



**APPLICATION FOR THE SANCTIONING AND AUTHORIZATION OF A
TRIATHLON, DUATHLON, AQUATHLON OR CROSS-TRI EVENT BY
KENYA TRIATHLON FEDERATION**

I/We..... ("the organizer")
hereby request

..... ("the County Association-CA" or KTF) to sanction a

TRIATHLON / DUATHLON / AQUATHLON / CROSS TRIATHLON and
CROSS DUATHLON event as described in this application.

TYPE OF EVENT: TRIATHLON/DUATHLON/AQUATHLON/CROSS TRI/DU

STATUS OF EVENT: (International / Regional / Club/ Other)

DATE:

VENUE:

DISTANCE: SWIM:

DISTANCE: CYCLE:

DISTANCE: RUN:

SPONSOR:

NUMBER OF MARSHALS TO BE USED:

SEA/OPEN WATER:

LAND:

NUMBER OF REFEREES (Expected):

ENTRY FEES TO BE CHARGED:

Senior

Junior

Other

NUMBER OF ATHLETES EXPECTED:

Senior

Junior

NAME OF EVENT ORGANISER (personal particulars):

EVENT DIRECTOR (personal particulars):

ADDRESS:

CONTACT DETAILS:

KTF is the sole governing body for the hosting of these and other multi-sport events. Failure to comply with KTF sanctioning requirements will necessitate KTF (and/or the CA) to inform the statutory authorities of failure to comply, which will result in cancellation of the event. The organizer agrees to comply with the conditions and/or requirements of sanctioning before, during and after the event as specified below:

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 organizer might have in interpreting the rules or complying with specific sections of the rules. Dispensation may be granted in certain cases on the basis that the deviation or variance is notified to contestants on the entry form, with prior approval of the CA/KTF.
- 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 organizer accordingly.
- 1.3 The CA/KTF will appoint a Chief Race Referee 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 organizer may not fulfill the roles of Technical Delegate or Race 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 the CA/KTF (or Drug Free Sport), the event organizer must provide adequate facilities to Anti – Doping Kenya conduct their doping tests.

2. CATEGORIES OF COMPETITION:

- 2.1 All competitors entering a sanctioned race must be registered with KTF. The organizer must ensure that all athletes comply.
- 2.2 Membership categories are:
 - Full members who have paid an annual membership fee to KTF i.e. fully paid up members.
 - Restricted members who are granted a day (license) membership to KTF for the event entered.
- 2.3 Depending on the nature of the event, athletes are classified as:
 - Elite (Elite, U23)
 - Age-grouper
 - Junior
 - Youth
- 2.4 Age-group categories are as per the KTF 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 motorized 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 colored swim caps.

4. CYCLE SECTION:

- 4.1 At the discretion of the Technical Delegate, there shall be a minimum of 2 mobile cycle referees (up to the standard distance) and 4 for a long distance event.
- 4.2 Road marshals are required to be at every intersection and to assist traffic officials.
- 4.3 A lead motorcycle shall guide the leading cyclist and should maintain a minimum distance of 50m ahead.

5. RUN SECTION:

- 5.1 Athletes should be on footpaths, pavement or open road.
- 5.2 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 organizer shall appoint a chief marshal for each section of the race including the transition area.
- 6.2 The event organizer must ensure adequate medical or Para medical 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. AID STATION:

7.1 Location:

- Transition area
- Bike every 5km
- 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:

Race numbers of competitors must correspond with the entry list. Competitors should be marked on both arms and legs. However this markings may be exempted for now due to Covid 19 Regulations Race numbers must correspond with bike and kit numbers.

9. GENERAL:

- 9.1 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 recognized/approved by KTF) to be provided by the event organizer.

