

South African Shore Angling Association



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South African Shore Angling Association

Constitution

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Chapter 1

The South African Shore Angling Association.

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South African Shore Angling Association

Chapter 1

1.1 NAME:

The name of the Association shall be the **South African Shore Angling Association**, hereafter referred to as “**the Association**”.

1.2 HEADQUARTERS AND POSTAL ADDRESS.

The headquarters and postal address of the Association will be the same as that of the Associations Secretary for any given year for which term he/she has been elected, or such address as decided upon annually during the Associations AGM. This decision regarding the postal address shall be communicated to all Member **Associations** during the first correspondence after the AGM has been held.

1.3 VISION:

To actively promote the Sport of Shore Angling in South Africa with equal opportunities for development as envisaged in the objectives of the SASCOC.

1.4 MISSION:

To promote the sport of shore angling as a healthy recreational activity, to actively encourage youth participation, environmental awareness and sustainable angling practices.

To administer the sport in a professional manner through a structure of regional associations and member clubs throughout the Republic of South Africa.

To organize **Regional** and International shore angling competitions and to award colours based on merit.

To affiliate to International Associations that will enable South Africa to be represented and to participate at world angling events.

1.5 PRINCIPLES:

In striving to achieve this mission, the following principles apply:

- 1.5.1 The fundamental right and freedom of individuals and groups to participate in sports of their choice.
- 1.5.2 The freedom of association in shore angling is recognized, subject to the principles and main objectives of the Association as contained herein, as well as the constraints imposed by shore angling being organized within the regional demographic boundaries for purposes of good administration.
- 1.5.3 The equality of opportunities in sports regardless of race, colour, creed or gender.
- 1.5.4 The responsible maintenance and promotion of educational interest in the development of Shore Angling.

1.6 MAIN OBJECTIVES AND POWERS OF THE ASSOCIATION.

The main objectives and powers of the Association shall be to:

- 1.6.1 Act as autonomous governing body for its affiliated members within the boundaries of the Republic of South Africa participating in the amateur sport of Shore Angling at **Regional** and inter-national level.
- 1.6.2 Manage the Shore Angling Sport in a professional manner.
- 1.6.3 Establish, maintain and enforce rules and regulations, as well as conditions governing the sport of Shore Angling.
- 1.6.4 Compile and regularly update an accurate list of record catches made in accordance with the angling rules and regulations of the Association, and to issue record certificates and/or other forms of recognition for such record catches.
- 1.6.5 Annually select the most competent anglers by means of set selection criteria to represent South Africa in International Shore Angling contests.
- 1.6.6 Promote and encourage the conservation of the Coastal and Marine environment so as to assure the continuation of the Shore Angling Sport, and to affiliate to the Federation of Sea Angling (SAFSA) to accomplish these conservation aims.

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- 1.6.7 Affiliate with, or to support any National or International body having objectives in any way similar to the Associations.
- 1.6.8 Collect, raise, or in any other legal manner acquire funds or property, both movable and immovable, and to administer, manage, invest or control such funds or property for the aims of the Associations objectives.
- 1.6.9 Design, adopt, register and issue any representative insignia, badges or uniforms for the Associations teams as may be determined from time to time.
- 1.6.10 Engage in all related activities that may be incidental or conducive to the attainment of any of the aforementioned objectives.
- 1.6.11 Commit its members to a program of development and upliftment from club to **Regional** level, with opportunities to compete at **Regional** and/or international level.
- 1.6.12 Organize and conduct championship events at **Regional** level for representative teams to compete against each other at annual intervals.
- 1.6.13 Act as a co-coordinating body for all the **Regional** Shore Angling Associations affiliated to SASAA.
- 1.6.14 Establish sub-committees that shall control the various codes of Shore Angling, subject to consultation with, and coordination by SASAA.
- 1.6.15 Foster, encourage, promote, advance and develop Shore Angling within the national boundaries of South Africa.
- 1.6.16 Formulate, rescind and/or amend the conditions under which **Regional** tournaments of the Association shall be conducted.
- 1.6.17 If, and when invited, to decide upon, and arrange visits to countries beyond the borders of South Africa for the National Representative Team(s) to participate in international Shore Angling competitions.
- 1.6.18 Provide trained leadership and guidelines to address the vast need for Development programs at **Regional** and club level.
- 1.6.19 Engage in all relevant activities as are incidental or conducive to the attainment of these objectives.
- 1.6.20 Establish such rules and/or regulations as may be necessary to give effect to the main objectives.
- 1.6.21 Assist, and actively support all National or Regional Marine and Coastal Conservation aims and activities, not only on behalf of the Shore Angling Sport, but also for the recreational angler, who, at the end of the day, should acknowledge the role of the Sport in the broader context of Marine and Coastal Conservation.
- 1.6.22 Assist, and actively support all National or Regional Marine and Coastal Conservation research aims and activities.
- 1.6.23 SASAA shall become a body corporate as envisaged by Section 16(1)(c) of the Non-profit Organisations Act No. 71/1997. It shall have an identity and existence distinct and apart from that of its members and office bearers.
- 1.6.24 SASAA shall exist in its own right and it shall continue to do so regardless of changes in its membership or office bearers.

1.7 INSIGNIA AND COLOURS:

1.7.1 INSIGNIA.

All representative insignia shall be approved and accepted by Heraldic, subject to the criteria of, and the prior approval of SASCOG.

1.7.2 COLOURS.

a. National Representative Colours.

The criteria, applicable to national representative colours and dress codes are stipulated in the Policies and Guidelines of SASCOG. National colours comprise an embroidered Protea badge as it's emblem. The Protea badge consists of the logo with the wording SOUTH AFRICA in a scroll beneath it, as well as the name of the code of sport. The only other wording allowed on the badge is the designation 'MANAGER' and/or 'CAPTAIN'.

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National representative colours are awarded to Shore Angling in the following categories:

i. MALES, SENIOR, A Division.

For the Senior Males – A Division, National colours comprise an embroidered Protea badge on a green base material, as approved by SASCO.

ii. JUNIOR Division.

For the Juniors Division, National colours comprise an embroidered Protea badge on a green base material with the wording 'JUNIOR', as approved by SASCO.

iii. MALES, MASTERS Division.

For the Masters Division, National Colours comprise a silver outlined shield with the words South Africa at the top, a silver scroll beneath with the words Masters Shore Angling, within the scroll a gold outline of the boundaries of the Republic of South Africa with a gold Galjoen (SASAA emblem) in the centre on a green base.

iv. MALES, GRAND MASTERS Division.

For the Grand Masters Division, National Colours comprise a silver outlined shield with the words South Africa at the top, a silver scroll beneath with the words Grand Masters Shore Angling, within the scroll a gold outline of the boundaries of the Republic of South Africa with a gold Galjoen (SASAA emblem) in the centre on a green base.

v. LADIES Division.

For the Ladies Division, National Colours comprise an embroidered Protea badge on a green base material, as approved by SASCO.

b. SASAA INVITATIONAL TEAMS.

(i) A DIVISION / MASTERS/ GRAND MASTERS/ LADIES

SASAA Divisional invitational teams shall be referred to as President Teams.

President team colours comprise of the Association badge with the specific Divisions name in a scroll beneath it. The only other wording allowed on the badge is the designation 'MANAGER'. The official dress code shall consist of a White blazer, (as per approved supplier) white shirt, association tie and grey trousers.

(ii) B and DEVELOPMENT DIVISIONS

SASAA Divisional invitational teams shall be referred to as President Teams.

President team colours comprise of the Association badge with the specific Divisions name in a scroll beneath it. The only other wording allowed on the badge is the designation 'MANAGER'. The official dress code shall consist of a Navy blue blazer, (as per approved supplier) white shirt, association tie and grey trousers.

1.7.3 SASCO APPROVAL OF SASAA APPLICATIONS FOR NATIONAL COLOURS.

National representative colours are currently awarded to Angling only for the following categories:

- Senior A Division Shore Angling
- Junior Division Shore Angling
- Ladies Division Shore Angling
- **Senior Men Pegged Shore Angling**
- **Senior Ladies Pegged Shore Angling**

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Although the selection of National Representative Teams are done according to the Selection guide lines of the SASAA Constitution, the final approval of such selections shall first be ratified according to the specified "**Rules and Procedures applicable to the Award of National Colours**" of SASCOG, with special references to the following headings:

- a. Eligibility for the awarding of National colours.
- b. Procedures (for application to award National colours)
- c. Code of conduct.

1.7.4 ISSUING OF NATIONAL COLOURS.

Issuing of National Representative Colours may only be done by SASAA's Executive Committee or its appointed representative(s). Any additional purchases thereof shall only be allowed after final approval by the Executive Committee or its appointed representative(s), following a written report for such from a bona fide team member, addressed to SASAA.

1.8 SASAA AFFILIATION TO NATIONAL AND INTERNATIONAL SPORT CONTROL BODIES.

The Association is currently affiliated to the following Control Bodies:

- a. The South African Federation of Sport and Sea Anglers (SAFSSA).
- b. The South African Sport Angler and Casting Confederation (SASACC).
- c. The South African Sports Confederation and Olympic Committee. (SASCOG.)
- d. The International Sea Sport Angling Federation. (FIPS-M)
- e. The International Angling Confederation. (CIPS)
- f. General Association of International Sports Federations. (GAIFS)

1.9 SASAA OPERATIONAL PROCEDURES.

1.9.1 FINANCIAL YEAR.

The Associations financial year effectively starts on the first day of May, and ends on the last day of April the following year.

1.9.2 SASAA Management.

SASAA's affairs are managed by its annually elected Executive Committee. The duties of each Office Bearer or portfolio holder are discussed in Appendix A - Duties of SASAA Representative Members.

1.10 INCOME AND PROPERTY.

The income and property of the Association, howsoever derived, shall be applied solely towards the promotion of the objectives of the Association as set forth in the Association. No portion thereof shall be paid or transferred, directly or indirectly, by way of a bonus or profit or otherwise, to any individual person except as remuneration for services rendered or expenses incurred as a Member Associations or office bearer of the Association.

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Chapter 2

Membership and Affiliation.

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Chapter 2 Membership and Affiliation.

2.1 Membership and Affiliation Requirements.

2.1.1 Membership.

The membership of SASAA shall comprise the following autonomous Member Associations, Member Clubs within those associations and all Individual Members:

- a. Western Cape **Shore Angling Association**
- b. Eastern Province **Shore Angling Association**
- c. Eden **Shore Angling Association**
- d. Boland **Shore Angling Association**
- e. Border **Rock & Surf Angling Association**
- f. Kwa-Zulu Natal **Coast Anglers Union**
- g. Free State **Shore Angling Union**
- h. Gauteng North **Shore Angling Association**
- i. Central Gauteng **Shore Angling Association**
- j. Mpumalanga **Shore Angling Association**
- k. Zululand **Shore Angling Association**
- l. West Coast **Shore Angling Association**

2.1.2 Future Membership Applications.

Refer to Minimum Membership, para.2.2.3 – (b).

2.2 AFFILIATION REQUIREMENTS.

SASAA shall accommodate representative regional controlling bodies within the boundaries of South Africa, practicing the Sport of Shore Angling, and who comply with the following SASAA affiliation prerequisites:

2.2.1 Constitutional prerequisites.

Each Member Association shall have a written Constitution. Affiliates shall have the power to adopt/alter their own Constitutions subject to the proviso that such constitution / constitutional changes;

- a. Be submitted to the SASAA Executive Committee for prior scrutiny, and
- b. Does not conflict with the aims and contents of SASAA's Constitution before SASAA approval could be given for it to be adopted. If a Member Associations constitution conflicts with the aims and objectives of SASAA's Constitution, such Member Association shall be notified in writing of such conflict, and such Affiliate shall not adopt its constitution unless the sources of conflict have been removed.

2.2.2 Financial upkeep.

Only Member Associations that are in good financial standing with SASAA shall be affiliated and allowed to participate in SASAA's activities. Please refer to paragraph 2.3 – ANNUAL MEMBERSHIP FEES

2.2.3 Annual affiliation will only be accepted by SASAA when the Member Association has:

- (a) Provided the SASAA Secretary with a complete list of all Member Clubs and all Individual Members of those clubs in the prescribed format:

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- SASAA number
 - Name
 - Surname
 - ID number
 - Address
 - Race
 - Division (e.g: **u/16**, **u/21**, Ladies, Seniors, Masters, **Grand Masters**.)
 - Contact number
 - E-mail
 - Association
 - Club
- (b) Paid over the corresponding membership affiliation fees and/or levies as prescribed from time to time in terms of Clause 2.3.
- (c) Paid over all and any other outstanding amounts arising from participation in any SASAA activities.

2.2.4 Minimum Membership.

- (a) In order to retain existing Member Association status, Member Associations shall maintain at least three (3) Member Clubs each having a membership of at least fifteen (15) Individual Members.
- (b) Member Associations whose membership falls below the minimum requirement shall be given a period of twelve (12) months to rectify the position.
- (c) For any new Association applying for membership to SASAA, its application shall be governed by a minimum membership of 250 affiliated members.

2.2.5 Regional demarcation and/or geographic boundaries/borders.

No **Regional** Association shall have geographical boundaries/borders that are in conflict with any of the other **Regional** Associations. All **Regional** Associations shall mutually agree to the boundaries/borders that demarcate and separate them from their neighbouring Associations regional areas. All **Regional** Associations shall include and describe, in detail in their constitutions, the boundaries/borders as mutually agreed. SASAA shall maintain a South African regional map clearly indicating all the demarcated areas and boundaries/borders of each Regional Association.

2.2.6. Relocation of Affiliation:

SASAA acknowledges freedom of Association as set out in 2.2.6.1 below.

2.2.6.1 Competitive Representation:

- (a) No member may represent more than one (1) Association at any championship level tournament during one (1) angling year.
- (b) Any angler, from any division, will have the freedom of association to represent any Association of his/her choice, provided that:
- (i) Such angler has been affiliated to the new Association of his/her choice on or before 30 April in the year of his/her selection;
 - (ii) The new Association to which he/she affiliated had included him/her in their list of affiliated members submitted to SASAA on or before 30 April of that same year;
 - (iii) The member's annual SASAA affiliation fee was paid in full by the Association to whom he/she nominated for selection by not later than 30 April of that same year;
 - (iv) The member must have fished at least 50 (fifty) percent of the club leagues of the new Association; and

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- (v) The member must have acquired a one (1) year ranking on a point's matrix system of his/her new Association, which does not include any subjective assessment of the member to be selected.
- (c) A member may only nominate for selection to one (1) Association in any particular angling year.
- (d) A member who nominated and was selected for a team of an Association, may not fish for any other Associations teams of any other Association during the same angling year.
- (e) In the event where an Association decides not to send a team to participate at the Annual Championship, **then such Association may provide a list of their highest ranked anglers to SASAA, who will be available as loan anglers to other Associations. The Associations ranking of each angler shall be displayed on the list provided by the Association.**
- (f) **In the event where an Association** withdraws a team from participating at such a Championship, then any member selected to such a team, shall be allowed to fish for another Association as a "loan" angler, without the restriction imposed on them by Section 2.2.6.1 (d) above, **provided that his/her name was included in the list of available loan anglers forwarded to SASAA by his/her Association. The Associations ranking of each angler shall be displayed on the list provided by the Association.**
- (g) A reserve selected to any team participating at a the Annual Championship, shall also be permitted to fish as a "loan" angler without the restriction imposed by Section 2.2.6.1 (d) above, with the approval of the Executive Committee of his/her own Association, and/or SASAA, **provided that his/her name was included in the list of available loan anglers forwarded to SASAA by his/her Association. The Associations ranking of each angler shall be displayed on the list provided by the Association.**
- (h) Members who nominated for selection to one Association, but who was not selected for any team of that Association, may **only** fish for another Association as a "loan" angler, **if his/her Association included such a member in their list of available loan anglers forwarded to SASAA. The Associations ranking of each such member must be displayed on the Association`s list of available loan anglers.**
- (i) In the event of an Association making available to another Association a "loan angler" as mentioned in paragraphs (e), (f) and (g) **and (h)** above, then Sections 2.2.6.1 (b) and (c) above shall not be applicable.

2.3 ANNUAL MEMBERSHIP FEES.

- 2.3.1 Annual affiliation fees for individual members are reviewed during the SASAA Annual General Meeting (AGM) as scheduled for JULY every year. Individual membership to the association and its members are based on an application and approval basis.
- 2.3.2 The Associations financial year effectively starts on the first day of May, and ends on the last day of April the following year.
- 2.3.3 Each Member Associations affiliation fees to SASAA for the following year's participation is payable on, or before, the last day of April each year.
- 2.3.4 The SASAA Secretary shall submit the affiliation notice on, or before the last day of February each year accompanied by the membership list template. The Secretary of each Member Association shall submit their membership list for approval and verification of annual affiliation fees due, to the SASAAA Secretary 21 days before the end of April. The SASAA Secretary shall return approved membership lists indicating affiliation fees due to the associations **14** days before the end of April.
- 2.3.5 Each Member Associations affiliation fee payment shall be accompanied with the proof of payment being submitted to the SASAA Secretary as per point 2.3.3 above.
- 2.3.6 The annual affiliation fee per member shall be the amount as established during the previous year's SASAA AGM. NOTE: Each Member Associations affiliation is subject to the stipulations of Clause 2.2.3 – Minimum Membership.

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- 2.3.7 If a Member Association has not paid its annual membership fees within two weeks after the due date as indicated by the First Affiliation Renewal Notice, the SASAA Secretary shall notify such Member Association by means of a Final Affiliation Notice, calling for such payment before a specified date (See 2.3.8).
- 2.3.8 Any Member **Association** who fails to pay its annual membership fees within fourteen (14) days from the postal date of the Final Affiliation Renewal Notice as sent out by the SASAA Secretary, shall, in addition to any other penalties imposed for such infringement in terms of the Constitution, be liable to have it's membership to SASAA suspended, or cancelled, as may deemed fit by SASAA. Such Members (or their individual members) shall not be able to lay claim to any rights to, or privileges for membership to SASAA.
- 2.3.9 Members or office-bearers have no rights in the property or other assets of SASAA solely by virtue of their being members or office-bearers.

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Chapter 3

SASAA Operational Guidelines.

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Chapter 3

SASAA Operational Guidelines.

3.1 SASAA MEETINGS AND FORUMS.

The South African Shore Angling Association shall hold at least two (2) General meetings of members during a Calendar year, of which 1 (one) shall be the Annual General Meeting.

3.1.1 SASAA ANNUAL GENERAL MEETING.

3.1.1.1 PRE SASAA AGM CORRESPONDENCE.

- a The SASAA Annual General Meeting (AGM) shall be held during JULY of each year.
- b The Executive Committee shall decide on the date, venue and time to host an AGM.
- c SASAA's Secretary shall communicate the due Notice of AGM details to all the Executive members and Member Associations at least three (3) calendar months prior to the date of the meeting.
- d The First Notification of the AGM as sent out by the Secretary shall comprise:
 - (i) Full detail pertaining to the AGM's date, venue and time.
 - (ii) An invitation to Member Associations to submit comments, proposals, complaints and/or nominations to the Secretary for distribution to SASAA and its Executive, as well as its Member Associations. Any Member Association wishing to place a/any matter on the agenda shall forward it to the Secretary in writing to reach him/her 45 calendar days before the AGM's destined date. Divisional Committees who wish to place any matter on the AGM agenda shall forward it to the Secretary for consideration by the Executive Committee who may place that or any other matter on the AGM agenda.
- e The Secretary shall distribute the Final Notification of the AGM to all the SASAA Executive members and Member Associations representatives early enough to allow thirty calendar days for all member bodies to study the agenda and proposed motions, in order to prepare a response to these issues for AGM discussion, decision making or voting. The thirty (30) calendar days referred to shall exclude the day on which notice was posted and exclude the day of the meeting.
- f The Final Notification of such Annual General Meeting shall comprise an agenda for the AGM, accompanied by a copy of the previous year's AGM minutes, each written motion submitted for placement on the agenda, the names of persons and the respective portfolios for which they have been nominated, as well as any annual reports ready for circulation at the time of the final notification.
- g Before commencement of the AGM, copies of all the respective Executive member's and/or appointed sub committee's reporting shall be issued to all the Members present to supplement the aforementioned documentation.

3.1.1.2 REPRESENTATION AT THE SASAA AGM.

Representation at SASAA's Annual General Meeting shall comprise the elected members of the Executive Committee as well as a delegate from each of the Member Associations. Although honorary, associative or guest members may attend as observers, they shall not have any voting privileges, but may have limited participation during discussions. Guest members, when formally invited, may be called upon by the Executive to supply information on a topic tabled for discussion. Representation at the AGM shall amount to:

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- a Executive Committee, comprising:
 - i President
 - ii Vice President
 - iii Secretary
 - iv Treasurer
 - v Records Officer
 - vi Public Relations Officer
 - vii Constitutional Officer
 - viii Environmental Officer
 - ix Tournaments Co-ordinator
 - x Development Officer
 - xi Head Coach
 - xii Athletes Representative
- b Divisional Chairpersons
 - i Chairperson: Seniors Shore Angling
 - ii Chairperson: Masters Shore Angling
 - iii Chairperson: Junior Shore Angling
 - iv Chairperson: Ladies Shore Angling
 - v Chairperson: Grand Masters Shore Angling**
 - vi Chairperson: Pegged Shore Angling**
- c A delegate from each of the autonomous Member Associations.

3.1.1.3 PRE REQUISITES FOR REPRESENTATION.

- a Before commencement of the AGM, each Member Association shall submit to the Secretary a letter of accreditation stipulating that Member Associations:
 - i Postal details.
 - ii Personal contact details for its
 - Chairman/President.
 - Vice Chairman/President.
 - Secretary.
 - Treasurer.
 - Records Officer.
 - Public Relations Officer.
 - Constitutional Officer.
 - Environmental Official.
 - Tournament Co-ordinator.
 - Head Coach.
 - Development Officer.
 - Athletes Representative.
 - iii Delegates attending the AGM.
 - iv Delegate with voting power of authority.
- b Any Member Association who has failed to pay its membership fee renewal for the ensuing year by the due date, and according to the requirements of Clause 2.3 – Annual Membership Fees, shall not be allowed to take part in the AGM.
- c Should any Member Association be unable to represent its Membership by a delegate from its own Association at the AGM, it may appoint, in writing to the Secretary, an individual from another Member Association present at the AGM to represent it as delegate on their behalf, save and except that no individual member may act as proxy for more than one other Member Association.

