlete shall inform his or her coach of any other coaching that he or she is seeking or receiving and should endeavor to thank the coaches and officials who enable him or her to participate in athletics
15. An Invitation to join the national team shall be by official UAF Letter or any other communication mode so adopted by the federation and the athletes shall confirm their availability or no availability to the federation in writing.

I have read and understood the requirements of this Code of Conduct. I understand that I'm expected to perform according to this code and I understand that there may be sanctions or penalties if I do not abide by them.

Athlete's Name: _____

Athletes' Name: _____ Date of signature: _____