- 9.2 The event organizer will comply with all requirements (including all additional requirements) of the KTF.
- 9.3 In the event of non-compliance by the event organizer or exclusion of a particular risk/liability by the KTF Insurer, the event organizer will arrange at its costs appropriate insurance cover, failing which KTF may withdraw sanctioning of the event.
- 9.4 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 organizer shall also be liable for such reasonable travel and accommodation expenses of the Technical Delegate and Race Officials.
- 9.5 In the event of the event organizer being a juristic person, the organizer/event director in his/her personal capacity hereby accept personal liability, as co-debtor and surety on behalf of the juristic person, for the timeous payment fees payable in terms hereof, including prize money (for purposes of which KTF/CA may hold such person personally liable).
- 9.6 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 organizer must assist in compliance.
- 9.7 The event organizer shall be responsible to arrange for the availability of the motorized equipment required (motor boat, motorcycles including operators/drivers) and mountain bikes with marshals.

10. ENTRY FORM:

- 10.1 The entry form must include the logo of the CA and KTF. It must clearly state that the race is sanctioned and run under the KTF Race Rules.
- 10.2 The entry form must be submitted to KTF/CA 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.
- 10.4 Distances of each segment must be indicated.
- 10.5 Location of the registration center, transition and bike check-in etc. must be included.
- 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) license for restricted KTF 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 KTF registration number

11. ENTRY FEES:

The entry fees on this application are subject to discussion between the event organizer and the CA/KTF.

12. BASIS OF AGREEMENT:

- 12.1 The fees payable to the CA or KTF are set out in the Annexure hereto. Any amendment must be in writing, signed by the event organizer and the CA/KTF.
- 12.2 The event sanction fee applies to all athletes and does not include the day license fee.
- 12.3 The application fee (to host the event) is payable upfront and must accompany this application. All other fees (referred to in 12.1) are payable to the CA or KTF within 7 days after the event has taken place, unless otherwise agreed.
- 12.4 The event organizer will be permitted and must use the CA and KTF logo on all event documentation.
- 12.5 A sanctioned event will be included in the race calendar of events published by KTF.
- 12.6 The event organizer must comply with the requirements of the Safety at Events Act of 2010 and the Ministry of Sports/ITU Covid 19 Events and Competition Guidelines. The KTF/CA appointed Technical Delegate may at any time verify compliance.
- 12.7 The event organizer shall provide the CA/KTF with an entry list, race report and a copy of a full set of results within 7 days of the event.
- 12.8 Submission of this application to have an event sanctioned is not approval nor does it constitute sanctioning. Once the application has been favorably considered, the CA/KTF will issue a written communication to the event organizer confirming provisional sanctioning. Final sanctioning shall take place upon compliance (and approval) of the requirements listed in paragraph 14 below by the Technical Delegate.
- 12.9 An event organizer that intends hosting an event may request KTF (in accordance with the KTF time frames for the various Levels of events), to provisionally reserve a date on the KTF calendar. Such date reservation will lapse if the event organizer does not submit this Application to KTF 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.
- 12.10 Despite sanctioning, the Technical Delegate (and/or KTF) reserve the right to withdraw such sanctioning if the event organizer does not comply with the requirements listed herein, including compliance with the KTF Competition/Race Rules, Ministry of Sports/ITU Covid 19 Events and Competition Guidelines or any other event specific ruling of the Technical Delegate.
- 12.11 No event organizer may launch an event in the media or on the internet unless sanctioning,
12.12 Provisional or otherwise, has been obtained.

13. RACE OFFICIALS/TECHNICAL DELEGATE:

- 13.1 Upon receipt by KTF of this Application, Level 1 events will be referred by KTF to the relevant CA for attention. All other events will be attended to by KTF. The CA/KTF shall appoint a Technical Delegate. The event organizer must adhere to all rulings and instructions of the Technical Delegate.
- 13.2 The CA/KTF shall appoint a Chief Race Official and other Race Officials as required for the event.
- 13.3 The Technical Delegate or Chief Race Official will conduct a race briefing prior to the event and notify athletes of any special rules and or clarify to the organizer/race director and athletes any rule queries.
- 13.4 The Chief Race Official will liaise throughout the race with the segment supervisors.
- 13.5 The Chief Race Official shall have day jurisdiction over the organizer, race director as well as all other officials and marshals.
- 13.6 Race Officials will not act as marshals, nor regulate traffic.
- 13.7 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 organizer (provided the event organizer is an accredited KTF/ITU Event Organizer, if not, a race referee not involved nor implicated in the protest/appeal) and one representative of KTF/CA. The KTF Protest and Appeal process and procedure shall apply. No event organizer, race director or alike may rule on any race rule transgression, protest or other race specific complaint.