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3.1.1.4 MEMBER ASSOCIATION REPRESENTATION

Each accredited Member Association is entitled to one delegate to represent its Association at the SASAA Annual General Meeting (AGM).

3.1.1.5 THE AGENDA.

- a The Agenda of any Annual General Meeting shall state the scheduled points of discussion to be addressed during the meeting, and copies thereof, as well as the preceding Annual General Meeting's minutes, shall be available before the AGM, notwithstanding the fact that these documents should have been sent out to Member **Associations** by the Secretary at least one month prior to the AGM.
- b The activities to be executed during an Annual General Meeting shall be as follows and shall preferably be conducted in the following chronological order:
 - i Chairman's Welcome.
 - ii Roll Call/Confirmation of Attendance (List of attendance circulated).
 - iii Confirmation of Apologies.
 - iv Confirmation of the preceding AGM/OGM/SGM minutes.
 - v Matters arising from the previous AGM/OGM/SGM minutes.
 - vi Notice of correspondence received.
 - vii Finalization of the agenda.
 - viii President's Annual Report.
 - ix Treasurer's Report.
 - Discussion and adoption thereof, with or without modification.
 - Review of annual affiliation fees.
 - Appointment of Auditors
 - x Record Officer's Report.
 - xi Tournament Co-ordinator Report.
 - xii Environmental Officer's Report.
 - xiii Development Officer's Report.
 - xiv Head Coach Report.
 - xv Junior Division Shore Angling Chairman's Report.
 - xvi Ladies Division Shore Angling Chairpersons Report
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 - A-Division Shore Angling.
 - xxi Motions to amend the Constitution.
 - xxii Discussion of, and/or voting on any special issues, on condition that notice of such issues was distributed to Members **Associations** at least thirty (30) days before the date of the Annual General Meeting.
 - xxiii Election of the following for the ensuing year:
 - The Executive Committee [Clause 3.1.1.2-a]
 - Committee members for any sub-committee as may be envisaged, or may have been appointed.
 - xxiv Honoraria.
 - xxv Confirmation of the Championship venues and dates.
 - xxvi Adjournment/Closure of the Meeting.

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3.1.1.6 QUORUM DETAILS.

- a. Fifty one percent (51%) of all persons entitled to vote at a SASAA AGM shall constitute a quorum for such meeting.
- b. No business listed on the agenda shall be transacted unless a quorum is present.
- c. If no quorum is present within one (1) hour from the scheduled starting time appointed for the AGM, such meeting shall be rescheduled as decided, or to another day, time and place that the Executive Committee may determine.
- d. If a quorum is not present within thirty minutes of the appointed time for an adjourned AGM as described in Para 3.1.1.9, the Member delegates present and entitled to vote shall constitute a quorum.

3.1.1.7 VOTING RIGHTS.

For purposes of voting during the SASAA AGM:

- a. The outcome of any voting issue shall be determined by the sentiments as expressed by the delegate of each of the affiliated Member Associations.
- b. No member of the retiring Executive Committee, or any Divisional Representative member, shall have any vote by virtue of their elected portfolios, except if they are the accredited delegate of a Member Association, for which they qualify to have full voting rights.
- c. Notwithstanding the provisions of Para 3.1.1.8(d) the President shall have a casting vote only.

3.1.1.8 SASAA AGM ELECTION PROCEDURES.

For election purposes, no nominations shall be tabled on the day of the AGM, and therefore the following procedures shall apply:

- a. **NOMINATIONS FOR PORTFOLIOS.**
 - i. Current serving members shall confirm in writing, to the secretary of SASAA, their availability for re- election which must reach the Secretary by end of February prior to the AGM This information shall be circulated with the first notification of the AGM.
 - ii. Member Associations shall nominate in writing to the Secretary the name(s) of member(s) they would like to propose for any specific portfolio's election in response to the Secretary's 'Notice of SASAA AGM', in order for these nominations to feature in the agenda of the 'Final Notification of SASAA AGM'.
NOTE: Please refer to Clause 3.1.1.1 – Pre SASAA AGM Correspondence, as well as 3.1.1.2 – Representation at the SASAA AGM.
 - iii. The Final SASAA AGM notification (Agenda) as sent out by the Secretary shall reflect all the relevant portfolios and nominations therefore as submitted by Member Associations.
- b. **ELECTION OF EXECUTIVE COMMITTEE MEMBERS.**
 - i. The election of Executive Committee members shall be by way of secret ballot.
 - ii. The nominee with the most number of votes cast for a specific portfolio shall be declared duly elected.
 - iii. The office term of Executive Committee members shall become effective from the close of meeting at which they have been elected.
 - iv. Executive Committee members elected shall remain in office until the following SASAA AGM, unless such member passes away, resigns, or is removed from Office. In such an event, a member may be co-opted by the Executive Committee to fill such vacancy until election at the next AGM.

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c **MOTIONS PUT TO THE VOTE.**

- i Only delegates of Member Associations are allowed to vote.
- ii Any motion put to the vote at any AGM shall be decided upon by a show of hands by the delegates of Member Associations, unless a secret ballot is requested for by at least ten percent (10%) of all persons present and entitled to vote at such a meeting.
- iii Any motion for which a secret ballot is requested for shall be tested by a show of hands before voting thereon commences.
- iv Where a show of hands indicate that a secret ballot is required, the President shall make a declaration that the motion has had enough support to justify a secret ballot, and the rest of the membership shall abide by this decision. If the request for a secret ballot does not get enough support, the President shall make a declaration on this outcome, and those members that have submitted the request shall abide by the majority opinion of the meeting.

d **CASTING VOTE.**

In the event of equality of votes, whether by show of hands or a secret ballot, the President shall be entitled to express a casting vote.

3.1.1.9 **ADJOURNMENT OF AN AGM.**

- a The President shall, if directed to do so by a properly constituted AGM, adjourn the meeting to a place and time as determined by the delegates present at the meeting.
- b At such adjourned AGM, no additional business shall be transacted other than unfinished business as scheduled for the previous meeting that was adjourned.
- c Only in the event of an AGM being adjourned for a period of thirty (30) days or more, shall notice of the adjourned meeting be required as for in the case of the original AGM.

3.1.2 **SPECIAL GENERAL MEETING.**

- i A Special General Meeting shall be convened by the Executive Committee at its discretion for any matter of urgency, or on requisition by a resolution of at least three Member Associations. The requisition shall be submitted in writing, clearly stipulating any objections, proposals or aims for such meeting.
- ii The notification of a Special General Meeting shall be sent out by the Secretary early enough to allow for Member Associations to have at least twenty one (21) calendar days available to study the contents of the notice.
- iii The same rules governing the procedure at an AGM shall apply mutatis mutandis to Special General Meetings, save and except that the business of the meeting shall be confined to the item(s) or subject(s) as set out in the agenda.
- iv Should matters of extreme importance, pertaining to the Constitution and /or the continued operation of the Association, arise and require urgent resolution, a Special General Meeting may be called for and conducted per Tele-conference.

3.2 **CONSTITUTIONAL MATTERS.**

3.2.1 **AMENDMENTS TO THE CONSTITUTION OPERATIONAL GUIDELINES, APPENDICES AND POLICIES.**

- a. The Constitution shall comprise Chapter 1, (The South African Shore Angling Association, Chapter 2, (Membership and Affiliation), Chapter 3, (SASAA Operational Guidelines) and Chapter 4, (Executive Committee Operational Guidelines).

South African Shore Angling Association

- b. The Constitution, and any regulation promulgated in terms thereof, including all **Appendices/Bylaws**, Championship Rules, Selection Systems, and any Policies, shall not be amended, added to, or rescinded except at an Annual General Meeting, or a Special General Meeting scheduled specifically for such purpose, where the intentions, and specific points to be amended have been distributed to Member Associations in advance as discussion points on the formal agenda for such meeting.
- c. Any written motion to amend, rescind or add to the Constitution or any regulation promulgated in terms thereof, must be submitted by the proposing Member Associations to the SASAA Secretary at least forty five (45) calendar days prior to the date set for the Annual General Meeting.
- d. The Secretary shall distribute the agenda of either the AGM, or the Special General Meeting, to allow at least thirty (30) calendar days for all Member Associations and Executive Officials to study its points for discussion, of which the intended amendment, rescission or addition would feature on the agenda.
- e. For any amendment, rescission or addition to this constitution to be adopted, it shall require a two-thirds support of the voting rights of those delegates present and entitled to vote at the meeting concerned.
- f. For any amendment, rescission or addition to the **Appendices/Bylaws**, Championship Rules, Selection Systems, and any Policies, to be adopted at an Annual General Meeting or Special general Meeting convened for such purpose, it shall require a two-thirds majority of the voting rights of those delegates present and entitled to vote at the meeting concerned.

3.2.2 CONSTITUTIONS OF MEMBER ASSOCIATIONS.

- a. Associations, affiliated to SASAA, shall have the power to adopt their own Constitutions and effect subsequent amendments.
- b. Associations shall be responsible to ensure at all times, that neither their constitution, nor any subsequent amendments are in conflict with the aims or objectives of the SASAA constitution.
- c. In the event of conflict, the SASAA constitution, will under all circumstances and without exception prevail.

3.3 DISSOLUTION OF SASAA.

- 3.3.1. SASAA may be dissolved by a resolution passed at a Special General Meeting.
- 3.3.2. In the event of dissolution all assets of SASAA, after all liabilities are met, assets shall not be distributed amongst the Member Associations or any member of the Executive Board, but shall be held in trust for and on behalf of a non-profit body similar objectives as this Association.

3.4 DISPUTE AND RESOLUTION CLAUSE.

Should any dispute arise:

- a) Out of, or in connection with the enforceability of this Constitution, or
- b) The application, and the interpretation of the provisions thereof, or
- c) Between any of its affiliated members, then;
SASAA shall have the right to intervene in any such dispute arising between such members.
- d) The SASAA Dispute and Discipline Resolution Policy, refer Appendix/Bylaw F of the constitution, shall be adhered to for all dispute and disciplinary related matters.**
- e) Any dispute between SASAA and SASACC which cannot be resolved through the normal Dispute Resolution procedures, shall be referred to the Department of Sport & Recreation in South Africa (SRSA), for resolution through mediation or expedited arbitration. In the event of arbitration in terms of the foregoing, such resolution shall be final and binding on the parties to the dispute.

South African Shore Angling Association

- f) Subject to the Constitution of the Republic, and save in circumstances where there is a need for urgent relief of a sort which cannot be obtained through the dispute resolution procedures contemplated by this Article (including the holding of an arbitration as envisaged in par (e) on an urgent basis), no body or individual falling under the affiliation of SASAA, shall approach a Court of Law to decide on a dispute it has with a body or individual affiliated to SASAA or with SASAA itself.

3.5. ANTI-DOPING.

SASAA and its Member Associations agree to comply, be bound by and to ensure that their members comply with the Code presently in force and adopted by the Government of South Africa and the IOC arising out of the World Anti-Doping Convention declaration adopted in Copenhagen in March 2002.

3.6 CONFLICT OF INTEREST.

- 3.6.1 When performing an activity for SASAA or being elected or appointed, persons bound by this Constitution shall disclose any personal interest that could be linked to their prospective activities.
- 3.6.2 Persons bound by this Constitution shall avoid any situation that could lead to any Conflict of Interest. A Conflict Of Interest arises if persons bound by this Constitution have, or appear to have, a private or personal interest that detract from their ability to perform their duties with integrity, and in an independent and purposeful manner.
- 3.6.3 Private or personal interests include gaining any possible advantage for persons bound by this Constitution, themselves, their family, relatives, friends and acquaintances.
- 3.6.4 Persons bound by this Constitution may not perform their duties in cases with an existing or potential Conflict of Interest. Any such conflicts shall immediately be disclosed to the Secretary of SASAA to whom the person is bound by this Constitution, to perform his or her duties.
- 3.6.5 Members must sign a CONFLICT OF INTEREST DECLARATION, declaring any possible conflict at all AGM's and ADM's held by SASAA and its members.
- 3.6.6 If an objection is made concerning an existing or potential Conflict of Interest by a person bound by this Constitution, it shall be reported immediately to the Secretary of SASAA, for appropriate measures.

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Chapter 4

Executive Committee Operational Guidelines.

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- 4.2 COMPOSITION OF THE EXECUTIVE COMMITTEE.
- 4.3 GUIDE LINES FOR ELECTING MEMBERS TO THE EXECUTIVE COMMITTEE.
- 4.4 POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE.
- 4.5 EXECUTIVE COMMITTEE MEETING GUIDE LINES.
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 - 4.5.2 PRE-EXECUTIVE COMMITTEE MEETING CORRESPONDENCE.
 - 4.5.3 QUORUM DETAILS.
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South African Shore Angling Association

Chapter 4

Executive Committee Operational Guidelines.

4.1 OBJECTIVES OF EXECUTIVE COMMITTEE MEETINGS.

The aim of any Executive Committee Meeting is to continuously:

- a. Manage all affairs of Shore Angling on behalf of SASAA and its Member Associations according to the stipulations of the SASAA Constitution, and the mandate as supplied at any given time by the Member Associations.
- b. Review Shore Angling's aims and objectives.
- c. Review the impact of Shore Angling against the expected Marine and Coastal Conservation criteria and public perception thereof.
- d. Review Shore Angling's autonomous status and recognition with the National Control Bodies' requirements i.e the South African Federation of Sport and Sea Anglers (SAFSA), the South African Sport Angler and Casting Confederation (SASACC) and SASCOC.
- e. Pro-actively participate and promote Shore Angling's interests at Associative Sport level, as well as amongst the different facets of angling, and where possible, to take a leading role in any affairs beneficial to Shore Angling.

4.2 COMPOSITION OF THE EXECUTIVE COMMITTEE.

4.2.1 An Executive Committee can only be elected at an Annual General Meeting, and shall comprise the following portfolios:

- (i) President.
- (ii) Vice President.
- (iii) Secretary.
- (iv) Treasurer.
- (v) Records Officer.
- (vi) Public Relations Officer.
- (vii) Constitutional Officer.
- (viii) Environmental Officer.
- (ix) Tournament Co-ordinator.
- (x) Head Coach
- (xi) Development Officer.
- (xii) Athletes Representative.

All members of the Executive Committee shall have a deliberate vote at all Executive Committee meetings.

4.2.2 A Management Committee (MANCO) will be formed from the Executive Committee elected at the AGM, which MANCO shall comprise of: (a) President, (b) Vice President, (c) Secretary & (d) Treasurer. The Management Committee shall deal with all matters requiring immediate decision between meetings of the Executive Committee. The business of the Management Committee shall ordinarily be conducted at specially convened meetings, provided that in exceptional circumstances, if it is not practical to convene a meeting of the Management Committee, decisions may be reached by means of written communication. All decisions taken by the Management Committee shall be implemented immediately but must be tabled for ratification by the Executive Committee at its next meeting.

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4.3 GUIDELINES FOR ELECTING MEMBERS TO THE EXECUTIVE COMMITTEE.

- a. The election of Executive members shall be by way of secret ballot.
- b. Member Associations shall forward, in writing to the secretary of SASAA all nominations for the executive committee, at least forty five (45) calendar days prior to the SASAA AGM. If no nominations for a particular portfolio have been received by the cut-off date this shall be reflected on the Final SASAA AGM Notification sent out to all the Member **Associations**. In such a case, exception shall be allowed to nominate individuals from the floor for that specific portfolio(s), provided that a letter from the nominated person be handed in, stating his willingness to serve for that portfolio.
- c. The nominee receiving the most number of votes cast for a specific portfolio shall be declared duly elected for that portfolio.
- d. The appointment of Executive members becomes effective as from the close of the AGM at which they have been elected.
- e. Committee members elected shall remain in office until SASAA's following AGM, unless such member passes away, resigns, or is removed from Office. In such a case, a member may be co-opted by the Executive Committee to fill such vacancy until the next AGM's election.
- f. No Member Association shall have on the Executive Committee more than two of its individual members, excluding however, the portfolios of President, Vice President, Secretary and Treasurer.

4.4 POWERS AND DUTIES of the EXECUTIVE COMMITTEE.

- 4.4.1 The Executive Committee, duly elected by the membership of SASAA, shall have a mandate to act on behalf of SASAA for the duration of their elected portfolio.
- 4.4.2 The Executive Committee may exercise all such powers of SASAA as are allowed within the constraints of the Constitution.
- 4.4.3 The Executive Committee shall, unless a General Meeting is in session, represent and act on behalf of SASAA in all matters and purposes, and inter alia, for executing the following:
 - a. Hold in trusts all assets and property of SASAA.
 - b. Schedule fixtures for the AGM and any Executive Committee Meetings.
 - c. Adjudicate upon all matters referred to it for decision, interpretation or application of:
 - i. The Constitution.
 - ii. Rules encompassed in the Associations operations.
 - iii. Resolutions passed at AGM's, Special General Meetings or Executive Committee Meetings.
 - iv. Take disciplinary action, as may at times be required or desirable, against any Member Association or any such individual member thereof.
 - v. Pass judgment or inflict penalties as deemed proper, for any breach of the Constitution, any rules or regulations annexed to it, or any offence against the traditions or objectives of SASAA that may tarnish the SASAA's image or status.

NOTE: The Committee's decision in respect of paragraphs (i) to (v) above shall be final and binding, and the Committee shall not be obliged to give reasons for its decision.
- d. Transact all such business, as well as acts and things not inconsistent with the Constitution, as may be necessary or expedient in the Executive Committee's opinion for the proper conduct and management of the business and affairs of SASAA, or to achieve the envisaged objectives.
- e. Appoint any sub-committee(s) to further the aims and objectives of, and /or to assist SASAA in its activities, and to bestow on such sub committees the necessary functions and powers to execute the tasks.
- f. Fill any vacancy that may occur on the Committee. In such a case, a member may be co-opted by the Executive Committee to fill such vacancy until elections at the next AGM.

South African Shore Angling Association

4.5 EXECUTIVE COMMITTEE MEETING GUIDE LINES.

4.5.1 SCHEDULING OF EXECUTIVE COMMITTEE MEETINGS.

- a The SASAA President may call for an Executive Committee meeting if the reason(s) for his/her, or any Council member's request for such is valid enough to justify the time, effort and expenses therefore.
- b The Executive Committee shall also meet at least twice a year.

4.5.2 PRE-EXECUTIVE COMMITTEE MEETING CORRESPONDENCE.

a **Unscheduled Meetings.**

If the need for an Executive Committee meeting arises, the Secretary shall notify all the members of the Executive Committee by means of a written agenda about the meeting's provisional details, which are:

- The meetings intended date, time and venue.
- The reason(s) necessitating the meeting.

b **Scheduled Meetings.**

For scheduled Executive Committee meetings, the Secretary shall send out a provisional agenda to the members of the Executive Committee or any related Officials at least thirty (30) calendar days in advance. Where an Executive Committee meeting is scheduled to take place before a SASAA AGM, the agenda for this meeting shall be sent out to all the Executive Committee members and/or related Officials when the final AGM notification is posted to Member Associations.

c **Teleconference Meetings.**

For the sake of practicality, convenience and more importantly to limit unnecessary expenditure, unscheduled or scheduled Executive Committee meetings may be conducted per Tele-conference.

4.5.3 QUORUM DETAILS.

Fifty-one (51%) per cent of the members shall constitute a quorum for any meeting of the Executive Committee.

4.5.4 VOTING DETAILS.

- a Voting at Executive Committee meetings shall be decided on a show of hands.
- b Issues listed for decision-making, or any matter arising during the course of an Executive Committee meeting shall be decided on a majority of votes.
- c In the case of an equality of votes the President of the meeting shall have a second, or casting vote, provided he has exercised his deliberative vote.

4.6 GENERAL EXECUTIVE COMMITTEE MANAGEMENT POLICY.

Notwithstanding anything to the contrary, an Excom member shall cease to be a member of the committee if he/she:

- i Becomes a disqualified person as envisaged in Section 218 (i) of the Companies Act; or
- ii Shall have been convicted of any offence contained in part 2 of the Second Schedule of Act 51 of 1977 as amended; or
- iii Is declared insane by a competent Court of law; or
- iv Resigns his/her office by notice in writing to SASAA.

South African Shore Angling Association

4.6.1 CHAIRMANSHIP.

- a The President of SASAA, or in his absence, the Vice President, shall at all times act as Chairperson for all meetings of SASAA's Executive Committee.
- b If neither of these Presidents are present at any such meeting and at the time appointed therefore, and where due apologies have been given to the rest of the meeting, the other members of the Executive Committee shall co-opt from the Executive members present a member to chair the meeting.

4.6.2 FINANCIAL MANAGEMENT.

- a SASAA shall conduct all of its financial transactions with a recognized banking institution deemed fit by the Executive Committee. Any investments shall also be done with an institution as approved by a resolution taken at an AGM or by the Executive Committee.
- b All monies received on behalf of SASAA shall be for the account of the Association, and must forthwith be deposited into SASAA's account as credit to the Association. All funds received by SASAA shall be utilized to achieve the aims and objectives of the Association.
- c Due acknowledgement of all payments made to SASAA shall be given by officially issuing receipts on behalf of the Association for such payments. Should any income be submitted at/during a meeting, the transaction details shall be entered into a carbon copy receipt book. The original copy of entry shall first be handed to the Secretary for entry into the minutes, before being issued to the party that made the payment.
- d All payments from SASAA's account shall be made by cheque, co-signed by the Treasurer and either the President or the Secretary.
- e All cheques earmarked for deposit into SASAA's account shall be endorsed by the Treasurer.
- f All income and expenditure transactions shall be entered in a regulation finance book/s or ledger/s by the Treasurer, and such prescribed book/s shall be kept up to date and available for inspection at any given meeting.
- g A duly audited financial statement shall be submitted by the Treasurer to the Secretary at least three (3) Weeks prior to the Annual General Meeting.
- h No expenditure on behalf of SASAA or its Executive Committee members by any individual is allowed without prior approval of the Executive Committee.
- i No Executive Committee member may commit SASAA to any expenditure without prior Executive Committee approval.
- j The Secretary shall be allowed petty cash to the amount of R500-00 for utilization on minor administration expenses. He/she shall keep record of all expenditure in this respect.
- k SASAA's financial year ends on the last day of April each year, and for audit purposes the financial documentation shall be closed off on this same date. The new financial year starts on the first day of May each year.
- l Authorized expenses for travelling, accommodation, meals and/or team expenses as incurred by SASAA's National Teams shall be borne by SASAA in accordance with policy guidelines pertaining to expenses, and such expenditure shall be tabled in detail for annual approval by the membership at the next AGM.
- m Only the expenses of the Executive Committee members to attend the SASAA AGM or Executive Meetings shall be borne by SASAA.
- n In the event of any adjourned Special General Meetings/Annual General Meetings the expense for the Executive Committee and Council members to re-attend will be for SASAA's account.

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4.6.3 DELEGATION OF POWERS.

- a The Executive Committee may delegate any of its powers to sub committees comprising such Member Associations or Executive Committee members, as it deems fit.
- b Any sub-committee appointed shall exercise of the powers duly delegated in accordance with instructions given and/or restrictions imposed on it by the Executive Committee.

4.6.4 INSTRUCTIONS TO COMMITTEES.

- a Any of the sub committees/work groups appointed at an AGM or Special General Meeting, or by the Executive Committee, shall have the power to carry out such duties as the Executive Committee may deem to be in the interest of SASAA, and which are within the framework and intentions for which the sub committee / work group was established.
- b All such matters dealt with by such committees shall be referred back to the Executive Committee for approval and/or endorsement. The Executive Committee shall not be bound by the decisions of such sub committees, but may accept, reject or alter the recommendations and/or decisions of such committees.

4.6.5 DECISIONS BINDING.

All lawful resolutions of the Executive Committee shall be binding on all Member Associations of SASAA until revoked or rescinded at an AGM or Special General Meeting.

4.6.6 DISCIPLINARY POWERS.

The SASAA Executive Committee shall have the power to take such steps as it may deem fit against any Member Association, any club thereof, or against any person affiliated to such club, in terms of the Constitution of that club, whose actions, or lack of action, are/is detrimental to the best interest and image of SASAA. Such steps must be in line with the [SASAA Dispute and Resolution Policy \(Appendix/Bylaw F of the Constitution\)](#).

4.6.7 INDEMNIFICATION.

The Executive Committee and it's officials are, and shall be indemnified from all losses, charges, costs, damages and all and every other expense and liability they may incur, or be put to concern, in the execution of their respective duties and actions for, and on behalf of SASAA, it's funds and it's property. None of these Officials shall be held answerable, or deemed to be in any way responsible for any act or default of the one or other of them, nor for any loss, misfortune or damage which may happen to take place in the execution of their respective portfolios, or as a result thereof, provided however, that any such loss, misfortune or damage was not occasioned by negligence or mala fides.

4.7 APPENDICES/BYLAWS.

The following are attached as Appendices/Bylaws to this Constitution:

- Duties of Executive Committee Members.
- SASAA Championship Arrangements and Angling Rules.
- [Shore Angling Team Selection System.](#)
- [Pegged Shore Angling Team Selection System.](#)
- [Code of Conduct.](#)
- [Dispute and Discipline Resolution Policy.](#)

Any changes whatsoever to this Constitution, whether "as is", or to be added to, shall require full compliance to the stipulations of the Constitution in order to be recognized.

South African Shore Angling Association

4.8 AUTHORIZATION OF CONSTITUTION.

We, the undersigned, representing the Executive Committee, and authorized thereto, hereby approve the Constitution in its present form as binding on the South African Shore Angling Association and it's members.

This Constitution was adopted on the **29th day of July 2017**.

Authorized:



.....
President: SASAA



.....
Constitutional Officer: SASAA

South African Shore Angling Association

APPENDIX/BYLAW INDEX:

- A - Duties of SASAA Representative Members.
- B - SASAA Championship Arrangements and Angling Rules.
- C - Shore Angling Team Selection System.
- D - Pegged Shore Angling Team Selection System.
- E - Code of Conduct.
- F - Dispute and Discipline Resolution Policy.

Originator:
C.J.Nolan

Latest Changes by:
F. Botha

Latest Change Date:
29-07-2017

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15 (Fifteen)

South African Shore Angling Association

Appendix/Bylaw A.

Duties of SASAA Representative Members.

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Appendix/Bylaw A.

Duties of SASAA Representative Members.

A.1 EXECUTIVE COMMITTEE MEMBERS.

A.1.1 PRESIDENT.

The President shall:

- a. Be the Honorary President of the SASAA Executive, and not for any of SASAA's Divisions.
- b. Preside as Chairman at all SASAA General and Executive Committee meetings.
- c. Be an official member of any of SASAA's appointed sub committees.
- d. Present an annual President's Report at the SASAA Annual General Meeting.
- e. In conjunction with the Secretary, keep Member Associations fully informed on all Shore Angling related matters.
- f. In conjunction with the Vice President and appointed Executive Members, constantly review the Shore Angling Sport in the context of:
 - Prevailing Marine and Coastal Conservation measures and legislation,
 - Sponsorship requirements and availability,
 - Sport and Development Strategy to market,
 - Press statements and what Shore Angling image to project to the media, etc.

A.1.2 VICE- PRESIDENT.

The Vice-President shall:

- a. In the absence of the President, preside at all General and Annual General Meetings.
- b. Assist the President and appointed Executive Members with the policies and duties.

A.1.3 SECRETARY.

The Secretary shall:

- a. Keep minutes of proceedings at all Special General, Annual General, and Executive Committee Meetings.
- b. Keep and maintain all books and records of SASAA.
- c. Assure that all the clerical work of SASAA is up to date and complete.
- d. Distribute the minutes of the Executive Committee, General and/or Annual General Meetings to all executive Committee members and Member Associations within thirty (30) calendar days prior to the date of the meeting.
- e. Be the official point of liaison for any SASAA Executive-to-SASAA Divisional Committees in terms of correspondence, affiliation matters, finances, etc.
- f. Annually supply the S.A. Federation of Sea Angling (SAFSA) with a complete list of all Member Associations, their respective Clubs, as well as their affiliated membership, to reach SAFSA not later than thirty (30) calendar days before SAFSA's AGM, scheduled to take place on, or before the end of June each year.
- g. The Secretary shall complete the "Permission to Participate in an International Event" form, (SASC/S/2), to the S.A. Sports Commission before applying for National Colours for SASAA Teams.
- h. Refer the "Application for the award of National Colours" (SASC/S/3) for any SASAA selected National Teams to the SASACC / SASCOC to reach their Offices at least thirty (90) calendar days prior to any team's participation date, or date of departure for attending such events.

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A.1.4 A.1.4 TREASURER.

The Treasurer shall:

- a. Be responsible for the administration of all monies and funds of SASAA.
- b. Collect affiliation and administration fees from Member Associations annually.
- c. Pay over pro rata annual affiliation fees to the respective Divisional Secretaries/Treasurers.
- d. Pay over pro rata annual affiliation fees to the S.A. Federation of Sea Angling (SAFSA).
- e. Pay over annual affiliation fees to C.I.P.S. / F.I.P.S. on behalf of SASAA.
- f. Gather annual financial reports from Divisions.
- g. Present a detailed report on the income, expenditure and investments of SASAA at each Executive Meeting as well as the AGM.
- h. Prepare an annual balance sheet, income and expenditure accounts and a financial report in conjunction with an approved auditor.

A.1.5 RECORDS OFFICER.

The Records Officer shall:

- a. Keep, and update the record catch data lists of the Associations members.
- b. Receive and scrutinize all claims for record applications, and report on these to the Executive Committee, as well as at the AGM.
- c. Issue record catch certificates or other forms of recognition as may be prescribed after final authorization of these record applications by the Executive Committee.

A.1.6 PUBLIC RELATIONS OFFICER.

- a). The P.R.O. shall act, and be the spokesman, on behalf of the SASAA and the Sport where interface with the public or media is required, where/when the Chairman is not available to fulfil this duty.
- b). As duly elected P.R.O he/she shall enjoy full rights bestowed on him/her through the confidence of being elected by the full membership of SASAA, to have freedom of speech, as long as each statement made on behalf of the Sport and SASAA is a true reflection of events, decisions and/or common objectives of SASAA and its activities, as stipulated up by the Executive Committee's Shore Angling Policy, and according to the Executive Committee's Duty Register as prescribed in the Constitution.
- c). Any statement or declaration made by the P.R.O. shall at all times be made in the best interest of Shore Angling and SASAA's objectives, not reflecting any of the P.R.O's personal views or aims at the expense of SASAA's image or objectives.
- d). The P.R.O. shall further:
 - Act on behalf of the Associations objectives and commitments at any given time as required by the Association.
 - At all times report on the true state of the Associations affairs or its activities to those media forums that are willing to give publicity to, or able to promote Shore Angling and/or the Associations objectives.
 - Distribute any written correspondence prior/after any formal discussions with any authorities, media instances and prospective sponsors to the President for notice by the Executive Committee.
 - Present an overview/report at the AGM of the year's liaison activities, media and press involvement, as well as any promotional activities.

South African Shore Angling Association

A.1.7 CONSTITUTIONAL OFFICER.

The Constitutional officer shall be responsible:

- a) To maintain and amend the constitution, in accordance with amendments as proposed and approved at Special and/or Annual General Meeting.
- b) Submit properly structured, precise and clearly worded amendments to the Excom for approval, within thirty (30) days after a Special and/or Annual General Meeting.
- c) For ease reference, once approved by the Excom, all amendments should be included in the Constitution in bold blue lettering.
- d) Once ratified at the following Annual General Meeting the bold blue sections should revert to black.
- e) Advise and assist the Excom, Associations, Divisional Managements Committees and Tournament Action Committees with matters pertaining to, and the interpretations of, the Constitution.
- f) Recommend possible improvements to the Constitution to the Annual General Meeting.

A.1.8 ENVIRONMENTAL OFFICER.

The Environmental Officer shall:

- a. Represent the interests of SASAA and its membership, and to act on their behalf, in all matters relating to environmental legislation that may impact on the activities of SASAA. In particular to liaise with DEA (MCM) in the securing of beach driving permits for National and International championships.
- b. Liaise with DEA (MCM) or any other organizations such as SAMLMA on any impending new legislation or changes to existing legislation that may affect the interests and activities of SASAA.
- c. Bring to the notice of the Executive Committee, any activities or practices of SASAA and its membership that may be in contravention with environmental legislation.

A.1.9 TOURNAMENT CO-ORDINATOR.

The Tournament Convener shall:

- a. Co-ordinate the scheduling of all SASAA National Championship events through effective liaison with host member association representatives, including providing advice and guidance with regard to event venues and costs.
- b. Ensure that all medals and trophies are provided for.
- c. Ensure that good quality bait is procured for all SASAA tournaments.
- d. Ensure that a written report is submitted to the Executive Committee, in conjunction with the host Association, for each championship event, detailing the extent of participation and awards, a financial statement and any other matter that may require attention.

A.1.10 DEVELOPMENT OFFICER

The Development Officer shall:

- a. Have the right to arrange meetings with relevant authorities to discuss development issues on behalf of the Association.
- b. Liaise with the required authorities and/or Government for advice and assistance, financial or otherwise.
- c. Liaise with SASACC as required regarding SASAA business plan and Development goals.
- d. Report all proposed or completed projects to the at SASAA Excom meetings.
- e. Submit an annual written report to the Secretary of SASAA for the AGM.
- f. The Development Officer also has a deliberate vote at all Executive Committee Meetings.
- g. Ensure the SASAA business plan is incorporated into the constitution as soon as approved by SASACC and or SASCOG.

South African Shore Angling Association

A.1.11 ATHLETES REPRESENTATIVE

The Athletes Representative shall:

- a. The Athletes' Representative should represent the interests of athletes' within the Association and prioritise their interests above his or her own when required.
- b. Should ensure that the athletes' point of view is taken into account in the Associations decision making.
- c. To provide advice and guidance to the Association on issues critical to athletes.
- d. To ensure that the rights of athletes are respected and to make recommendations accordingly.
- e. To ensure that the correct protocol for resolution of disputes is adhered to at all times:
 - i) Accept unresolved dispute(s) from **the Associations** Athletes' Representative where dispute could not be resolved satisfactorily between SASAA Excom and **the Associations** Athletes' Representative.
 - ii) Resolve / mediate dispute received from **the Associations** Athletes' Representative with SASAA Excom.
 - iii) Report and provide feedback on an ongoing basis to the **Associations** Athlete's Representative of the progress of all disputes.

A.1.12 VOTING RIGHTS AT EXCOM MEETINGS:

- a) The President shall have a deliberate and a casting vote.
- b) The Vice President shall have a deliberate vote and a casting vote when presiding.
- c) All other members shall have a deliberate vote.

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A.2 DIVISIONAL PARTICIPATION FORMATS.

For the purpose of compliance with SASCOC requirements, SASAA has established and recognise the following Divisions:

1. Men Senior A
2. Men Senior B
3. Ladies
4. Junior (u/16 & u/21)
5. Development
6. Masters
7. Grand Masters
8. **Pegged Shore Angling**

A.2.1 DIVISIONAL MANGEMENT.

The Divisions as identified in A.2.(1 to.7) forms an integral part of SASAA and will operate within the Mission, Principles, Objectives, Constitution, Rules, Regulations and Policies of SASAA. Each respective Division shall select a Divisional Management Committee at their Annual Divisional Meeting.

A.2.2 THE ANNUAL DIVISIONAL MEETING:

(a) Shall adhere to and proceed in accordance:

With all the stipulations, procedures and regulations as specified in the Constitution for an Annual General Meeting. Refer to "SASAA Operational Guidelines" Chapter 3 (3.1 to 3.1.1.9).
(Also Note p.18 / par. 3.6.5 - Conflict of Interest declaration.)

(b) Divisional Constitutional Authority:

Annual Divisional Meetings may debate and vote in respect of proposals, submitted by member Associations and included in the agenda. For proposals pertaining to the constitution, a two thirds majority will be required for adoption. Adopted proposals i.e. Divisional mandates, have to be forwarded to the Secretary of SASAA, for consideration by the Excom, prior to placement on the Agenda of the following SASAA Annual General Meeting.

(c) Elect the following Office bearers:

- (i) Divisional Committee consisting of a Divisional Chairperson and a Divisional Secretary.
- (ii) Convenor of Selection Committee.
- (iii) Selectors Three (3) or (5).
- (iv) A Tournament Action Committee, consisting of the SASAA representative plus 2 additional members. Two (2) reserve committee members will be selected. Should any of the 1st or 2nd selected members or their associations be involved, implicated in an objection they will be replaced by the reserve members.
- (vi) The appointed SASAA Tournament Official shall act as chairperson of the Tournament Action Committee.

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A.2.1.2 OFFICE BEARERS AND DUTIES;

(a) Divisional management committee:

- i) Arrange the Annual Divisional Meeting.
- ii) Arrange the Annual Divisional Championship, in conjunction with the appointed Host Association.
- iii) Ensure that all arrangements, notifications, nominations, elections, selections and procedures are strictly in accordance with the constitution.
- iv) Consult with the appointed SASAA Tournament Official.

(b) Divisional Chairperson:

- i) Act as Chairman at the A.D.M.
- ii) Table an Annual Report.
- iii) May attend the SASAA AGM but without a deliberate vote.

(c) Divisional Secretary:

- (i) Circulate the first and final notice of the A.D.M.
- (ii) Process all subsequent correspondence.
- (iii) Finalise the agenda for the A.D.M.
- (iv) Record the minutes of the A.D.M.
- (v) Correspond with and report to the Secretary of SASAA.

(d) Convenor of Selectors:

- (i) Act as Chairperson of the Selection Committee.
- (ii) In the event of nominations for convenor not being received, the SASAA representative must act as Convenor of Selectors.**
- (iii)** Confirm that selection Committee is constitutional.
- (iv)** Provide the Selectors with an accurate and complete list of nominees for Managers and Captains.
- (v)** Provide Selection Committee with the correct ranking list for selection.
- (vi)** Ensure that all candidates and nominees have adhered to the Code of Conduct and are eligible for election.
- (vii)** Supervise the selection of teams.
- (viii)** Ensure that selections are made in accordance with the selection criteria.
- (ix)** Furnish all finalised Team selection lists to the SASAA Tournament Official.
- (x)** Forward, completed team lists to the SASAA Secretary, the President and relevant Divisional Chairpersons.
- (xi)** The Convenor of Selectors will not have a deliberate vote.
- (xii)** In the absence of a SASAA representative announce the teams at the Prize giving function.

A.2.1.3 Selectors:

(a) Eligibility:

- (i) Team management (Managers/Captains/Guides) and/or SASAA nominated officials that will be attending all competition days of the National Championship.
- (ii) All eligible candidates have to be nominated in writing, in the prescribed manner by their Associations and within the stipulated time frames.
- (iii) Should the number of nominations received be less than three (3) the Chairperson shall call for additional nominations at the A.D.M.

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(b) Eligibility Exceptions:

- (i) For the Senior A Division nominees must have been awarded Protea or President A colours.
- (ii) For all other divisions nominees must have at least 3 years championship experience.**

(c) Disqualification:

- (i) No Member Association shall have more than one (1) of its individual members elected as a selector, excluding the portfolio of Convener.
- (ii) Selection Committee members may not be nominees for any team to be selected, excluding the portfolios of Managers and Captains.

(d) Quorum:

- (i) For the Selection Committee to proceed with its activities, a quorum of all of the selectors and the convener is required to be present. Should any of the Selectors not be present or available at the time, the Convener shall co-opt a suitable substitute that qualifies in accordance with the requirements of Clause A.2.1.3 a to c.

(e) Responsibility:

- (i) It is the prime responsibility of the Selectors to select the best eligible anglers, for all teams, as per the terms and conditions of the selection criteria as set out in C2.2. to C.2.11, and without prejudice or regard of affiliation.
- (ii) The selectors will select the teams and a 1st, 2nd, 3rd, 4th, 5th and 6th reserve.
- (iii) The Reserves list, (names and ranking positions) will not be announced and remain confidential.

A.2.1.4 Managers and Captains:

(a) Eligibility

- (i) Eligible candidates should attend the current Tournament.

(b) Nominations:

- (i) Nominations for Managers and Captains must be submitted in writing, by their respective Associations, to the Divisional Secretary within the stipulated time period.

A.2.1.5

(a) Team Announcement.

- (i) Despite team announcements at the prize giving function, all team lists will be distributed to all Associations on a SASAA letterhead signed by the Secretary, the President or their nominee.

(b) Withdrawals/Replacement Procedure:

- (i) Should there be a withdrawals/s, the Convener of selectors will obtain in writing the confirmation of availability from the next eligible reserve/s.
- (ii) Inform the Divisional Chairperson and the SASAA Secretary of the replacement team member/s and clause A.2.1.5a (i) will also apply in this instance.
- (iii) Should all reserve names be depleted the Convener of Selectors will convene a selector's tele-conference meeting and same selection procedure, as previous, will apply.

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A.2.1.6 Tournament Action Committee:

(a) Eligibility:

- (i) Nominees should attend all competition days and preferably be experienced anglers with a sound understanding and knowledge of the Competition Rules.

(b) Nominations:

- (i) Nominations must be submitted in writing, by the respective Associations, to the Divisional Secretary within the stipulated time period.
- (ii) Should the number of nominations received be less than Four (4) the Chairperson shall call for additional nominations at the A.D.M.

(c) Disqualification:

- (i) Should committee members Associations be implicated in an objection, the/those member/s will automatically be replaced by a reserve or reserves, excluding the Chairman.
- (ii) Please also refer to B.8 (Competition Rules) for details of objections and decisions.

A2.2.1 (a) DIVISIONAL QUALIFICATIONS, TEAM FORMATS AND SPECIFIC CHAMPIONSHIP RESTRICTIONS.

(b) POST CHAMPIONSHIP TEAM SELECTIONS.

1. (a) Men Senior A: All males

All Ages

1 team per Association consisting of:

Maximum fifteen (15) members.

- Team manager
- Captain
- **Twelve (12)** anglers.
- Reserve and/or guide (1)
 - i) At least one (1) Person of Colour (POC) to be included in the team.
 - ii) Associations who do not have a POC available for selection, may borrow a POC from another Association to include in their **12** man team.
 - iii) Vehicle allocation: Maximum 3
 - iv) Duration: Four (4) daily sessions
 - v) Fishing Periods: Eight (8) hrs but not less than (6) hrs. per day

(b)

National Team to compete against Namibia.

President Team to participate in annual Gus Kollner Tournament.

President Inland Team to participate in annual Gus Kollner Tournament.

South African Shore Angling Association

2. (a) Men Senior B: All males

All Ages

May enter 2 Teams per Association consisting of;

Maximum (9) members

- Team manager
- Captain
- Six (6) anglers
- Reserve and /or Guide
- i) Vehicle allocation: Maximum 2
- ii) Fishing Periods: Eight (8) hrs but not less than (6) hrs. per day
- iii) Duration: Four (4) daily sessions

(b) President Team to participate in annual Gus Kollner tournament in Navy Blue blazers.

3. (a) Ladies: All Females.

All Ages

1 team per Association consisting of:

Maximum Nine (9) members:

- Team manager
- Captain
- Six (6) anglers
- Guide
- i) Vehicle allocation: Maximum 2
- ii) Fishing Periods: Eight (8) hrs but not less than (6) hrs. per day
- iii) Duration: Three (3) daily sessions

Note: (1) To create an opportunity for ladies to advance and gain experience at team management level, an angling team member may be nominated as manager exclusively at Championship tournaments. This has to be clearly indicated on the team sheet, at team registration prior to the Tournament. Only nominated individuals will be allowed to attend meetings where team managers are required.

The angling manager may not nominate as:

- i) Convener of Selectors
- ii) Selector

(2) The points of all anglers will count towards the team points.

(b) National Team to compete against Namibia.

President Team to participate in Gus Kollner Tournament.

In both events mentioned above, Ladies to fish separate areas where possible.