14. INFORMATION TO BE SUPPLIED:

The following must be submitted to KTF together with this Application for provisional sanctioning: Route

- maps (show direction of movement for swim, bike and run).
- Transition layout map (show flow of competitors)
- Program for the day (times of race briefings, referee meetings, marshals briefings, race waves, award ceremonies, prize giving)
- Medical plan (including life savers, ambulance, medics and evacuation route)
- Provide photos and videos to KTF after the event for use in the Federations website

Without the above, provisional sanctioning cannot be considered.

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

- Water quality certificate (testing for entero-cocci, E-Coli and Bilharzia are compulsory minimum test requirements for fresh water and Fecal coliform and entero-cocci for ocean). An update certificate dated 2 weeks prior to the event must be supplied as well. For sea swims a certificate indicating shark prevention measures is required.
- Draft entry form, posters, information flyers and event program.
- Media plan.
- Final medical plan (including life savers, ambulance, medics and evacuation route) Safety and security plan
- Final route maps (show direction of movement for swim, bike and run) in accordance with the directions of the Technical Delegate and approved by the Traffic department.
- Final transition layout map (show flow of competitors) Registration plan.
- Race briefing plan
- Spectator and parking management plan. Plan of the finish area
- Starters plan
- N me of the public announcer for the day
- a Name of television production house (if applicable)
-

F
i
n
a
l
p
r
o
g
r
a
m
f
o
r
t
h
e
d
a
y
(
t
i
m
e
s
o
f
r
a
c
e
b
r
i
e
f
i
n
g
s
,
r
e
f
e
r
e

e meetings, marshals briefings, race waves, award ceremonies, prize giving)
Breakdown of
prize money
Awards
ceremony plan
Signed approval certificates from the Local Authority, Traffic Department and
venue authority Written confirmation of compliance with Safety at Sports
Events Act (No 2 of 2010) AND Ministry of Sports/ITU Covid 19 Events and
Competition Guidelines
Particulars of the appointed Safety and Security Officer

SIGNED
(Event organizer)

DATE

SANCTION GRANTED subject to:

- 15.1
- 15.2
- 15.3

SIGNED
(KTF/Province)

DATE

ANNEXURE

- Level 1: Development, club and other events advertised and hosted to attract local/provincial Participation, including provincial championships. **Sanctioning Fee: KES 2,000/=**
 - Level 2: Events advertised to attract entries from other Counties including national Junior and Senior Championship. **Sanctioning Fee: KES 4,000/=**
 - Level 3: International licensed events. **Sanctioning Fee: KES 6,000/=**
 - Level 4: Series Events; A number of events hosted at various venues in Kenya with the same look and feel, primarily focused on mass participation and development. Event duration half day, to conclude before lunchtime. **Sanctioning Fee: KES 8,000/=**
 - Level 5: ITU/ATU events and other international events for which KTF is responsible: **Sanctioning Fee: KES 10,000/=**
- DAY LICENCE FEE: KES: 500**

Official Race Distances/Age Requirement**Triathlon**

Event	Swim	Bike	Run	Min.Age
Super Sprint	400m	10km	2.5km	15 years
Sprint	750m	20km	5km	16 years
Standard	1500m	40km	10km	18 years
Long distance	1.9km +	80km +	20km +	18 years

Duathlon

Event	Run	Bike	Run	Min.Age
Super Sprint	2.5km	10km	1.25km	15 years
Sprint	5km	20km	2.5km	16 years
Standard	10km	40km	5km	18 years

Cross Triathlon

Event	Swim	Bike	Run	Min.Age
Super Sprint	250m	5-6km	1-2km	15 years
Sprint	500m	10-12km	3-4km	16 years
Standard	1-1.5km	20-30km	6-10km	18 years

Long Distance 1.5km+ 60km+ 15km+ 18 years