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4. (a) Junior u/16 **Males & Females.**
A member who is 16 years of age or younger on the 1st January of a particular year, shall qualify to participate in his/her age group until the last day of that calendar year.
May enter 2 teams per Association consisting of:
Maximum Eight (8) members:
- Team manager
 - Captain
 - Five (5) anglers
 - Guide
- i) Vehicle allocation: Maximum 2
ii) Fishing Periods: Eight (8) hrs but not less than (6) hrs. per day
iii) Duration: Three (3) daily sessions
iv) The points of all anglers will count towards the team points.
v) An Association will also be able to select (1) one additional team, from their Schools Development league, with the same format as above.
- (b) National Team to participate against Namibia and / or FIPS-M World Championships.
- (c) Junior u/21 **Males & Females.**
A member who is 21 years of age or younger on the 1st January of a particular year, shall qualify to participate in his/her age group until the last day of that calendar year.
1 team per Association consisting of:
Maximum Ten (10) members:
- Team manager
 - Captain
 - Seven (7) anglers
 - Guide
- i) Vehicle allocation: Maximum 2
ii) Fishing Periods: Eight (8) hrs but not less than (6) hrs. per day
iii) Duration: Three (3) daily sessions
iv) The points of all anglers will count towards the team points.
- (d) National Team to participate against Namibia and/or FIPS-M World Championships.
5. (a) Development **Males & Females.**
All Ages
1 team per Association consisting of:
Maximum nine (9) members
- Team manager
 - Captain
 - Six (6) anglers
 - Reserve and/or guide
- A minimum of 2 team members must be POC and/or physically disabled anglers. To promote, educate and improve the development of our sport, P.O.C. anglers may be loaned amongst Associations.**
- i) Vehicle allocation: Maximum 2
ii) Fishing Periods: Eight (8) hrs but not less than (6) hrs. per day
iii) **Duration: Four (4) daily sessions**
- (b) President Team to participate in the Gus Kollner Tournament in Navy Blue Blazers.

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6. (a) **Masters** **Males & Females.**
A Member shall qualify to participate in the year his/her 50th birthday.
1 team per Association consisting of:
- Maximum eight (8) members
 - Team manager (**50th birthday must be in the year of the championship**)
 - Six (6) anglers
 - Reserve and/or guide. (Guide, no age restriction)
- i) Vehicle allocation: Maximum 2
ii) Fishing Periods: Eight (8) hrs but not less than (6) hrs. per day
iii) Duration: Three (3) daily sessions
iv) Permanent Venue: Eastern Province
- (b) **S.A. Masters Team to compete against Namibia**
President Team to participate in Gus Kollner Tournament
7. (a) **Grand Masters** **Males & Females.**
A Member shall qualify to participate in the year his/her 60th birthday.
May enter 2 teams per Association consisting of:
- Maximum five (5) members
 - Team manager (**60th birthday must be in the year of the championship**)
 - Three (3) anglers
 - Reserve and/or guide. (Guide, no age restriction)
- i) Vehicle allocation: Maximum 2
ii) Fishing Periods: Eight (8) hrs but not less than (6) hrs. per day
iii) Duration: Three (3) daily sessions
- (b) **S.A. Grand Masters Team to compete against Namibia.**
Should International competition not be available the team will be referred to as the Grand Masters President Team and will participate in the Gus Kollner Tournament.
8. (a) **Pegged Shore Angling** **Males and Females**
All ages
Individual competition
Championship to be fished according to FIPS-M Shore Angling rules:
<http://www.fips-m.org/statutes-rules-gb>
Manager and / or Captain (1) per association
- i) Duration: 3 (three) daily sessions
ii) Fishing period: 5 (five) hours but not less than 4 (four) hours per day
- (b) (1) **Male National Team to participate at FIPS-M World Championships comprising: Manager and / or captain (1) and 5 (five) anglers of which one of the anglers must be a POC.**
- (2) **Female National Team to participate at FIPS-M World Championships comprising: Manager and / or captain (1) and 5 (five) anglers.**

South African Shore Angling Association

Appendix/Bylaw B

SASAA Championship Angling Rules.

GOVERNING ANY CHAMPIONSHIP OR INTER-REGIONAL SHORE ANGLING COMPETITION UNDER THE AUSPICES OF THE SOUTH AFRICAN SHORE ANGLING ASSOCIATION (SASAA).

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- B.3 CAPTAINS / MANAGERS MEETING.
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South African Shore Angling Association

Appendix/Bylaw B

SASAA Championship Arrangements and Angling Rules.

GOVERNING ANY CHAMPIONSHIP OR INTER-REGIONAL SHORE ANGLING COMPETITION UNDER THE AUSPICES OF THE SOUTH AFRICAN SHORE ANGLING ASSOCIATION (SASAA).

B.1 INTRODUCTION.

These are the official Shore Angling arrangements and rules as sanctioned for use during any SASAA Championship event. These Championship rules shall apply unless altered in terms of clause 3.2.1 (f) of the SASAA Constitution by a two third majority at a SASAA AGM.

B.2 CHAMPIONSHIP AND GENERAL ORGANIZATIONAL DETAILS.

- a) The respective dates and venues for all SASAA Championships shall be confirmed at the preceding SASAA AGM.
- b) Each Member Association shall confirm in writing to the SASAA Secretary their intention to participate, within 30 days after receipt of the official Championship invitation.

B.2.2 CHAMPIONSHIP ARRANGEMENTS:

The host Association shall confirm the following detailed arrangements to all Member Associations at least six (6) months prior to the date of the Championship or within 21 days of the SASAA AGM.

- a) The Championship's fixed details (venue, dates, etc.)
- b) The proposed bait allocations.
- c) SASAA format budget reflecting detailed estimated costs per participating team.
- d) Propose a minimum of three (3) areas as angling venues.
- e) Provide a list of guides available to assist participating teams.
- f) Options and costs for accommodation.
- g) Obtain relevant details required for Beach vehicle permit applications.
- h) Team registration and payment:**
 - i) Advise registration and non-refundable 50% deposit payment date (90 days prior to commencement of the tournament).**
 - ii) Advise balance payment date (30 days prior to commencement of the tournament).**

B.2.3. QUALIFICATION.

Each Member Association will be entitled to enter a team/s consisting of registered individual members of SASAA and their affiliated Associations, duly eligible to represent their association at, and participate in the Championships. (Guides and Captains excluded).

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CHAMPIONSHIP ANGLING RULES.

B.2.4. VEHICLES, DISABILITY AND INJURY:

(a) Vehicles:

- No additional support vehicles will be allowed during championship hours.

(b) Disability:

An angler suffering a permanent disability may apply to the Executive Committee for permission to use a harness. The application must be accompanied by a letter describing the disability, and signed by the Chairperson/President of his Member Association.

i) Class A disability:

A person which is disabled to the extent that they will not be able to participate without additional human assistance. **“An Assistant”**.

ii) Class B Disability:

A person which is disabled to the extent that they will not be able to participate without the assistance of manmade/manufactured ancillary equipment.

iii) Exemption Applications:

In both cases, the Association, deciding to select a disabled person, class A or B, to their representative team has to:

- Apply to the Excom in writing for the appropriate exemption, stating the nature of the disability and providing the required substantiating medical certificates.
- Should the application be approved:

For class A:

The specific association will be allowed to have one (1) additional team member, **“An Assistant”**, in the designated competition area for the duration of each competition day of the tournament.

For class B:

The specific individual will be allowed to utilise the approved manmade/manufactured ancillary equipment for the duration of each competition day of the tournament.

Any additional costs that are required to facilitate participation will be borne by either the disabled member and/or his association.

c) Injury:

Should an angler be injured during competition hours he may be replaced, provided his weigh card has been handed in and signed off by the Tournament Co-ordinator. The replacement angler may commence angling immediately afterwards. A medical certificate will not be required.

B.3. CAPTAIN'S/ MANAGER'S MEETING.

a) Captains /Managers meetings are held on:

1. The day prior to commencement of the SASAA Championship, at a venue and time stipulated by the host Association.
2. On completion of each competition day at a venue and time, as agreed upon at roll call.
3. The Team Manager of the host association or his nominee shall act as Championship Coordinator and shall chair the Captain / Managers meeting. The SASAA President or his nominee may assist the Chairperson at all Captains / Managers meeting.

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4. Select a Tournament Action Committee, consisting of the SASAA representative plus 2 additional members. Two (2) reserve committee members will be selected. Should any of the 1st or 2nd selected members or their associations be involved, implicated in an objection they will be replaced by the reserve members.

b) Captains/ Managers Meetings may only be attended by:

1. Member Associations Team Captain and Manager (Only two members per Member Association)
2. Tournament officials, for administrative purposes only, as well as Weigh Officials
3. The SASAA President and related SASAA Executive members.
4. Guides may accompany these officials to assist them with advice, but may not address the meeting or participate in any discussions or decision-making.

B.4 POWERS OF THE CAPTAINS/ MANAGERS MEETING.

The first Captains / Managers meeting:

1. To decide on the angling areas for all competition days, accurately defined by GPS co-ordinates. The Host Association will be responsible for a well-researched and properly motivated proposal. Provision should be made for Reserve Areas that could be utilised in the event of adverse weather and/or sea conditions.
2. To decide on the championship angling hours for all days.
3. To decide on the Roll call venue and time for all days.
4. To decide on the venue and times for weigh in and scales close.
5. To make bait arrangements.
6. To make transport and/or travel arrangements.
7. Reach agreement on the exclusion/ inclusion of fish species.
8. Discuss/ implement any possible Nature/Coastal/Marine Conservation matters.
9. To attain consensus on all decisions.
10. To decide where gaffing of fish will be permitted.

Subsequent Captains / Managers meetings:

1. To address any problems that may have arisen during the course of the competition day.
2. To decide on the angling area in the event of drastic weather or sea conditions change.

B.5 POINTS SCORING SYSTEM.

1. Each anglers individual catch must be recorded separately on the official score card, reflecting the anglers name, SASAA number and the Association he represents.
2. Each catch must be recorded and certified before an angler may resume angling.
3. All catches must be measured in accordance with the methods as prescribed in the SASAA approved tables. Measurements must be made using sticks or pegs and a tape measure exceeding the length of the fish, as approved by the Senior Official. The length measured will be the shortest straight-line distance between the snout and the pre- caudal notch, fork length or total length for sharks and fish or disk width for skates and rays. Every attempt must be made to minimize the time that the catch is removed from the water and all catches must be returned to the water with the least possible trauma.
4. All measurements to be converted to mass for the purpose of calculating weight-points.
5. All measurements shall be rounded off to the lowest centimetre. Example, 80.6 cm = 80cm.
6. Edible fish imply all fish except Toby's, Sharks, Rays, Skates, Sawfish and Sand sharks.
7. Minimum qualifying weight for edible fish will be five hundred (500) grams. Points shall be awarded on the base of two (2) points per kilogram and shall be calculated to a portion of a point.
Eg: 750g = 1.5 points or 1,6 kg = 3,2 points
8. Minimum qualifying weight for Non-edible fish will be one (1) kilogram. Points shall be awarded on the base of one (1) point per kilogram and shall be calculated to a portion of a point. Eg: 13.5 kg = 13,5 points

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9. In the event of two or more teams or anglers having the same score in any competition, the team or angler with the most number of fish shall be the winner.
10. In the event of more than one team or angler catching the same number of fish in any competition, the one with the highest mass score, shall be the winner.
11. In the event of a tie in respect of both mass score and number of fish, such teams or anglers shall be the joint winners.
12. Scorecards must be handed to the designated or nominated person as soon as possible but not later than 90 minutes, or later if so decided at the first captain's meeting, after lines-up.
13. Once scorecards are handed to the designated or nominated person it will constitute competition closure for the specific team.
14. Scorecards handed in after scales close without prior notification to the Competition Secretary will not be considered for scoring towards the teams(s) Should a team not be able to submit their cards due to an accident, fighting a fish after lines up B.6.5 (e), or reasons beyond their control, then they must inform the Competition Secretary without delay. Each incident will be dealt with on its own merits by the Tournament Action Committee who must decide whether the scorecards will be considered for scoring, or not, toward the team(s) and or the individual(s) effected by the late handing in of the scorecards.

B.6 RULES

B.6.1 General Aspects.

- a. The area to be fished on any angling day shall be:
 - (1) **Senior A Division:**
 - a) **Multiple entry points:**
 - Maximum continuous area from East to West of 16 km – min 6 km.
 - Not more than 6 km away from any entry point.
 - Swimming beaches or no fishing areas are included in the total area of 16 km.
 - b) **Single entry point (access in both directions):**
 - Maximum total fishing area of 8 km East to West.
 - Not more than 6km in any one direction away from the entry point.
 - Swimming beaches or no fishing areas are included in the total area of 8 km.
 - c) **Single entry point (access in one direction only):**
 - Maximum fishing area of 6 km.
 - (2) **Ladies, Junior, Masters, Senior B and Development Divisions:**
 - a) **Multiple entry points:**
 - Maximum continuous area from East to West of 8 km – min 4 km.
 - Not more than 6km away from any entry point.
 - Swimming beaches or no fishing areas are included in the total area of 8 km.
 - b) **Single entry point (access in both directions):**
 - Maximum total fishing area of 8km East to West.
 - Not more than 6km in any one direction away from the entry point.
 - Swimming beaches or no fishing areas are included in the total area of 8km.
 - c) **Single entry point (access in one direction only):**
 - Maximum fishing area of 6km.
 - (3) **Grand Masters Division:**
 - a) **Multiple entry points:**
 - Maximum continuous area from East to West of 4km – min 2km.
 - Not more than 2km away from any entry point.
 - Swimming beaches or no fishing areas are included in the total area of 4km.

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- b) **Single entry point (access in both directions):**
 - **Maximum total fishing area of 4km East to West.**
 - **Not more than 4km in any one direction away from the entry point.**
 - **Swimming beaches or no fishing areas are included in the total area of 4km.**
- c) **Single entry point (access in one direction only):**
 - **Maximum fishing area of 4km.**

Note: In the event of beach permits being obtained for vehicle access in fishing areas, the total maximum fishing area for any of the above divisions will be permitted.

- b. The host Association shall ensure that no local competitions are convened in any of the areas that have been demarcated for the Championship, for a period of 7 days prior to the Championship commencement date. No member of any participating team may fish in any of the areas that have been demarcated for the Championship, for a period of 72 hours prior to the Championship commencement date.
- c. All forms of electronic communication are allowed.
- d. The regulations of the Chief Directorate: Marine and Coastal Management will apply ipso facto Species listed as endangered or, for which a closed season is stipulated in the Regulations (MLRA), shall not count in any Championship. Catches smaller than the stipulated minimum legal size, may be measured and released without harm. Providing these catches comply with the Championship minimum weight requirement, they shall qualify to score.
- e. No catch may be retained, for any purpose during a Championship. Should the release of a catch not be successful, it shall be removed from the area and disposed of.

B.6.2 Terminal Fishing Tackle.

- a. An angler may not use more than one rod, reel and line at any given time.
- b. There shall be no restrictions on the diameter of monofilament line, the breaking strain of braided line, or the diameter, breaking strain and length of any shock leader used. (Note Sec B.6.6 GAFFING ASPECTS (e) below in respect of 9 meter leader where angler requires assistance to land fish).
- c. No more than two single or one treble hook may be used for bait casting.
- d. The use of boats, paddle-ski's, kites, wave propelling or other devices, balloons or bungs and/or corks exceeding 64 cubic centimetres is prohibited. eg: 40 x 40 x 40 mm

B.6.3 BAIT ASPECTS.

- a. No ground baiting shall be allowed before commencement of the Championship.
- b. Only bait issued to the angler may be used. The use of live/ fresh bait shall not be permitted.
- c. No dispersible additives may be used.
- d. Bait may only be cast by means of a Rod and Reel. The use of sliders is excluded in SASAA National tournaments.

B.6.4 CLOTHING, SUPPORT ITEMS AND PHYSICAL ASSISTANCE.

- a. During competition hours, every team member, of each participating Member Association, shall wear clothes that consist of a main colour, at least 80%, and a minor colour, not more than 20%.
- b. During Competition hours, every team member of each participating Member Association shall at all times, display their SASAA I.D. number on the back of their angling apparel. (Minimum Size 7 cm x 20 cm).
- c. No artificial support other than a rod bucket shall be used while playing a fish, with the exception of certified disabled members. Refer clause B.2.4
- d. During competition hours, no angler shall have any physical assistance with tying knots, making traces, baiting of hooks, casting, hooking or fighting a catch. When a catch has been landed, to minimize the time the fish is out of the water a team member may assist in the unhooking and releasing.

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- e. An angler shall be allowed to wear:
- (i) A Personal Flotation Device (PFD), which device shall be deemed to be a life jacket or life belt which can only be manually inflated by an angler/team member, when such angler/team member finds him/herself in a life threatening situation, and may only be used/or inflated to save the angler from drowning or to assist another angler from drowning.
 - (ii) Manual Inflation shall mean the intentional or accidental triggering and the release of carbon dioxide gas from a canister, or by orally inflating the PFD by blowing into a flexible tube.
 - (iii) Any Angler/team member while in the process of fighting a catch, who inflates his/her PFD for whatever reason , shall be allowed to land his/her catch, but such catch will not qualify for any points on the angler's scorecard.
 - (iv) Any angler/team member who inflated his PFD for whatever reason, shall only be allowed to continue angling after he/she has removed his/her PFD or has deflated such PFD to its original state. An angler/team member may place his /her rod in a rod stand while removing and/or deflating his/her PFD as described above.
 - (v) Any fish hooked by an angler / team member while wearing an inflated PFD, shall be disqualified and shall not count for any points on the angler's scorecard.
 - (vi) No angler/team member may use his/her PFD to assist him/her to gain an unfair advantage over other anglers/team members in the same competition.
 - (vii) A PFD shall not be sewn into, or form part of an angler's/member's clothing, and shall at all times be a separate device which will only be attached to the angler by means of a belt or harness.

B.6.5 HOOKED FISH ASPECTS.

- a. Should two anglers hook and land the same catch, the catch shall be allocated to the angler whose hook is embedded in the mouth of the catch.
- b. Should both anglers' hooks be embedded in the mouth, the catch shall count for neither angler.
- c. Any tagged catch landed again, on the same day shall only be eligible for points if hooked in the mouth.
- d. Any mutilated catch, unable to be measured accurately, shall be weighed on an approved scale by an accredited weigh official.
- e. Any catch, hooked prior to the official expiry time of a competition day, and landed within the maximum extension period of four (4) hours, shall be eligible to score providing an accredited weigh official has been notified.
- f. Par B.6.4(e) (v) shall apply in this instance.

B.6.6 GAFFING ASPECTS.

- a. Captains will decide at the captains meeting whether, and if, where gaffing will be permitted.
- b. No harpoon or spear shall be used for gaffing purposes.
- c. Catches, when gaffed or grabbed by another angler, must still be hooked.
- d. Should a catch unhook or the line part, only the angler may grab or gaff the catch.
- e. When gaffing or grabbing a catch for another angler, the assisting angler may only handle the shock leader, which shall not exceed nine (9) meters in length when extended. The length of the shock leader shall be the overall length from where the leader is attached to the main line by means of a knot, to the point where the bottom hook is attached to the hook trace. The main line however, may not be touched, except when untangling the line from another angler's line.
- f. A catch that dislodges during or after landing, and has not been measured, will be declared lost when the angler resumes angling.

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B.7 MEASURING OF CATCHES.

1. All measuring tapes must be of good quality and must exceed the length of the catch being measured, and be approved by the Senior Official.
2. The team management and anglers, excluding guides, of each participating Member Association will be entitled to measure and witness catches of opposing teams only. It is all participants (team management, anglers, weigh officials and guides) collective duty and responsibility to ensure that all catches are measured, recorded, (possibly) tagged and returned to sea with the minimum delay, trauma or injury.
3. Incidents of poor handling or gaffing techniques shall be reported at the following Captain's/Managers meeting.

B.8 OBJECTIONS AND COMPLAINTS.

1. The tournament Action Committee must see to it that all the above rules are adhered to.
2. If any angler (and/or team) is found transgressing any of the above rules, by the Championship Coordinator, a member of the Action Committee (ex officio), or officially reported by a participating angler, the transgression shall be reported prior to closure of scales for the particular day. The Championship Coordinator and the Action Committee shall refer the issue for discussion during the same evening. The decision of this Committee regarding penalties will be final and binding. The maximum penalty shall be that the team's entire catch for the day is disqualified.
3. All objections and complaints, excluding the Championship Coordinator and the Action Committee must be in writing, detailing the nature of the objection or complaint, and countersigned by the Captain and Manager of the team lodging the objection or complaint. The objection or complaint must be submitted to the Championship Coordinator, together with a deposit of R 500.00. If the objection or complaint is overruled, the deposit will be forfeited to SASAA. If the objection is upheld, the deposit will be refunded to the complainant.

B.9 TROPHIES.

1. All Trophies, present and future, shall remain the sole property of SASAA, and shall be competed for in accordance with conditions as stipulated by SASAA.
2. All Trophies are available for competition between Member Associations.
3. The Member Association representing the winning individual or team shall be held accountable for floating trophies awarded to its teams/ individuals. Trophies shall be engraved and returned to the Championship Coordinator at the Captains/managers meeting, prior to commencement of the next Championship.

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Appendix/Bylaw C.

SHORE ANGLING TEAM SELECTION SYSTEM.

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- C.1 SELECTION COMMITTEE.
- C.2 SELECTION CRITERIA.
- C.3 TEAM ANNOUNCEMENT.
- C.4 SPECIFIC SELECTION NOTES.

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Latest Change Date:
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South African Shore Angling Association

Appendix/Bylaw C.

SHORE ANGLING TEAM SELECTION SYSTEM.

C.1 SELECTION COMMITTEES.

- a. Divisional selection committees shall be elected at the Annual Divisional Meetings (ADM). Eligible candidates from the ranks of team management who are attending the championship, must be nominated in writing by their Member Association. Nominations to reach the Divisional Secretary before the stipulated date. To qualify, nominees for the Senior A division must have been awarded Protea or President A colours, **while nominations from all other divisions must have at least 3 years championship experience.**
The selection committee shall comprise:
 - A convener of selectors who shall chair the selection committee **meeting. In the event of nominations for convener not being received, the SASAA representative must fulfil this position.**
 - Three (3) or five (5) selectors.
- b. No Member Association shall have more than one (1) of its individual members represented on the Selection Committee. This does not apply to the convener of selectors.
- c. Selection Committee members may not be nominees for a team to be selected, except for Managers or Captains.
- d. For the Selection Committee to proceed with its activities, a quorum of all of the selectors and the convener is required. Should any of the Selectors not be present or available at the time, the Chairman shall co-opt a suitable substitute that qualifies in accordance with the requirements of Clause C.1 (a) and (b) above.
- e. Nominations for Managers and Captains must be submitted in writing to the Divisional Secretary. A minimum of 2 nominations for each position will be required. In the event of the minimum requirement not being met, the Divisional Chairperson shall call for additional nominations at the A.D.M.
- f. Nominations for Managers for Protea teams will be called for by the Secretary of SASAA and appointed by the Executive Committee, as and when required.
- g. The selection of members for the National team is subject to the provision that each nominee must have participated in the more recent and at least in one (1) of the previous two (2) National Championships. Protea managers are excluded from this proviso as they are selected by the Excom.
- h. The selectors will select the teams and a 1st, 2nd, 3rd, 4th, 5th, 6th reserves, (reserve names and position will not be announced and remain confidential) for each team. The Convener will forward the complete team list to the SASAA Secretary, the President and relevant Divisional Chairpersons.
- i. Despite team announcement at the prize giving all teams will be distributed to all **Associations** on a SASAA letterhead signed by the Secretary, the President or their nominee.
- j. Should there be a withdrawal/s the Convener of selectors will request in writing the availability from the next eligible reserve/s, inform the Divisional Chairperson and the SASAA Secretary the name of the new team member/s and clause C1.i will apply in addition to the new team member.
- k. Should all reserve names be depleted the Convener of Selectors will convene a selectors tele-conference meeting and same selection procedure will apply.

South African Shore Angling Association

C.2 SELECTION CRITERIA

C.2.1 It is the primary responsibility of the selection panel (the panel) to select the best eligible anglers for the Protea and SASAA President and Inland teams in terms of the protocol set out hereunder and without regard for personal prejudice or affiliation;

C.2.2 To qualify for selection an angler must have consistently abided by SASCOC's Code of Conduct during the 3 years prior to team selections:

C.2.2.1 Respect the rules and play in the spirit of the game;

C.2.2.2 Display high standards of behaviour that promote a positive image for the game;

C.2.2.3 Respect the opponents;

C.2.2.4 Respect the officials and their decisions;

C.2.2.5 Be gracious in victory and defeat;

C.2.2.6 Give team-mates positive inputs and feedback;

C.2.2.7 Compete fairly;

C.2.2.8 Refrain from the use of profane, insulting, harassing or otherwise offensive language or behaviour on or off the field;

C.2.2.9 Maintain a sense of self-control and dignity at all times;

C.2.2.10 Thank officials and opposing teams after every game/match;

C.2.2.11 Maintain a sense of integrity;

C.2.2.12 Respect the facilities/equipment;

C.2.2.13 Be a true team player;

C.2.2.14 Reject corruption, drugs, racism, violence and other dangers to the sport; and

C.2.2.15 Denounce those who attempt to discredit the sport.

C.2.3 The 3-year ranking system will serve as the primary indication of angler merit and should be used as guidance for selectors to identify a subgroup of anglers to be considered for selection. The selection of members for the National team is subject to the provision that each nominee must have:

a) 3 Years ranking.

The following Divisions will be ranked on 3 years accumulative points on the 50/30/20 basis:

- | | | | |
|-----|---------------|---|---|
| i | u/21 | - | Points accrued in U/16 will be carried forward.
Ranking will be calculated as stated in C.2.4 below. |
| ii | Senior A | - | Ranking will be calculated as stated in C.2.4 below. |
| iii | Ladies | - | Ranking will be calculated as stated in C.2.4 below. |
| iv | Masters | - | Only points accrued in Masters Division will be considered. |
| v | Grand Masters | - | Only points accrued in Grand Masters Division will be considered. |
| vi | Senior B | - | Ranking will be calculated as stated in C.2.4 below. |

b) 1 Year ranking.

The following Divisions will be ranked on 1 year points at the present tournament:

- | | |
|----|-------------|
| i | Development |
| ii | u/16 |

C.2.4 The individual ranking of an angler will be calculated as follows:

The maximum rank points that can be awarded for any particular year's competition is 100 points. Each angling day is awarded a percentage of the 100 points, based on total weight points for that day divided by total weight points over the four days. The angler that scores the highest weight points for that day is awarded the maximum rank points awarded for that day. All other anglers receive a percentage of the top anglers rank points for that day based on their weight points as a percentage of the top anglers'. The total rank points of an angler for any year will be determined by the sum of the rank points over the four (4) competition days, or three (3) days in the event of the u/21, Ladies, Masters and Grand Masters divisions. The overall rank of an angler for selection purposes is determined as the sum of the ranking positions of the angler over the past 3 years on a 50/30/20 basis. Anglers will be ranked according to their aggregate ranking positions as set out above (from least to most).

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- C.2.5** Based on the 3 year ranking, a subgroup of the 18 top-ranked anglers (Senior A, Masters & Ladies) will be eligible for selection to the Protea and President sides. In addition to the above group of 18, the 3 top ranked available POC's from the Senior A Division shall be included to be considered for selection, of which one (1) must be selected in the Protea team.
The reserve selected for the Protea side will 'automatically' be selected to the President Side.
For all other divisions (Grand Masters, u/21 & u/16) the sub group will consist of the 12 top ranked anglers. In addition to the subgroup of 12 anglers in both the u/16 & u/21 Divisions, the top 3 ranked available POC's in both (u/16 & u/21) divisions, shall be included in the pool of anglers to be considered for selection. In both (u/16 & u/21) divisions at least one (1) POC must be included in the Protea team.
- C.2.6** In the interest of transparency and to affirm SASAA's commitment to the validity of the 3-year ranking system, the top 3 eligible anglers should be regarded as automatic selection for the Protea Side.
- C.2.7** The SASAA President Inland side is to be selected as the 6 top ranked (over 3 years), eligible Inland anglers.
- C.2.8** Supplemental to the ranked anglers, the following information should be available to the selection panel as standard issue:
- The individual performance of the pool of anglers to be considered for selection for each of the 3 years, i.e. where each individual angler ended each of the proceeding 3 years' tournaments on individual standing (for example 7th, 19th and 3rd);
 - Details of catches over the previous 3 years; and
 - Any additional information as identified by the selectors.
- C.2.9** Anglers must have fished the present and at least 1 out of the previous 2 National tournaments to qualify for selection for the division in which they competed.
- C.2.10** The above selections are at the selector's discretion and should be fully discussed and then put to a vote. The outcome of the vote is determined by a simple majority and, only in the case of a split vote, does the convener have a casting vote.
- C.2.11** The selectors will also select a Captain to represent the Protea side. The team managers of the Protea sides will be selected by the SASAA Executive Committee prior to the selection process.
- C.2.12** Teams selected in compliance with this protocol may not be questioned.
- C.2.13** Associations that suspect that adherence to the Protocol, or any other Constitutional regulation, has been neglected or breached, will have the Right to Appeal.
- C.2.14** Appeal Process:
- Associations may lodge written appeals, with the secretary of SASAA within seven (7) days from the date of team announcement.
 - The Appeal should clearly state/include:
 - The name/names and number/numbers of the individual/individuals alleged to have been disadvantaged;
 - Specific details as to which section/sections of the Protocol or Constitution has not been adhered to;
 - Lodge a deposit of R500.00 to the Treasurer of SASAA; and
 - Should the Appeal be upheld the deposit will be returned to the Association(s).
- C.2.15** Appeal Adjudication:
- The Executive Committee shall adjudicate all Appeals;
 - Consult with the Convener of the relevant Selection Committee;
 - Consult with relevant individual selectors, if required;
 - The final ruling, reflecting all relevant evidence, shall be communicated in writing to all Associations; and
 - The decision of the Executive Committee shall be final and binding.

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C.2.16 In the event of incorrect or insufficient information being available to the selectors at the time of selecting any of the above teams, SASAA through its Executive Committee retains the right to make changes to selections after the fact. SASAA also retains the right to postpone the selection process should circumstances warrants such action. Should changes to selections or postponement of the selection process be required, SASAA will endeavour to communicate the rationale for such actions to its member associations and the individual anglers.

C3. TEAM ANNOUNCEMENTS.

The announcement of the respective SASAA National and/or Invitational Teams shall be made annually during the prize giving function of the specific Division's National Championship event.

C4. SPECIFIC SELECTION NOTES.

- 1) Selectors criteria must be published in the tournament booklet, the ADM agenda and the SASAA representative must distribute a hard copy to the selection committee after the ADM.**
- 2) The Protea (Senior A, Ladies & u/21) and the SA (Masters & Grand Masters) teams selected after conclusion of the respective Divisional Championships, shall consist of a maximum of 7 anglers, a Team Manager and or a Captain. Only the total points scored by the top six (6) anglers for these teams will be eligible as team points at the completion of the tournament.**
- 3) The Protea (u/16) team shall consist of five (5) anglers a Team Manager and or a Captain. Only the total points scored by the top four (4) anglers will be eligible as team points at the completion of the tournament.**
- 4) The President (Senior A, Senior B, Senior Inland, Ladies, Masters, & Development) teams, shall consist of a maximum of 7 anglers and a Team Manager. Only the total points scored by the top six (6) anglers for these teams will be eligible as team points at the completion of the tournament.**
- 5) The regularity of the selection of the **Protea** teams shall entirely depend on:
 - i) The availability of tournaments; and
 - ii) SASCOC participation approval.

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Appendix/Bylaw D.

PEGGED SHORE ANGLING TEAM SELECTION SYSTEM.

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- D.1 SELECTION COMMITTEE.
- D.2 SELECTION CRITERIA.
- D.3 TEAM ANNOUNCEMENT.
- D.4 SPECIFIC SELECTION NOTES.

South African Shore Angling Association

Appendix/Bylaw D.

PEGGED SHORE ANGLING TEAM SELECTION SYSTEM.

D.1 SELECTION COMMITTEE.

- a. A selection committee shall be elected at the Annual Divisional Meeting (ADM) comprising a convener of selectors who shall chair the selection committee plus three (3) or five (5) selectors, at least one of which to be female. The managers of the Men's and Ladies teams are to form part of the selectors tasked with selecting the Protea teams to compete at the World Championships. Selector eligibility criteria is as follows:
 - A selector may not be an angler competing in the current tournament;
 - A selector must be in attendance at the current tournament; and
 - Selectors must be nominated in writing by their member association, which nomination is to reach the Divisional Secretary before the stipulated date.
- b. No Member Association shall have more than one (1) of its individual members represented on the Selection Committee. This does not apply to the convener of selectors.
- c. Selection Committee members may not be nominees for a team to be selected, except for Managers or captains.
- d. For the Selection Committee to proceed with its activities, a quorum of all of the selectors and the convener is required. Should any of the Selectors not be present or available at the time, the Chairman shall co-opt a suitable substitute that qualifies in accordance with the requirements of Clause C.1 (a) and (b) above.
- e. Nominations for Captains must be submitted in writing to the Divisional Secretary. Captains must have previously been awarded Protea Shore Angling colours. A minimum of 2 nominations will be required. In the event of the minimum requirement not being met, the Divisional Chairperson shall call for additional nominations at the ADM.
- f. Nominations for Managers will be called for by the Secretary of SASAA and appointed by the Executive Committee.
- g. The selection of members for the National team is subject to the provision that each nominee must have participated in the more recent and at least in one (1) of the previous two (2) National Championships. Protea managers are excluded from this proviso as they are selected by the Excom.
- h. The selectors will select the teams and a 1st, 2nd, 3rd, 4th, 5th, 6th reserve (reserve names and position will not be announced and remain confidential) for each team. The Convener will forward the complete team list to the SASAA Secretary, the President and relevant Divisional Chairpersons.
- i. Despite team announcement at the prize giving all teams will be distributed to all **Associations** on a SASAA letterhead signed by the Secretary, the President or their nominee.
- j. Should there be a withdrawal/s the Convener of selectors will request in writing the availability from the next eligible reserve/s, inform the Divisional Chairperson and the SASAA Secretary the name of the new team member/s and clause C1.i will apply in addition to the new team member.
- k. Should all reserve names be depleted the Convener of Selectors will convene a selectors tele-conference meeting and same selection procedure will apply.

South African Shore Angling Association

D.2 SELECTION CRITERIA

- D.2.1** It is the primary responsibility of the selection panel (the panel) to select the best eligible anglers for the Protea teams (Men's and Ladies) in terms of the protocol set out hereunder and without regard for personal prejudice or affiliation;
- D.2.2** To qualify for selection an angler must have consistently abided by SASCO's Code of Conduct during the 3 years prior to team selections:
- C.2.2.1 Respect the rules and play in the spirit of the game;
 - C.2.2.2 Display high standards of behaviour that promote a positive image for the game;
 - C.2.2.3 Respect the opponents;
 - C.2.2.4 Respect the officials and their decisions;
 - C.2.2.5 Be gracious in victory and defeat;
 - C.2.2.6 Give team-mates positive inputs and feedback;
 - C.2.2.7 Compete fairly;
 - C.2.2.8 Refrain from the use of profane, insulting, harassing or otherwise offensive language or behaviour on or off the field;
 - C.2.2.9 Maintain a sense of self-control and dignity at all times;
 - C.2.2.10 Thank officials and opposing teams after every game/match;
 - C.2.2.11 Maintain a sense of integrity;
 - C.2.2.12 Respect the facilities/equipment;
 - C.2.2.13 Be a true team player;
 - C.2.2.14 Reject corruption, drugs, racism, violence and other dangers to the sport; and
 - C.2.2.15 Denounce those who attempt to discredit the sport.
- D.2.3** The 3-year ranking system (50/30/20 basis) will serve as the primary indication of angler merit and should be used as guidance for selectors to identify a subgroup of anglers to be considered for selection.
- D.2.4** The individual ranking of an angler will be calculated as follows:
The individual ranking position of each angler per year (as determined at the current and previous 2 championships in accordance with FIPs-M Shore Angling rules) relative to his/her fellow competitors will be weighted on a 50/30/20 basis and aggregated over the 3 year cycle. Anglers will be awarded ranking positions, commencing at 1 for the angler with the lowest aggregate weighted position over the 3 year cycle.
- D.2.5** Based on the 3 year ranking, a subgroup of the 15 top-ranked anglers will be eligible for selection to the Protea sides. In the event of there being no available POC's in the top 15 ranked anglers, the 3 top ranked available POC's shall be included to be considered for selection, of which one (1) must be selected in the Protea team. Any angler ranked within the top 50 of the FIPs-M 5 year World Rankings is to be added to the pool of eligible anglers (provided they have attended the current tournament). In addition, the incumbent Protea anglers who competed at the previous World Championships are also to be added to the pool of eligible anglers (provided they have attended the current tournament).
- D.2.6** In the interest of transparency and to affirm SASAA's commitment to the validity of the 3-year ranking system, the top ranked eligible angler should be regarded as an automatic selection for the Protea Side.
- D.2.7** Supplemental to the ranked anglers, the following information should be available to the selection panel as standard issue:
(a) Any additional information as identified by the selectors.
- D.2.8** Anglers must have fished the present and at least 1 out of the previous 2 National tournaments to qualify for selection.
- D.2.9** The above selections are at the selector's discretion and should be fully discussed and then put to a vote. The outcome of the vote is determined by a simple majority and, only in the case of a split vote, does the convener have a casting vote.
- D.2.10** The team managers of the Protea sides will be selected by the SASAA Executive Committee prior to the selection process. The team managers will be part of the selection panel and must be present at the current tournament.

South African Shore Angling Association

D.2.11 Teams selected in compliance with this protocol may not be questioned.

D.2.12 Associations that suspect that adherence to the Protocol, or any other Constitutional regulation, has been neglected or breached, will have the Right to Appeal.

D.2.13 Appeal Process:

- (a) Associations may lodge written appeals, with the secretary of SASAA within seven (7) days from the date of team announcement.
- (b) The Appeal should clearly state/include:
 - The name/names and number/numbers of the individual/individuals alleged to have been disadvantaged;
 - Specific details as to which section/sections of the Protocol or Constitution has not been adhered to;
 - Lodge a deposit of R500.00 to the Treasurer of SASAA; and
 - Should the Appeal be upheld the deposit will be returned to the Association(s).

D.2.14 Appeal Adjudication:

- (a) The Executive Committee shall adjudicate all Appeals;
- (b) Consult with the Convener of the relevant Selection Committee;
- (c) Consult with relevant individual selectors, if required;
- (d) The final ruling, reflecting all relevant evidence, shall be communicated in writing to all Associations; and
- (e) The decision of the Executive Committee shall be final and binding.

D.2.15 In the event of incorrect or insufficient information being available to the selectors at the time of selecting any of the above teams, SASAA through its Executive Committee retains the right to make changes to selections after the fact.

SASAA also retains the right to postpone the selection process should circumstances warrant such action. Should changes to selections or postponement of the selection process be required, SASAA will endeavour to communicate the rationale for such actions to its member associations and the individual anglers.

D3. TEAM ANNOUNCEMENTS.

The announcement of the respective National Teams shall be made annually during the prize giving function following the National Championship event.

D4. SPECIFIC SELECTION NOTES.

(a) Selectors criteria must be published in the tournament booklet, the ADM agenda and the SASAA representative must distribute a hard copy to the selection committee after the ADM.

(b) Teams selected shall consist of a maximum five (5) anglers, a Team Manager and or a Captain.

(c) The regularity of the selection of National (Protea) teams shall entirely depend on:

- i) The availability of tournaments; and
- ii) SASCOG participation approval.

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Appendix/Bylaw E.

CODE OF CONDUCT

1. PREAMBLE.

This code of conduct indicates the standard of behaviour expected of a member of SASAA. It is a formal statement of the values and ethical standards that will guide SASAA members. It is a set of principles, and norms to which members can be held accountable when representing their club, Association/Union or SASAA at any local or International sporting event. This can also be used as a point of reference when dealing with disciplinary procedures against members.

2. INTRODUCTION.

This code will serve as a mechanism on how to eliminate bad behaviour and illegal actions of SASAA members and to hold such members accountable for their actions.

3. VALUE STATEMENT.

The Purpose of this code is:

- 3.1. To outline incorrect and unacceptable actions/behaviours within Shore and Peg angling and to encourage ethical behaviour within our sport, so that when the code is contravened, the appropriate disciplinary action can be taken with consistency, thus responding to offences and preventing re-occurrence.
- 3.2. To help to resolve conflict.
- 3.3. To make ethical behaviour infringement easy to identify.
- 3.4. To enhance the ethical reputation of all SASAA members.
- 3.5. To promote respect for human dignity, rights and social justice.
- 3.6. Provide a framework for all affiliated members of SASAA to conduct their sporting activities according to the following ethical principles:
 - 3.6.1. Respect the rights, dignity and worth of every human being
 - 3.6.2. Being fair, considerate, honest and respect for the law.
 - 3.6.3. Being trustworthy and professional, accepting responsibilities for their actions.
 - 3.6.4. Refraining from any racial, gender, verbal, physical or emotional abuse or harassment.
 - 3.6.5. Always making a positive contribution and refraining from destructive criticism.
 - 3.6.6. Always acting in the interest of SASAA and/or South African sport.

4. APPLICABILITY.

- 4.1. The code shall apply to any and all members/participants/anglers who participate in, or attend any competition/event, which is held under the auspices of SASAA, or any of the Associations/Unions, which are members of, or affiliated to SASAA.
- 4.2. The code shall apply to any administrator involved in the administration of Shore/Peg angling at any level within South Africa, or International, and who thereby falls under the auspices of SASAA or any Association/Union affiliated to SASAA.
- 4.3. The code shall apply to any coach involved in coaching a team/individual for any event/competition, local or international, which falls under the auspices of SASAA or any Association/Union affiliated to SASAA.
- 4.4. The code shall apply to any technical official involved in officiating or training at any event/competition which falls under the auspices of SASAA or any Association/Union affiliated to SASAA.

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5. SUCCESS OF THE CODE OF CONDUCT.

This code of conduct can only be successful if:

- 5.1. All SASAA members/ officials/ coaches/administrators familiarize themselves with the content of this Code of Conduct.
- 5.2. All clubs and Associations/Unions frequently refer to the Code of Conduct for guidance.
- 5.3. This code of Conduct is included in the constitutions of all clubs as well as Associations/Unions.
- 5.4. Anyone who fails to conform their conduct to the SASAA Code of conduct, then they will be subject to disciplinary action according to SASAA's constitution and disciplinary policy.

6. BEFORE GOING AGAINST THE CODE OF CONDUCT A PERSON SHOULD ASK THE FOLLOWING QUESTIONS:

- 6.1. Is it legal and constitutional?
- 6.2. What does the code of conduct say?
- 6.3. Does it comply with SASAA's rules and regulations?
- 6.4. Is it against the professional standards of SASAA?
- 6.5. Will it reflect negatively on SASAA or me?
- 6.6. Is there an alternative action that does not pose an ethical conflict?
- 6.7. What would a reasonable person think?

7. ADMINISTRATORS.

Pledge at all times:

- 7.1. To do his/her best to ensure that all members/participants/anglers are given an equal opportunity to participate, regardless of gender, ability or ethnic background.
- 7.2. Discourage any sport program from becoming primarily an entertainment for the spectators.
- 7.3. Ensure that all equipment and facilities are safe and appropriate to the member/participant/angler's ages and abilities.
- 7.4. Make sure that the age and maturity levels of all children are considered in program development, rule enforcement and scheduling.
- 7.5. Remember that participation is done for the member/participant/angler's own sake and to ensure that winning is kept in perspective.
- 7.6. Ensure that the Code of Conduct is distributed, understood and agreed upon by all coaches, members, participants, anglers and officials.
- 7.7. Ensure that coaches and officials are capable of promoting fair play as well as the development of good technical skills, and encourage them to become certified.
- 7.8. Promote and develop the sport of Shore and Peg angling by sharing knowledge and experience.
- 7.9. Administer all issues relating to the sport in the best interest of the sport and not for his/her personal gain.
- 7.10. Educate and ensure that high standards of risk management are maintained.
- 7.11. Educate all members/participants/anglers to respect other cultures and beliefs.
- 7.12. Keep all members/participants/anglers and officials updated on protocol of other countries where they may compete.
- 7.13. Conform to SASAA's Code of conduct.
- 7.14. Show common courtesy towards all members/participants/anglers, other administrators, coaches, spectators, technical officials, press and sponsors.
- 7.15. No administrator shall at any time give, make, issue, authorize or endorse any public statement which will have or design to have, an effect prejudicial or detrimental to the best interest of SASAA or sport in general.

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8. COMPETITORS/PARTICIPANTS.

Will at all times:

- 8.1. Respect the rules and play in the spirit of the game.
- 8.2. Display high standards of behaviour that promote a positive image for the game.
- 8.3. Respect his/her opponents.
- 8.4. Respect the officials and their decisions.
- 8.5. Be gracious in victory and defeat and remember that winning isn't everything.
- 8.6. Give my team-mates positive inputs and feedback.
- 8.7. Compete fairly at all times.
- 8.8. Refrain from the use of profane, insulting, harassing or otherwise offensive language or behaviour at all times.
- 8.9. Strive to maintain a sense of self-control and dignity at all times.
- 8.10. Thank officials and opposing teams after every tournament /competition/event.
- 8.11. Remember to maintain a sense of integrity.
- 8.12. Respect the facilities/equipment.
- 8.13. Do his/her best to be a true team player.
- 8.14. Never advocate or condone the use of drugs or other banned performance enhancing substances.
- 8.15. Reject corruption, drugs, racism, violence and other dangers to the sport.
- 8.16. Help others to resist corrupting pressures.
- 8.17. Denounce those who attempt to discredit the sport of Shore/Peg angling or sport in general.
- 8.18. Honour those who defend the sport's good reputation.
- 8.19. To the best of his/her ability, abstain from the use of tobacco products and alcoholic beverages in public when representing his/her club, Association/Union or South Africa.
- 8.20. Never provide under age participants with alcohol.
- 8.21. Participate in all individual or team testing, and satisfy all individual or team program-testing objectives for Drugs or High Performance substances.
- 8.22. Communicate and co-operate with all registered medical practitioners/testing centre in the diagnoses, treatment and management of medical problems and respect the concerns of these medical people have when they are considering his/her future health and well-being and when they are making decisions regarding his/her ability to continue to compete or train.
- 8.23. Respect all other competitor/participant's and officials' cultures and beliefs.
- 8.24. Conform to SASAA's Code of conduct.
- 8.25. Show common courtesy towards other competitors/participants, administrators, coaches, spectators, technical officials, press and sponsors.
- 8.26. No member/participant/angler shall at any time give, make, issue, authorize or endorse any public statement which will have or design to have, an effect prejudicial or detrimental to the best interest of SASAA, his/her Association/Union, club, or sport in general.

9. TECHNICAL OFFICIALS.

Will at all times:

- 9.1. Make sure that every member/participant/angler has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- 9.2. Avoid or put an end to any situation that threatens the safety of any member/participant/angler.
- 9.3. Strive to maintain a healthy atmosphere and environment for competition.
- 9.4. Not tolerate unacceptable conduct towards officials, members/participants/anglers, spectators or him/herself.
- 9.5. Be consistent and objective in calling all infractions, regardless of his/her personal feelings toward a team or individual members/participants/anglers.
- 9.6. Handle all conflicts firmly but with dignity.
- 9.7. Accept his/her role as a teacher and role model for fair play.

Originator:
C.J.Nolan

Latest Changes by:
F. Botha

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- 9.8. Be open to discussion and contact with all members/participants/anglers before and after any competition/event.
- 9.9. Remain open to constructive criticism and show respect and consideration for different points of view.
- 9.10. Obtain proper training and continue to upgrade his/her officiating skills.
- 9.11. Consistently display high personal standards and project a favourable image of the sport and officiating.
- 9.12. Uphold the international standards.
- 9.13. To the best of his/her ability abstain from the use of tobacco products and alcoholic beverages in public when officiating and working with officials/members/participants/anglers.
- 9.14. Refrain from the use of profane, insulting, harassing or otherwise offensive language or behaviour in the conduct of his/her duties.
- 9.15. Never advocate or condone the use of drugs or other banned substances.
- 9.16. Conform to SASAA's Code of conduct.
- 9.17. Show common courtesy towards all members/participants/anglers, administrators, coaches, spectators, other technical officials, press and sponsors.
- 9.18. No technical official shall at any time give, make, issue, authorize or endorse any public statement which will have or design to have, an effect prejudicial or detrimental to the best interest of SASAA , the sport of Shore/Peg angling, or sport in general.

10. COACHES.

Will at all times:

- 10.1. Treat everyone fairly within the context of his or her activity, regardless of gender, place of origin, colour, sex, religion, political belief or economic status.
- 10.2. Ensure that the confidentiality of all members/participants/anglers are maintained.
- 10.3. Teach all members/participants/anglers how to manage conflict and stress and use good judgment in tough situations.
- 10.4. Be generous with praise and give the team positive inputs and feedback.
- 10.5. Encourage a constructive attitude toward competitions.
- 10.6. Provide an equal opportunity for all to learn skills and further themselves.
- 10.7. Encourage individuals to continue their participation in sport.
- 10.8. Be reasonable when scheduling tournaments/events/competitions and practices.
- 10.9. Teach all members/participants/anglers to play fairly and to respect the rules, officials and opponents.
- 10.10. Ensure that all members/participants/anglers get equal instruction, support and time to compete.
- 10.11. Not ridicule or yell at any member/participant/angler for making mistakes or for performing poorly.
- 10.12. Within the limits of his/her control, to ensure that equipment and facilities are safe and which will match the ages and abilities of all members/participants/anglers.
- 10.13. Remember that every member/participant/angler needs a coach they can respect and thereby set a good example.
- 10.14. Obtain the proper training and continue to upgrade his/her coaching skills.
- 10.15. Refrain from public criticism of fellow coaches, members/participants/anglers, officials and volunteers especially when addressing the media.
- 10.16. Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of the member/participant/angler's medical and psychological problems.
- 10.17. Consider the member/participant/angler's future health and well-being as foremost when making decisions regarding an injured member/participant/angler's ability to continue competing or training.
- 10.18. Recognize and accept when to refer any member/participant/angler to another coach or sport specialist, or to allow the member/participant/angler's goals to take precedence over his/her personal goals.

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- 10.19. At no time become intimately and/or sexually involved with any participant/team member.
- 10.20. Never advocate or condone the use of drugs or other banned performance enhancing substances.
- 10.21. Never provide under age athletes with alcohol, or encourage its use.
- 10.22. To the best of his/her ability abstain from the use of tobacco products and alcoholic beverages in public when officiating and in the presence of any member/participant/angler.
- 10.23. Refrain from the use of profane, insulting, harassing or otherwise offensive language or behaviour in the conduct of his/her duties.
- 10.24. In the case of minors, communicate and co-operate with his/her parents or legal guardians, involving them in management decisions pertaining to their child's development.
- 10.25. Conform to SASAA's Code of Conduct.
- 10.26. Show common courtesy towards all members/participants/players, administrators, spectators, technical officials, other coaches, press and sponsors.
- 10.27. No coaches shall at any time give, make, issue, authorize or endorse any public statement which will have or design to have, an effect prejudicial or detrimental to the best interest of SASAA or sports in general.

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Appendix/Bylaw F.

DISPUTE AND DISCIPLINE RESOLUTION POLICY

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PART A - BROAD FRAMEWORK.

1. Definitions

- 1.1. Any expression in these rules that is defined in the Constitution of the **South African Shore Angling Association (SASAA)** as amended from time to time has the same meaning as assigned therein unless, inconsistent with or otherwise indicated by the context: The Chairperson has a discretion to decide on whether there is need for a pre- hearing, and form thereof, and if it is decided that the pre hearing is necessary then the secretary not later than **10 (ten) days** prior to the hearing day before the hearing notify the parties of the date, time and place for a pre-hearing meeting.
- 1.2. The following must be dealt with at the pre hearing meeting:
 - 1.2.1. each party must provide admissions on certain issues;
 - 1.2.2. confirm that the referring party has exhausted internal remedies;
 - 1.2.3. any agreement which may be reached regarding the presentation of proof by means of an affidavit;
 - 1.2.4. any Disputes regarding the duty to begin or the onus of proof;
 - 1.2.5. which documents or copies of documents will, without further proof, serve as evidence of what they purport to be;
 - 1.2.6. which extracts may be proved without proving the whole document or any other agreement regarding the proof of such documents; and
- 1.3. Settlement attempt by both parties.
- 1.4. The following words and phrases that are used in this Procedure shall have the meaning as ascribed to them in below.
 - 1.4.1. "**Articles**" means the Articles of Association of SASAA;
 - 1.4.2. "**Chairperson**" means the President of the SASAA or member of the Association acting as chairperson at a meeting of the Association where the President is absent or for any reason unable to perform his or her functions;
 - 1.4.3. "**Constitution**" means the Constitution, Memorandum, and Regulations of SASAA;
 - 1.4.4. "**Committee**" means the committee as established in terms of this document for resolution of Disputes and conduct of disciplinary procedures in terms of the Disciplinary Code;
 - 1.4.5. "**Disciplinary Code**" means the code regulating the discipline of Members and individuals falling under the jurisdiction of SASAA as contained in Part C of this Dispute and Disciplinary Code Procedure;
 - 1.4.6. "**Dispute**" means; (i) any Disputes contemplated to be resolved by SASAA in terms of the Act or any other applicable legislation; and (ii) Disputes contemplated in terms of the SASAA's Constitution to be resolved through SASAA structures;
 - 1.4.7. "**Dispute and Disciplinary Code Procedures**" means this document comprising of the procedures for Disputes prevention and resolution as contemplated in the Constitution for disciplinary code applicable to everybody falling under the jurisdiction of SASCOC;
 - 1.4.8. "**Dispute Prevention and Resolution Procedures**" means the procedures as set out in Part B-Dispute Prevention and Resolution procedures
 - 1.4.9. "**the Board**" means the Board of Directors of SASCOC as contemplated by Article 9 of SASCOC's Articles of Association;
 - 1.4.10. "**Member**" means a Member as contemplated in SASAA's Constitution;
 - 1.4.11. "**Referring Party or Applicant**" means any Member who lodges a complaint or Dispute with SASAA;
 - 1.4.12. "**Respondent**" means a Member against whom a complaint or Dispute a is lodged;

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- 1.4.13. **"Rules"** means these rules as applicable to resolution of Disputes and Disciplinary Code and includes these definitions and any footnote to a rule;
- 1.4.14. **"Rules and Regulations"** means rules and regulations of SASAA;
- 1.4.15. **"the Act"** means the National Sport and Recreation Act, 1997 (Act No.18 of 1997), as amended from time to time and includes any regulation made in terms the Act.
- 1.4.16. **"Committee"** refers to a committee which are compiled for the completion of a Disputes resolution of a disciplinary committee for the completion of a disciplinary hearing of a member or a party.
- 1.5. Where a single gender is used in this document it shall be construed as to include both genders. Words used in the singular shall include the word in plural form.
- 1.6. These Rules shall, wherever possible, be construed in conformity with the Constitution; and
- 1.7. The headings to and any footnotes in these Rules shall be taken into account in the interpretation of these Rules.
- 1.8. All terms as defined in the Act, SASAA's Constitution shall when used in these Dispute and Disciplinary Procedure, have the same meaning as ascribed to them in such documents.

2. Object of the Dispute and Disciplinary Procedures.

- 2.1. **Section 13 of the National Sport Amendment Act 18 of 2007** ("the Act") provides amongst others that: -
 - (a) "Every sport or recreation body must in accordance with its internal procedure and remedies provided for in its Constitution, resolve any disputes arising among its members or with its governing body.
 - (b) The sport or recreation body must notify the Minister in writing of any Disputes contemplated in paragraph (a) as soon as it becomes aware of such Disputes.
 - (c) Where the Disputes cannot be resolved in terms of subsection (1), any member of the sport or recreation body in question may who feels aggrieved, or the sport or recreation body itself, may submit the Disputes to the Sport Confederation.
- 2.2. The clauses of SASAA's articles of association provides that "every, body or individual falling under the jurisdiction of SASAA shall ensure that any Disputes it has with a body falling under the jurisdiction of SASAA is resolved in accordance with the Disputes prevention and resolution procedures set out in the Constitution."²
- 2.3. In light of the aforesaid a Dispute and Disciplinary Code Procedure is hereby established, with the object of implementing a Disputes resolution and disciplinary code procedure for adjudication, determination and decision on any Disputes or disciplinary matters where it is empowered to do so in terms of the SASAA's Constitution.

3. Establishment of the Dispute and Disciplinary Code Procedure.

- 3.1. The Dispute and Disciplinary Code Procedures are hereby established, and provide for;
 - 3.1.1. The Broad framework applicable in respect of the Dispute and Disciplinary Code Procedure;
 - 3.1.1.1. The recognition of the Legal and Arbitration Committee (Disciplinary Committee),
 - 3.1.1.2. The establishment, structure, functions and its role in respect of the Committee in respect of the Dispute Prevention and Resolution of these procedures
 - 3.1.1.3. The rules and procedure in respect of the proceedings relating to Dispute Prevention and Resolution procedures; and
 - 3.1.1.4. The procedure for the conduct of disciplinary matters in terms of the disciplinary matters.

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4. Structure of the Procedures

4.1. The procedure is made up of the following parts:

PART B:	ESTABLISHMENT AND STRUCTURE OF THE COMMITTEE
PART C:	RULES FOR THE CONDUCT OF PROCEEDINGS IN RESPECT OF DISPUTES
PART D:	DISCIPLINARY CODE
PART E:	GUIDELINES TO FOLLOW WHEN CONSIDERING THE MERITS OF AN APPEAL
PART F:	PRESCRIBED FORMS

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PART B - ESTABLISHMENT AND STRUCTURE OF THE COMMITTEE.

1. Purpose.

The purpose of this Part of the procedure is to establish the Committee and to set out its role and powers in relation to the resolution of Disputes and disciplinary procedures.

2. Establishment and Status of the Committee.

2.1. The Committee is hereby established pursuant to the Act, and SASAA's Constitution to adjudicate all Disputes and implement the disciplinary code and to amongst others;

2.1.1. take decisions as to such Disputes or disciplinary measures as shall be appropriate in the circumstances, which are not decisions provided to be taken by the SASAA Exco in terms of the Constitution.

2.1.2. make recommendations to the SASAA Board regarding the suspension, fine or termination of membership of any individual as contemplated in clauses of the SASAA Constitution in respect of disciplinary matters;

2.2. The Committee shall be empowered to determine its own rules, procedures and, make any decisions concerning their rules and procedures, to the extent that such rules and procedures are not already contained in these Dispute and Disciplinary Code Procedures.

2.3. The proceedings of the Committee shall not be open to the public, unless the Committee orders otherwise.

2.4. The Committee will observe the rules of natural justice but will have discretion regarding admissibility of evidence notwithstanding an enactment or rule of law to the contrary, relating to the admissibility of evidence in proceedings before a court of law where such admission would be appropriate and not unduly unfair or prejudicial to one or more parties to the Disputes or disciplinary proceedings.

2.5. The Committee has authority, inherent powers and standing, in relation to the matters under its jurisdiction.

2.6. The rules and procedures regulating the functioning of the Committee shall be as set forth in the Disputes and disciplinary Code.

3. Jurisdiction and Powers of the Committee.

3.1. The Committee shall have jurisdiction:

3.1.1. over a Member(s) and individual athlete(s), officials, coaches and technical staff in the Republic and abroad wherever they may be at any time engaging in activities under the jurisdiction of SASAA;

3.1.2. in respect of Disputes or alleged Disputes in the Republic and abroad;

3.1.3. in respect of any Disputes or complaint referred to it by the Board;

3.1.4. over any complaint or allegations, in respect of members and individuals over whom SASAA has jurisdiction not otherwise expressly provided for in the Constitution or these rules and includes, a breach of, the Constitution, rules, regulations of SASAA, directives, code of conduct, an order or instruction of SASAA, statutes or regulations;

3.1.5. to condone the late delivery of any documents or referral of a Disputes or noncompliance by a member with the procedures set out in the Dispute Prevention and Resolution Procedure and make any appropriate order.

3.2. A party referring a Disputes or complaint to SASAA must have exhausted all available internal remedies, as provided for in the constitution or regulations of the Member applicable to such a party, as may be applicable to such a Disputes or complaint.

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- 3.3. Where such internal remedies of a Member applicable to a party have not been made available or are not accessible to, such a party the SASAA will have discretion to allow or refuse to hear the Disputes.
- 3.4. The Committee shall not have jurisdiction in respect of :-
 - 3.4.1. matters in respect of which the referring party or Applicant has not complied with 3.2, in exhausting internal remedies.
 - 3.4.2. The Disputes or complaint that has been heard decided or ruled upon by the Committee.

4. Composition of the Committee.

- 4.1. The Committee shall be convened by the SASAA Action Committee of Sub Committee from time to time to deal with Disputes, complaints or allegations or disciplinary matters referred for resolution by SASACC and shall consist of: -
 - 4.1.1. the Chairperson as appointed by SASAA's Action Committee or another Member of the Sub Committee appointed to chair the proceedings;
 - 4.1.2. one or more Member(s) of SASAA management or Sub Committee shall be designated by the Chairperson;
 - 4.1.3. an independent external person if such person(s) participation is deemed necessary by the Action Committee, to assist with the adjudication of a Dispute; and/or
 - 4.1.4. the Secretary appointed by Action Committee of Sub Committee shall provide secretarial services to the Committee.

5. Quorum.

- 5.1. In order to constitute a Committee for a hearing or consideration of a Disputes **at least (3) three members** must be present. However in the event that the hearing commences with (3) three members and one (1) Member does not seat through the proceedings to their completion, the decision of the remaining (2) two Members shall not be nullified.
- 5.2. In circumstances:-
 - 5.2.1. involving resolution of a Disputes in relation to a sporting event taking place **outside South Africa** and which needs to be resolved during the course of such event; or
 - 5.2.2. **other exceptional circumstances** as determined by the decision of the Committee, **one (1)** Member of the Committee may, initiate and/or constitute a quorum for purposes hearing of such a Dispute.

6. Passing the decisions.

- 6.1. Decisions are passed either by consensus or a simple majority of the members of the Committee present.
- 6.2. Decision passed by consensus of all members and signed by all the members shall constitute a decision for purposes of 6.1 above even when it is not passed in a meeting.
- 6.3. Decisions passed by votes must be in a meeting of the Committee.
- 6.4. Every member of the Committee present shall be entitled to vote.
- 6.5. All hearings of the Committee will be presided over by a Chairperson, in the absence of the Chairperson, one of the members appointed by the Chairperson to represent him or she shall act as Chairperson.
- 6.6. The Committee may appoint any independent person, with specific specialty, to sit in a hearing if that person may assist the process although that person cannot vote.

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- 6.7. The Committee will apply the Constitution of the Republic of South Africa, Constitution of SASAA, Rules and Regulations of SASAA and the peremptory prescripts of SASAA.
- 6.8. The Committee may adopt its own procedure (without deviating from Dispute Prevention and Resolution Rules) with the minimum of legal formalities but complying with the principles of natural justice.
- 6.9. The Committee must conduct its proceedings in a fair manner and efficiently with the minimum formalities in compliance with the rules of natural justice.

7. **Conflict of Interest.**

- 7.1. Members of the Committee must decline to participate in any hearing where their participation will result in conflict of interest or will raise serious doubts regarding their impartiality. This applies in the following cases (amongst others) where: -
 - 7.1.1. the member(s) in question has a direct interest in the outcome of the matter;
 - 7.1.2. if he/she is associated with any of the parties;
 - 7.1.3. if he/she is the member of the party in respect of whom a Dispute arose; and
 - 7.1.4. if he/she has already dealt with the case under different circumstances.
- 7.2. Members who decline to participate in a hearing on any of the above grounds or any other ground not listed herein shall notify the Chairman immediately.
- 7.3. Member(s) of the Committee or parties involved in a Dispute may also raise an objection to a member of the Committee that they believe to be biased or whose participation will result in conflict of interest or will raise serious doubts regarding their impartiality.
- 7.4. The Chairman shall decide on any such claim of bias, provided that, if the objection is raised against the Chairman, the SASAA Action Committee or Sub Committee shall decide on the bias.
- 7.5. Proceedings that have involved someone whom the Chairman has ordered not to participate will be considered null and void.

8. **Confidentiality.**

- 8.1. The members of the Committee shall ensure that everything disclosed to them during the course of their duty remains confidential (facts of the case, contents of the deliberations and decisions taken).
- 8.2. Only the contents of those decisions already notified to the addressees may be made public.

9. **Powers of the Commission.**

- 9.1. Upon hearing of a Dispute or implementing the Disciplinary Code the Committee shall have the powers to -
 - 9.1.1. warn or reprimand a party; and/or
 - 9.1.2. recommend a suspension of a Member ;and/or
 - 9.1.3. recommend a fine to be imposed in respect of a Member; and/or
 - 9.1.4. recommend termination of membership of any individual affiliated through their respective **Association** or member;
 - 9.1.5. dismiss a complaint or Disputes if it is vexatious, frivolous or does not set out a prima facie case or for any grounds as shall be appropriate in law ; and/or
 - 9.1.6. make any appropriative order including an order that a party pay the costs of the other party.

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10. Supplementary Powers of the Committee.

For purposes of determining or deciding, or resolving a Dispute the Committee may also:

- 10.1. consult or seek further information evidence and/or expert evidence regarding the Disputes from the complainant or any person or body, including the Respondent;
- 10.2. seek legal or other advice or assistance from any person or body;
- 10.3. order any Member to produce documents or information as may be relevant to the Dispute; and/or
- 10.4. order any Member to appear in person in respect of a Dispute where such an individual's evidence may be relevant to the Dispute.

11. Issuing a subpoena.

The Committee may at any stage subpoena any person or body bound by the Constitution or the constitution of that member and these rules to appear before the Committee to, give evidence or produce any book, paper or document in the hearing.

12. Form and Content of the Decision.

The decision or award of the Committee shall contain:

- 12.1. the composition of the Committee;
- 12.2. the names of the parties;
- 12.3. a summary of the facts;
- 12.4. the legal reasons for the decision;
- 12.5. the terms of the decision; and
- 12.6. be signed by the chairperson and secretary.

13. Recordings of the Proceedings of the Committee.

13.1. The Secretary must keep a record of:

- 13.1.1. Any evidence given in the hearing;
- 13.1.2. any sworn testimony given in any proceedings before the Committee;
- 13.1.3. any award or ruling made by a Committee.
- 13.1.4. any descending judgement(s) which are not part of the award.

13.2. The record may be kept by legible hand-written notes or by means of an electronic recording.

13.3. Any party may request a copy of the transcript of a record or a portion of a record, on payment of the reasonable costs of the transcription.

13.4. After the person who makes the transcript of the record has certified that it is correct, the record must be returned to the Secretary.

13.5. The transcript of a record certified as correct in terms of 13.4 above it is presumed to be correct, unless the Chairperson decides otherwise.

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PART C – RULES FOR THE CONDUCT OF PROCEEDINGS IN RESPECT OF DISPUTES.

1. Purpose of Part C- Rules for Conduct of Proceedings in Respect of Disputes.

Purpose of this Part C – Dispute Prevention and Resolution Procedure, is to provide a procedure to prevent and/or resolve any Dispute involving a Member or individual falling under the jurisdiction of SASAA, as contemplated in the Constitution.

2. Establishment of the Dispute Prevention and Resolution Procedures.

These Dispute Prevention and Resolution Procedures are established to apply as the Disputes resolution procedures contemplated in the Constitution and shall apply in respect to a Dispute, complaint or allegation(s) lodged by a Member or individual over whom SASAA has jurisdiction.

3. Commission (Disciplinary Committee).

3.1. The procedures recognises the existence of the Commission as established by SASAA Action Committee or Sub Committee with the mandate to –

- 3.1.1. advise and provide recommendations on the formulation of policy documents;
- 3.1.2. consider and advise on legislation and other regulatory matters which may be of relevance to SASAA;
- 3.1.3. consider, advise and make recommendation with respect to legal issues brought to it by the Chairmen of SASAA or Convener Sub Committee;
- 3.1.4. advise on Governance matters pertaining to SASAA;
- 3.1.5. consider matters for arbitration, Disputes resolution en disciplinary procedures;
- 3.1.6. make recommendations for the appointment of panels(s) for the purpose of conducting arbitration proceedings; and
- 3.1.7. advise on matters to be referred for arbitration or litigation.

3.2. Pursuant to its mandate the SASAA Action Committee or Sub Committee shall, carry out the primary responsibilities of avoidance of Disputes and assist with implementation of the Disciplinary Code, which it shall carry out , *inter alia*, as follows-

- 3.2.1. considering and recommending measures that can be adopted by SASAA to avoid Disputes;
- 3.2.2. introduce policy documents that can avoid Disputes;
- 3.2.3. propose policies, procedure including amendments to these Disputes Prevention and Resolution Procedure, for purposes of dealing with Disputes prevention and resolution ;
- 3.2.4. consider Disputes, complaints or allegations as referred to SASAA Action Committee and Sub Committee as the first point of reference and determine whether-
 - 3.2.4.1. there are possible measures of resolution of such Disputes without the need for Arbitration, including dialogue between the parties to a Dispute.
 - 3.2.4.2. consider and recommend where appropriate mediation of Disputes as a possible step for resolving the Disputes; and
 - 3.2.4.3. consider and recommend possible mediators; and
 - 3.2.4.4. decide on dismissal of a Dispute referred by a Member, upon initial consideration on the basis of that is frivolous or vexatious or does not set out a *prima facie* case;
 - 3.2.4.5. such Disputes should be referred to the Committee and the establishment of the Committee for purposes of adjudicating Disputes or disciplinary procedures.

Originator:
C.J.Nolan

Latest Changes by:
F. Botha

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- 3.2.5. exercise functions relating to convening and composition of the Committee from time to time as contemplated in these Dispute Prevention and Disciplinary Code Procedures, for purposes of avoidance and/or resolution of Disputes and/or implementation of the Disciplinary Code.

4. Establishment of the Committee (Disciplinary Committee).

- 4.1. Establishment and Structure of the Committee, establishes the Committee with the jurisdiction and powers to consider and make decisions in respect of Disputes referred to it by SASAA Action Committee and Sub Committee.
- 4.2. The Committee is established to give effect to the prescripts of the Act, SASAA Constitution with the jurisdictional powers as set out in **PART B**.

5. Referral of Disputes, serving and Filing Documents.

- 5.1. All Disputes shall be referred of a Member or individual over whom SASAA has jurisdiction to the office of the Secretary of SASAA, with a request that such Dispute be handled in terms of this Dispute Resolution and Disciplinary Code Procedure.
- 5.2. A Member or individual referring a Dispute to SASAA, shall not do so without first having exhausted all available internal remedies, as provided for in the constitution or regulations of Member applicable to, such a party as may be applicable to such a Dispute or complaint, unless such a Member or individual can demonstrate as part of its referral that the relevant internal remedies, have not been made available or are not accessible to, such a party the Committee will have a discretion to allow or refuse to hear the Dispute.
- 5.3. The referral of Dispute by a Member or individual referring a Dispute, shall be in a prescribed format and send by electronic mail, telefax or registered mail, provided that it shall be the responsibility of the referring party to make telephonic enquiries with SASAA and ascertain that such has been received by SASAA.
- 5.4. The referring party must set out in detail, the full facts on which the complaint or Disputes is based and refer to the alleged clause(s) which have allegedly been contravened or provide a full set of transcripts of Disputes or disciplinary procedures which was completed by the referring Member.
- 5.5. No Disputes shall be considered by the Action Committee or Sub Committee unless it is lodged in the prescribed format and accompanied by the relevant documents.
- 5.6. The address, telephone and telefax numbers of the office of the Secretary of SASAA are as follows:
 - Physical address: 10 Carrington Road, Seaview, 6070.
 - Postal address: 10 Carrington Road, Seaview, 6070.
 - Telephone: 084 422 7256
 - Fax: 086 239 0989
 - E-Mail: sasaasecretary@gmail.com
- 5.7. The Secretary shall upon receipt of the referral of a Dispute arrange for the Action Committee to stipulate the procedure to be followed by the party referring the Dispute and any other party affected by the Dispute, for purposes of getting the Dispute ready for hearing or adjudication of a the Committee.

6. Calculation of Time Periods.

For the purpose of calculating any period of time:-

- 6.1. a day means a **business day**; and
- 6.2. **the first day is excluded and the last day is included**, if the last day of any period falls on a Saturday, Sunday, Public Holiday or on a day during the next working day.

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7. Hearing of Disputes or disciplinary procedures.

- 7.1. Dispute referred by SASAA to the Committee will be heard within a reasonable time, subject to compliance with the requirements of these procedures or directives issued by the Action Committee or Sub Committee, with regard to Dispute(s) resolution process.
- 7.2. The Chairperson of the Committee in consultation with the members of the Committee shall determine the procedure to be followed in the hearing of any Dispute(s) to the extent not already provided for in the Dispute Prevention and Resolution Procedure.
- 7.3. The secretary of the Committee shall after consultation with Chairperson shall notify the parties of the date, time and place of the hearing.
- 7.4. A registered post that has been sent to a party's last-known domicile address or the address of that party's last-known representative or an email with a send & receive notification will be deemed to be sufficient notice of the date, time and place of the hearing for the purposes of this rule.

8. Postponement of a Hearing or disciplinary procedures.

- 8.1. A scheduled hearing may be postponed by:–
 - 8.1.1. the Chairperson of the committee in consultation with the parties; or
 - 8.1.2. application from a party who has given notice to the Committee **at least 6 (six) days** prior to the hearing on notice to the other parties.
- 8.2. The Chairperson must postpone a hearing without the parties appearing if:–
 - 8.2.1. all the parties to the Disputes agree in writing to the postponement; and
 - 8.2.2. the written agreement for the postponement is received by the Secretary **at least 6 (six) days** prior to the scheduled date of the hearing.
- 8.3. A party that does not agree to a postponement as contemplated in clause 8.1.2 may make written representations to the Chairperson **at least 4(four) days** before the scheduled date of the hearing with a full motivation.
 - 8.3.1. After due consideration of any written representations received, Chairperson must decide whether or not to grant a request for postponement and convey his decision in writing to the Committee and all parties to the Disputes.
 - 8.3.2. In the event that the Chairperson decides to grant the postponement as requested, the notice of postponement must be delivered to the Parties **at least 2 (two) days** before the date on which the Hearing was scheduled.
 - 8.3.3. The Notice of postponement must be in a prescribed format.
 - 8.3.4. If a party, bringing an application for a postponement to a Disputes fails to comply with the time periods referred to in 8.1.2 above the hearing must take place on the scheduled date, unless the Chairperson on good cause shown grants a postponement and conveys his decision in writing to the Committee and all parties to the Disputes.

9. Representation before the Committee.

In any proceedings before the Committee, a party to the proceedings may at its own costs:-

- 9.1. appear in person; or
- 9.2. be represented by a legal practitioner; or
- 9.3. a chairperson or players representative of the party's **Association** or any member, office bearer or official of that party's **Association** may accompany the party/person.
- 9.4. an "alleged offender" may be represented by any person of his choice or a legal practitioner at his or her own cost.

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10. Signing of Documents.

- 10.1. Any document that a party must sign in terms of these rules may be signed by the party or by a person entitled, in terms these rules, to represent that party in the proceedings.
- 10.2. If proceedings are jointly instituted or opposed by more than one person or Member(s) documents must be signed by an individual who is mandated by the Member or individual concerned, to sign documents. A name list in writing of the Members or individuals who have mandated the member to sign on their behalf must be attached to the Dispute Referral Form.

11. Preliminary Inquiry.

- 11.1. The Committee may decide on whether a Dispute has been properly referred and to be dealt with in terms of these procedures, if the Committee decides that a Dispute has not been properly referred, it may decide not to hear such a Dispute or disciplinary procedure or give direction as to how such a Disputes should be dealt with.
- 11.2. The Committee may, decide, after considering the Dispute, whether to dismiss the Dispute if it is found to be frivolous or vexatious or does not set out a *prima facie* case.
- 11.3. The Committee may, in order to decide whether or not to dismiss the Dispute call for further information or affidavits from the referring party; and should the referring party fail to furnish such information, the Committee may dismiss the Dispute.
- 11.4. If the Dispute is dismissed the Secretary of SASAA and the referring party must **within 10 (ten) days** after the dismissal of the Dispute inform of the referring party of such a dismissal and the reasons for it.
- 11.5. The Chairperson may contact the parties by telephone or other electronic means, prior to the commencement of the hearing, in order to seek to resolve the Disputes.

12. Pre-hearing Meeting.

- 12.1. The Chairperson has a discretion to decide on whether there is need for a pre- hearing, and form thereof, and if it is decided that the pre hearing is necessary then the secretary not later than **10 (ten) days** prior to the hearing notify the parties of the date, time and place for a pre-hearing meeting.
- 12.2. The following must be dealt with at the pre-hearing meeting:
 - 12.2.1. each party must provide admissions on certain issues;
 - 12.2.2. confirm that the referring party has exhausted internal remedies;
 - 12.2.3. any agreement which may be reached regarding the presentation of proof by means of an affidavit;
 - 12.2.4. any Disputes regarding the duty to begin or the onus of proof;
 - 12.2.5. which documents or copies of documents will, without further proof, serve as evidence of what they purport to be;
 - 12.2.6. which extracts may be proved without proving the whole document or any other agreement regarding the proof of such documents; and settlement attempt by both parties

13. Minutes of the Pre-hearing Meeting.

- 13.1. after the pre-hearing meeting has been held the minutes or the written record of the meeting must be prepared and signed by or on behalf of every party;
- 13.2. the minutes must contain the date, place and duration of the conference and the names of the parties present.
- 13.3. the minutes of the pre-trial meeting must be filed by the Secretary.

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14. Hearing of a Disputes.

- 14.1. Subject to clause 12.2 above if the Dispute is not dismissed, the Chairperson must within a reasonable time after the pre-hearing, notify the Parties of the date of hearing.
- 14.2. The Secretary must send a notice of set down of hearing to the Parties.
- 14.3. The hearing must be set down in accordance with **PART B** – Conduct of Proceedings before the Committee.

15. Failure of a Party to attend Hearing of the Committee.

- 15.1. If either party fails to attend at any proceedings before the Committee, the Committee may dismiss the matter by issuing a ruling.
- 15.2. If either party fails to attend or be represented at any proceedings before the Committee, the Committee may-:
 - 15.2.1. continue with the proceedings in the absence of the such a party; or
 - 15.2.2. adjourn the proceedings to a later date.
- 15.3. the Committee must be satisfied that the party had been properly notified of the date, time and venue of the proceedings, before making any decision in terms of sub rule 20.2. If a matter is dismissed, the Secretary must send a copy of the ruling to all the Parties.

16. Issuing a subpoena.

- 16.1. The Committee may at any stage subpoena any person or body bound by the Constitution of SASAA and/or these rules, to give evidence or produce any book, paper or document in the hearing.
- 16.2. The Committee may also issue a subpoena at the request of either party, where such request is made in terms of these rules. The requesting party must send a subpoena in a prescribed format together with a written motivation setting out why the evidence of the person to be subpoenaed is necessary.
- 16.3. A request for a subpoena must be send to the Secretary of SASAA **at least (14) fourteen days** before the hearing, or as directed by the Committee.

17. Refusal to issue a Subpoena.

- 17.1. The Committee may refuse to issue a subpoena if–
 - 17.1.1. the requesting party does not establish why the evidence of the person is necessary;
 - 17.1.2. the party subpoenaed does not have a reasonable period in which to comply with the subpoena;
 - 17.1.3. the subpoena is not issued in accordance as prescribed format; or
 - 17.1.4. The Chairperson of the Committee is not satisfied that the party has made arrangements to pay the reasonable witness fees and the reasonable travel costs of the person subpoenaed.

18. Service of a Subpoena.

- 18.1. A subpoena must be served on the witness (s) subpoenaed by the Secretary or by any person so, directed by the Secretary or the Committee **at least (14) fourteen days** before the date of the hearing.
- 18.2. The subpoena must be served by sending a registered mail, telefax at the witness domicile address or email with a send & receive setting.

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19. Conduct of Witness(s).

19.1. A witness subpoenaed to attend a hearing of the Committee, who fails to attend or to remain in attendance at such hearing until excused by the Committee, shall be guilty of Misconduct.

19.2. If any witness, after being subpoenaed, present at the hearing is required to give evidence at such hearing and refuse to answer any question(s) put to him or her, or refuses or fails to produce any book, paper or document required to be produced by him or her, the Committee may in summary manner enquire into such refusal or failure, and unless the person refusing or failing has a just excuse for the refusal or failure, shall impose a fine not exceeding **R 5 000,00 (five thousand rand)** over and above any sentence it deems appropriate in accordance with the Constitution and these rules.

19.3. No party other than the Referring party, its representative, the Respondent or any person called as a witness to appear before the Committee, shall be entitled to attend a hearing, except with the permission of the Committee.

20. Appliance with penalties imposed by the Committee.

Any penalties, orders or awards imposed by the Committee or the Secretary of the Committee shall become effective **(30) thirty days** when the internal remedies available to a party (s) so sentenced have been exhausted, or when the prescribed time limit to exercise the next available internal remedy has lapsed.

21. Communicating the outcome of the Disputes.

Decisions, rulings or awards may be communicated to the parties by registered mail or an email with send & receive settings and shall be legally binding.

22. Appeal of a Dispute matter.

A member may appeal a finding of the SASAA Dispute Committee and refer the matter on appeal to SASAA Manco or Appeal Authority appointed by SASAA.

Where a member is not satisfied with the decision of SASAA Manco or Appeal Authority, the matter may then be referred to the SASACC **Athlete`s representative who will forward a recommendation to SASACC Manco for a decision on the matter.**

In the event where a member is still not satisfied with the decision of SASACC Manco, the matter may be referred to SRSA.

The decision of SRSA as the final Appeal Authority, will however be **final and binding**. This means thus that there is no right to appeal the ruling of SRSA as Final Appeal Authority.

Note: The guidelines and procedure of the Appeal process **in respect of a Disciplinary matter**, is contained in **PART E** of this policy.

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PART D – DISCIPLINARY CODE.

1. Purpose of Part D – Disciplinary Code.

The Disciplinary Code is established to regulate the exercise of disciplinary proceedings by SASAA against a Member or individual falling under the jurisdiction of SASAA.

2. Notice of a Disciplinary Hearing.

In cases where:-

2.1. charges are preferred by SASAA against a Member and such a party has been charged with any offence within the jurisdiction of the Committee:-

2.1.1. SASAA shall deliver to such a party a Notice of disciplinary hearing in the prescribed format **15 (fifteen) days** before the date of hearing.

2.1.2. The Committee may, in certain circumstances, suspend or extend the delivery of a Notice of disciplinary hearing for a reasonable time.

2.1.3. The Notice of disciplinary hearing shall be signed by SASAA Action Committee.

2.1.4. The Notice of disciplinary hearing shall be in a prescribed format.

3. The Charge Sheet.

Where charges are brought by SASAA against a Member, they shall be initiated by the notice of a disciplinary hearing and formulated by way of a charge sheet which shall:-

3.1. contain a concise summary of the facts;

3.2. set out concisely the charge(s) preferred against such a party; and

3.3. set out a possible sanction that may be imposed flowing from such charge(s).

4. Sanctions of the Committee.

4.1. When a charge is proved to the satisfaction of the Committee the following sanctions may be imposed:

4.1.1 warn or reprimand ; and/or

4.1.2 recommend a suspension of a Member ;and/or

4.1.3 recommend a fine to be imposed in respect of a Member; and/or

4.1.4 recommend termination of membership of any individual affiliated through their respective **Association** or Member;

4.1.5 dismiss a complaint or Disputes if it is vexatious, frivolous or does not set out a prima facie case or for any grounds as shall be appropriate in law ; and/or

4.1.6 make any appropriate order.

5. Procedure before the Committee.

5.1. The ordinary procedure as outlined hereunder shall be applicable in cases where the Committee institutes a charge(s), against a Member, wherever they may be at any time engaging in activities under the jurisdiction of SASAA, relating to the following:

5.1.1. the alleged infringement of the Constitution, the rules, Regulations, directives, or resolution of SASAA;

5.1.2. any act of misconduct;

5.1.3. improper practices;

5.1.4. misdemeanour;

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- 5.1.5. acts of defiance; and/or
 - 5.1.6. generally bringing SASAA into disrepute.
 - 5.2. The onus of proving the charge shall lie with SASAA, which must prove the charge on a preponderance of probabilities.
 - 5.3. The SASAA Action Committee shall, subject to this Rules have the power to delegate to a committee by electing one or more of its member(s) to initiate and/or conduct disciplinary proceedings against a Member.
 - 5.4. Appoint a *pro-forma* prosecutor and/or nominee to represent SASAA in the disciplinary hearing before the Committee.
 - 5.5. All the parties to the disciplinary proceedings shall be notified by Secretary of the date, time and place of the hearing.
 - 5.6. The charge sheet shall be dispatched within reasonable time (at the discretion of the Chairperson) before the date of the hearing and shall be on the prescribed format.
 - 5.7. No party other than a party summoned or called as a witness to appear before the disciplinary Committee shall be entitled to attend a hearing except with permission of the Committee.
6. **The *pro-forma* prosecutor conducting the prosecution may:**
- 6.1. Before the accused pleads guilty to a charge, withdraw the charge, in which event the accused shall not be entitled to a verdict of acquittal in respect of that charge; and
 - 6.2. At any time before or after an accused has pleaded to a charge, but before conviction, stop the prosecution in respect of that charge, in which event the Committee will acquit the accused in respect of that charge(s).
 - 6.3. **The *pro-forma* prosecutor conducting a prosecution shall:**
 - 6.3.1. read out the charge sheet addressed to the accused and the accused will then be asked by the Chairman of the Committee to plead "guilty" or "not guilty" to the charges;
 - 6.3.2. a plea by the accused that he has already been convicted or acquitted of the offence with which he is being charged may be pleaded together with a plea of "not guilty";
 - 6.4. **Where the accused pleads guilty to the charges:**

the Committee shall, if satisfied that the accused is guilty of the offence to which he has pleaded "guilty", convict the accused on the accused's plea of "guilty". Nothing in this rule will prevent the *pro-forma* prosecutor from presenting evidence on any aspect of the charge, for the purposes of determining an appropriate sentence.
 - 6.5. **Where the accused pleads not guilty the following procedures will be followed by the commission:**
 - 6.5.1. where the accused pleads "not guilty" the Committee on may, in its discretion, enquire from the accused whether he wishes to make a statement indicating the basis of his defence;
 - 6.5.2. where the accused elects not to make a statement or does so, and it is not clear from the statement to what extent the accused denies or admits the issues raised by his plea, the Committee may question the accused in order to establish which allegations in the charge are in Disputes. The Committee may in its discretion, put any question to the accused to clarify any matter raised under this provision, and will enquire from the accused whether an allegation which is not placed in issue by the plea of "not guilty" may be recorded as an admission by the accused of the allegation, and if the accused so consents, such admission will be recorded and will be sufficient proof of such fact.
 - 6.5.3. The accused may then call witness(s) to each of whom questions may be put by the accused, in which event they may be cross examined by the accused, the *pro forma* prosecutor and the Committee.

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- 6.5.4. At any time, the Chairperson and through him, members of the Committee may question witnesses giving evidence on behalf of SASAA.
- 6.5.5. The *pro forma* prosecutor may then call other witnesses in support of the charge/s.
- 6.5.6. The accused will have the right to ask questions of such other witnesses. Such other witnesses may also be questioned by the *pro forma* prosecutor and members of the Committee.
- 6.5.7. At the conclusion of such evidence, the prosecution's case will be closed.
- 6.5.8. The Accused shall have the right to apply for a discharge on the basis that *no prima facie* case has been made out by the *pro-forma* prosecutor.
- 6.5.9. The accused may then give evidence on his own behalf and in such event he may be cross examined by the *pro-forma* prosecutor and the Committee.
- 6.5.10. At the conclusion of such evidence the accused's case will be closed.
- 6.5.11. The disciplinary Committee may if it thinks it is desirable, or on application by *pro-forma* prosecutor, or the accused, allow further evidence to be led by either the *pro-forma* prosecutor or the accused, or by both, after their cases are already closed.
- 6.5.12. "Hearsay" evidence as well television and video recordings may be allowed to be used by any party to the proceedings with permission of the Chairperson.
- 6.5.13. No evidence on any previous misconduct of the accused will be admitted, unless, it's an element of the current charge or relevant to it the accused will have put his character in issue.
- 6.5.14. After all evidence has been led, the *pro-forma* prosecutor will be allowed to address the Committee on the evidence and the legal position, and this will be allowed irrespective of whether the accused has led evidence or not.
- 6.5.15. Thereafter, the accused will likewise be allowed to address the Committee. The *pro-forma* prosecutor may reply on any question, which the accused has raised in his address.
- 6.5.16. Upon the conclusion of the case, the Committee will deliberate thereon.
- 6.5.17. Once a decision has been reached the Chairperson will notify the parties of the verdict.
- 6.5.18. If the accused is found "not guilty" the proceeding will be declared closed.
- 6.5.19. If the accused is found "guilty" or the accused has pleaded "guilty", the *pro-forma* prosecutor will be entitled to address the Committee regarding a suitable sentence to be imposed and the accused will be entitled to address the Committee in mitigation of sentence.
- 6.5.20. Thereupon, the Committee will deliberate upon the most suitable sentence to be imposed.
- 6.5.21. Once a decision has been reached, the parties will be recalled and the Chairperson will announce the sentence.
- 6.5.22. The Chairperson will give the accused notice that he has the right to hand in an appeal to the findings within **21 (twenty one) days** in at the chairperson.

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PART E – GUIDELINES TO FOLLOW WHEN CONSIDERING THE MERITS OF AN APPEAL.

1. Purpose.

The guidelines were established to regulate the exercise of considering appeal proceedings by SASAA for an appeal lodged by a Member or individual falling under the jurisdiction of SASAA

2. The Appeal authority.

2.1. The appeal authority, who shall consider the appeal, shall be:

- 2.1.1. the Manco of the SASAA, or
- 2.2.1. a disciplinary committee appointed by the Manco, who
 - 2.2.1.1. was not involved in the decision to institute the disciplinary proceeding, and
 - 2.2.1.2. who has a higher authority than the chair of the disciplinary hearing.

3. Steps To Be Taken Before Deliberating On The Merits Of An Appeal.

3.1. Determine whether the appeal has been lodged within the prescribed **21-day period**. In terms of the Disciplinary Procedures for the SASAA, a member who has been found guilty of misconduct, may lodge an appeal against a finding or the imposition of punishment by the chair who conducted the disciplinary hearing, within **twenty-one (21) days** after having received notice of the outcome of the hearing or other disciplinary procedure. In considering such an appeal, it is imperative to determine whether the appeal has been lodged within the prescribed **21-day period**.

3.2. Ensure that the following documentation and information are available:

- 3.2.1. Personal information of the member.
- 3.2.2. Notice of the disciplinary hearing.
- 3.2.3. Appointment of the Disciplinary Committee for the disciplinary hearing.
- 3.2.4. Description of the allegations of misconduct (charge sheet).
- 3.2.5. Description of the main evidence on which the Disciplinary Committee relied.
- 3.2.6. If the member has been suspended, notice of such suspension.
- 3.2.7. Record of the proceedings of the hearing.
- 3.2.8. Finding, and reasons for the finding of the Disciplinary Committee.
- 3.2.9. Aggravating or mitigating circumstances presented by the representative of the member or the member himself.
- 3.2.10. Mitigating circumstances presented by the member charged with misconduct.
- 3.2.11. Aggravating and mitigating circumstances considered by the Disciplinary Committee.
- 3.2.12. Letter conveying the finding and the decision of the Disciplinary Committee to the member. It is extremely important that the member should acknowledge receipt of the said letter. Evidence of the exact date that he/she received the letter should also be indicated. If the member refuses to acknowledge receipt of the letter, evidence by a send email to the member's email address on record, would suffice.
- 3.2.13. Any additional evidence presented by the member that was not available at the time of the disciplinary proceedings.
- 3.2.14. Any valid warnings against the member on record, which should be taken into consideration as aggravating.
- 3.2.15. All other documentation and particulars relevant to the case in question.

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- 3.3. Determine the grounds of appeal submitted by the member. The appeal committee has the power to consider the merits of each case anew with or without additional information. This is what is commonly known as a “wide appeal”. If grounds of appeal are submitted they must be addressed and reasoned individually, against the procedural and substantive fairness of the case. If no grounds of appeal are submitted, the appeal committee should consider the procedural and substantive fairness of the case.
- 3.4. Determine mitigating and aggravating circumstances. These circumstances should be reasoned in order to determine whether they are substantiated or not, and whether they should be taken into consideration as such.

4. **Deliberation on the Merits of an Appeal.**

- 4.1. In terms of the provisions of the Disciplinary Policy a member can appeal against the finding and/ or the sanction imposed by the Disciplinary Committee of the disciplinary hearing. The following sanctions which could be imposed by the Disciplinary Committee of the disciplinary hearing:
 - 4.1.1. a written warning;
 - 4.1.2. a final written warning;
 - 4.1.3. suspension of membership for a period.
 - 4.1.4. suspension for life.
- 4.2. It is evident that there are a number of sanctions which can be imposed by the Disciplinary Committee during a hearing. Suspension for life is undoubtedly the most severe of those sanctions. In terms of the concept of progressive discipline, it should always be the last resort for a Disciplinary Committee, and should only be imposed in cases of serious misconduct, which does not warrant progressive discipline.
- 4.3. The merits of an appeal should always be considered by the appeal authority in terms of the principles of fair and sound procedures. In this regard the SASAA Disciplinary Procedure Policy provides guidelines to be followed in a disciplinary hearing and the determining whether a disciplinary case was dealt with in terms of a fair procedure, and whether the sanction imposed by the Disciplinary Committee, is substantively fair, and suits the contravention. Although the Policy specifically refers to suspension as a sanction, the principles provided, should be applied uniformly, no matter what the sanction.
- 4.4. The principles of procedural and substantive fairness are accordingly reasoned below:

4.4.1. Procedural fairness.

The following guidelines may be followed in determining whether the procedure followed during the disciplinary case is fair:

- 4.4.1.1. The SASAA Disciplinary Procedure Policy provides for the procedure to be followed once a disciplinary hearing/enquiry is conducted. In considering the appeal of a member it is necessary that the appeal authority consider the merits of the appeal against the background of this procedure, and specifically whether this procedure was followed fairly. The appeal authority should therefore determine whether the disciplinary case was dealt with in terms of the provisions of the above Policy.
- 4.4.1.2. It is therefore, evident that these guidelines should also be considered in determining the procedural fairness of a disciplinary case. The following guidelines should be considered to determine the procedural fairness of a hearing/investigation into alleged misconduct:
 - 4.4.1.2.1. The conducting of an investigation / enquiry should be conducted, it is not necessary that such investigation/ enquiry should be formal, but can be conducted informally. It is preferable that the investigation/ enquiry should be informal, as the parties usually have no or little knowledge of court proceedings and the rules of evidence. It will also ensure that the parties do not feel intimidated or threatened by the procedures, and can more comfortably participate in the proceedings.

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- 4.4.1.2.2. Notice of the charge and the investigation . The member should be informed of the allegation(s) against him/her. The member should use the Notice Form. The charge will be in writing. If the employee is illiterate, it is necessary that the charge(s) should be explained to him or her. It may also sometimes be necessary to use the services of an interpreter.
- 4.4.1.2.3. Reasonable time to prepare a response was given to the member. This will depend on the guideline in the Disciplinary Policy.
- 4.4.1.2.4. Opportunity to state case. The member should be allowed to state his/her case during the disciplinary hearing. The member should be given the opportunity to indicate whether he/she is guilty or not, and provide reasons therefore. Guidelines with regard to the calling of witnesses are provided for in Policy, it is regarded good practice to allow a member/prosecutor to provide evidence/witnesses to substantiate the case.
- 4.4.1.2.5. Assistance by a representative or a fellow member. The Disciplinary Procedures Policy does provide that a member may be assisted by his/her legal representative.
- 4.4.1.2.6. Communication of the decision. A member should be informed of the decision as soon as possible, preferably during the hearing. Furthermore, reasons should be provided to the member for the above decision.

4.4.2. Substantive fairness.

The following guidelines may be followed in determining whether the finding of guilty is substantively fair:

- 4.4.2.1. It must be proved on a balance of probabilities that the member contravened a rule or code. Such rule or code may be contained in the Constitution, Bylaws and Code of Conduct, or a rule which exists in terms of the common law, and which would mostly relate to the conduct of the member in relation to his/her sport structure. It should be noted that it should be proved on a balance of probabilities that the member contravened the specific rule or code. In a criminal case a contravention has to be proved beyond reasonable doubt, which is not the requirement in a disciplinary case.
- 4.4.2.2. The rule or code must have been reasonable and the member should have been aware of the existence of the rules or code, or should reasonably have been aware of the rule or code, and that the contravention of such rule or code is unacceptable. Also implied in this requirement is the fact that the member must have known that a transgression of the rule may lead to disciplinary action against him/her. Due to the nature of certain forms of misconduct, it may not be unnecessary to specifically inform the member that the relevant action constitutes misconduct. Examples in this regard are those that have their origin in the common law, like theft, assault, intimidation and insubordination.
- 4.4.2.3. In order to determine whether the sanction imposed by the Disciplinary Committee of the disciplinary case was substantively fair, the following factors should be considered:
 - 4.4.2.3.1. **Consistency.** Members should as far as possible be treated the same if they have committed the same or similar offences. The Disciplinary Committee must in other words be consistent when meting out discipline. This also implies that the Disciplinary Committee must guard against being perceived by members to be biased. In some instances, the Disciplinary Committee would be able to justify being inconsistent, when factors such as the member's involvement in the sport, disciplinary record and personal circumstances are considered.
 - 4.4.2.3.2. **The gravity of the misconduct.** The more serious the misconduct the greater are the chances that suspension would be the appropriate sanction. The Policy determines that suspension may be the appropriate sanction if the

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misconduct is serious and of such gravity that it makes the continued membership relationship intolerable. This will also include offences which constitute serious breach of the trust relationship between the member and the sport structure. Examples of such misconduct are theft, gross dishonesty, wilful damage to the property of the sport structure, wilful endangering the safety of the lives of others and physical assault.

- 4.4.2.3.3. **The circumstances of the infringement itself.** There may be circumstances which have a tempering effect on the severity of the sanction imposed, although it may not lessen the seriousness of the transgression. Although theft warrants suspension, as it directly relates to dishonesty, the object that has been stolen may be of such little value that suspension may be too harsh a penalty.
- 4.4.2.3.4. **The member's status within the organization.** The Disciplinary Committee would normally not expect the same degree of responsible behaviour from an ordinary member as it would from a member in a management position or a national angler.
- 4.4.2.3.5. **The member's previous disciplinary record.** The purpose of discipline should be a means to correct the behaviour of members and therefore, a system of progressive disciplinary measures should be followed in cases of misconduct. This entails that a member should endeavour to first correct the behaviour of a member through warnings before suspension is considered. A warning by the Disciplinary Committee that the member would be dismissed if the same offence is committed in future is proof of the Disciplinary Committee's disapproval of such conduct. If the member thereafter commits the same offence, dismissal may be a fair sanction. It should, however, be noted that whether or not dismissal is a fair sanction, also depends on other factors (see factors already discussed). A warning does not remain valid indefinitely. In this regard note should be taken of the periods stipulated in the sanction of the warning. It should be noted that the above factors should not be considered in isolation, but must be considered together to determine whether the sanction imposed is appropriate, or whether another sanction would be more appropriate.

5. Suggested format and process to assist the appeal authority to take a decision.

The appeal authority considered the merits of an appeal referred to it, by means of a documentary assessment. The appeal authority considers an appeal on the merits of it by deliberating on the procedural and substantive fairness of the finding of guilty and the sanction imposed, against the background of fair labour relations, common law and administrative principles. The following is an example of the format which should be used by the appeal authority in taking a decision with regard to the merits of an appeal:

5.1. **Purpose.**

5.1.1. *State the personal detail of the member.*

5.1.2. State the purpose of the deliberation, namely to consider the appeal of the member against the finding and /or decision of the Disciplinary Committee, in terms of the Disciplinary Procedures Policy of SASAA.

5.2. **Background.**

5.2.1. Give the involvement level of the member in the organization.

5.2.2. If there was an investigation, particulars should be furnished in summary form about the appointment of the representative of the member/investigating officer, the course of his/her investigation and his/her findings.

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- 5.2.3. Indicate and describe the allegations of misconduct and evidence furnished by the prosecutor, against the member.
- 5.2.4. Indicate as to whether the member admitted or denied guilt to the allegations of misconduct.
- 5.2.5. Indicate particulars about the appointment of the Disciplinary Committee and the notice of the disciplinary hearing. Indicate the findings of the Disciplinary Committee, and the decision with regard to punishment.
- 5.2.6. Mention the date of letter in which the member was informed of the decision of the Disciplinary Committee, as well as the date of receipt of the said letter by the member. Mention must then be made when the appeal of the relevant member was in actual fact received by the appeal authority and a calculation must be done to determine whether it was received within the **21 days** as prescribed by the Policy.
- 5.2.7. Mention the grounds of appeal of the member, as well as any other new evidence presented by the prosecutor.
- 5.2.8. Attach all documents referred to in the guidelines, under the “Steps to be taken before deliberating on the merits of an appeal.”

5.3. Reasoning.

- 5.3.1. Refer to appeal authority's power to consider the appeal in terms of the Policy which states that, after having considered the documents relating to the appeal, the appeal authority may;
 - 5.3.1.1. uphold the appeal, and/or
 - 5.3.1.2. reduce the sanction, or
 - 5.3.1.3. confirm the outcome of the disciplinary proceeding.
- 5.3.2. Deal with each ground of appeal against the finding of guilty or sanction by the Disciplinary Committee by separately quoting the ground(s) of appeal. With reference to facts contained in the documentation, argue the validity of each ground and come to a reasoned conclusion.
- 5.3.3. In reasoning the grounds of appeal, it is advisable to analyse the procedures followed during the investigation of the allegations of misconduct; the facts of the case as presented during the hearing; the findings and decisions of the Disciplinary Committee in order to determine whether the Disciplinary Committee complied with prescribed requirements and procedures; whether it was reasonable, objective and fair; whether common, labour and administrative law principles were applied; and what the facts indicate, absolutely or in preponderance. An important principle which should always be considered is the adherence to the ***audi alteram partem rule*** (that is, “hear the other side”). The principles contained in the Code of Conduct are important criteria that should be used in deliberating the seriousness of the transgression(s) committed by the member. If the grounds of appeal against the finding and/or decision of the Disciplinary Committee are found to be substantiated, it is unnecessary to reason mitigating and aggravating circumstances. It should also be noted that, if it is found that the procedures followed in the case have been grossly unprocedural, the appeal will have to be upheld.
- 5.3.4. After the grounds of appeal have been reasoned, detail the mitigating circumstances advanced by the member, as well as the mitigating and aggravating circumstances advanced by the prosecutor, and advance your own considered opinion or conclusion(s). Although each case is unique, the following may be regarded as mitigating and aggravating circumstances:
 - 5.3.4.1. **Mitigating Circumstances.**
 - 5.3.4.1.1. Personal circumstances of the member.
 - 5.3.4.1.2. If the member is a first offender.
 - 5.3.4.1.3. The nature of the contravention (less serious with relative or no damage).
 - 5.3.4.1.4. The degree of remorse shown.
 - 5.3.4.1.5. The involvement in the sport of the member.
 - 5.3.4.1.6. The degree of influence by other members and the position of authority of such members.

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5.3.4.1.7. The degree of the member's ignorance with regard to the contravention committed.

5.3.4.1.8. The extent of co-operation given during the investigation.

5.3.4.1.9. The extent to which the member has already repaid the organization where the organization suffered a loss.

5.3.4.2. **Aggravating Circumstances.**

5.3.4.2.1. Frequent occurrence of contraventions may indicate premeditation.

5.3.4.2.2. A Disciplinary record may indicate a member's disposition to render himself or herself guilty of undesired action.

5.3.4.2.3. An unsatisfactory sport involvement record.

5.3.4.2.4. The extent by which other member's economical interest is affected by the contravention.

5.3.4.2.5. The possibility that the contravention can be repeated.

5.3.4.2.6. The nature of the position of trust which the member held.

5.3.4.2.7. The manner, degree of planning, extent of dishonesty and the unscrupulousness with which the act was committed.

5.3.4.2.8. The damage caused to the organization's image.

5.3.4.2.9. Conclude whether the decision taken by the Disciplinary Committee was procedurally and substantively fair or not. If in opinion not, propose alternative action to be taken against the member with reference to the provisions provided for in the Disciplinary Procedures Policy.

5.3.5. Weigh the seriousness of the transgression(s) against the reasoned mitigating and aggravating circumstances. Although an appeal authority is not bound by precedents or decisions previously taken with regard to a specific case, the appeal authority may refer to other similar cases to substantiate the proposed action against the member in question. The principle of consistency therefore, applies. It should, however, be kept in mind that every case must be considered on its own merits, as each case is unique.

6. **Proposal.**

After having reasoned the aspects around the appeal of the member as described above, a proposal must be made. This will entail that it is proposed that;

- 6.1. the appeal be upheld, and/or
- 6.2. the sanction be reduced, or
- 6.3. the outcome of the disciplinary hearing be confirmed.

7. **Decision.**

- 7.1. Approval of the proposal as discussed in the above paragraph;
- 7.2. A letter addressed to the member/and or representative, containing the decision of the appeal authority, as well as the reasons for the decision taken, should be drafted and signed by the appeal authority.

It should be noted that the decision of the Appeal authority is final and is not open for review.

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PART F – PRESCRIBED FORMS.

DISPUTE REFERRAL (DPRC FORM 1)



1. Applicant / Referring Party:

Name: _____

Address: _____

Tell _____ Fax _____
Cell _____ E-Mail _____
Contact Person _____
Capacity _____

2. Details of other party:

Name _____

Postal Address _____

Tell _____ Fax _____
Cell _____ E-Mail _____
Contact Person _____
Capacity / Occupation _____

3. Nature of the Disputes:

4. Summary of the facts of the disputes you are referring:

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5. Date disputes arose:

The disputes arose on:

_____ (Give the date, day, month and year)

The disputes arose where:

_____ (Give the city / town in which the disputes arose)

6. Details of the internal disputes resolution procedures followed:

Have you followed and exhausted all internal grievance / disciplinary procedures before referring the Disputes to the Action Committee?

Describe the internal procedures followed and / or exhausted:

Attach the records or minutes of the internal procedures followed, i.e. the records of the disciplinary hearing

7. Results of consultation:

What outcome do you require?

Confirmation of above details:

Signature of the Applicant

Signed at _____ on this _____
(place) (date)

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APPLICATION FOR CONDONATION (DPRC FORM 2)

APPLICATION FOR CONDONATION / NON COMPLIANCE WITH RULES

_____ (Applicant / Referring Party)

And

_____ (Respondent)

I, the undersigned, _____
Full name of **Applicant / Respondent**

Do hereby declare under oath and say:

1. **BACKGROUND**

1.1. The Disputes arose on _____ after all attempts to negotiate or follow other internal procedures the Disputes remains unresolved.

2. **DEGREE OF LATENESS**

2.1. The Applicant signed the referral form on _____

2.2 The referral is _____ days late.

3. **REASONS FOR LATENESS**

The reason/s why the Applicant referred the matter late is

4. **PROSPECTS OF SUCCESS**

Applicant believes that he/she has good cause

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5. **PREJUDICE**

As the Applicant, if condonation is not granted, I will be prejudiced because

6. **GENERAL (ANY OTHER RELEVANT INFORMATION)**

APPLICANT / REFERRING PARTY

Signed before me on _____ at _____ by the deponent who acknowledges that he/she knows and understands the contents of the affidavit, has no objection to taking the oath / affirmation and considers it binding upon his/her conscience.

COMMISSIONER OF OATHS:

NAME:

CAPACITY:

ADDRESS:

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NOTICE OF SET DOWN OF HEARING (DPRC FORM 3)



In the matter between the Referring Party/Applicant: _____

And

Respondent: _____

TAKE NOTICE THAT the hearing of the above matter has been set down for hearing on:
_____ at _____ or thereafter as soon as the Chairperson may order.

SIGNED at _____ on the _____ day of _____

(Secretary)

Name: _____
Address: _____

TO: Referring Party / Applicant: _____
Address: _____

AND TO: Respondent: _____
Address: _____

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SUBPOENA (DPRC FORM 4)
SUBPOENA IN TERMS OF RULE 16



TO:

Name & Address of person subpoenaed:

You are required to appear before the Dispute Prevention and Resolution Committee or Disciplinary Hearing for SASAA at:

Address:

on(date) _____ at(time) _____ and on any subsequent day to which the proceedings may be postponed.

You are subpoenaed in terms of **Rule 16** of the Dispute Prevention and Resolution Committee for SASAA to: (i.e. for questioning, to produce any book, document or object, to give evidence)

Concerning the matter between

(Name of Referring Party)

And

(Respondent)

Kindly note that in terms of Rule 19.1 the powers vested in SASAA pursuant to its Constitution, a witness subpoenaed to attend a hearing of the Committee or disciplinary committee, who fails to attend or to remain in attendance at such hearing until excused by the Committee, shall be guilty of misconduct. Further note that in terms of Rule 19.2 If any witness, after being subpoenaed, present at the hearing is required to give evidence at such hearing and refuse to answer any question(s) put to him or her, or refuses or fails to produce any book, paper or document required to be produced by him or her, the Committee may in summary manner enquire into such refusal or failure, and unless the person refusing or failing has a just excuse for the refusal or failure, shall impose a fine not exceeding **R 5 000,00 [five thousand rand]** over and above any sentence it deems appropriate in accordance with the Constitution and these rules.

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Signed by the Chairperson or Secretary of the Committee

NAME: _____

SIGNATURE: _____

DATE: _____

PLACE: _____

NB: If a person signed in another capacity, such capacity must be stated.

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NOTICE OF POSTPONEMENT OF HEARING (DPRC FORM 5)



In the matter between

The Referring Party / Applicant

And

Respondent

TAKE NOTICE THAT that the hearing of the above matter has been postponed to be heard on:
_____ at _____ or thereafter as soon as the Committee may order.

SIGNED at _____ on the _____ day of _____

(Secretary)

Name: _____
Address: _____

TO: Referring Party / Applicant: _____
Address: _____

AND TO: Respondent: _____
Address: _____

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Your rights in terms of the disciplinary procedure are, *inter alia*, that:

- (a) Failure by yourself to attend the hearing, either in person, or through a representative, shall in no way invalidate the proceedings and the proceedings will commence in your absence. You are required to be present throughout the proceedings.
- (b) Should you admit to the charge(s) before or during the disciplinary hearing, it shall be deemed that you are guilty of the charge(s).
- (c) Should a verdict of guilty be arrived at by the Committee, you will then be entitled to give evidence in mitigation of sentence.
- (d) You are entitled to a reasonable opportunity to prepare your defence.
- (e) You are entitled to be represented, at your own cost. Your representative shall not, however, be a witness to the abovementioned alleged charge.
- (f) Kindly notify the chairperson at least 2 (two) days before the hearing as to who your representative is, so that the arrangements can be made for his/her attendance. Failure to notify the chairperson will be construed as a waiver of your right. No request for postponement will be entertained by your failure to notify the chairperson of your representative.
- (g) If you do not admit to the charges against you, you and your representative will be given the opportunity to challenge evidence against you, by cross-examining the witnesses and examining any documents pertaining to the matter.
- (h) You will be allowed to cross-examine the testimony of witnesses of SASAA and/or any documents brought in evidence against you.
- (i) You or your representative will be entitled to put your case by presenting evidence yourself and by calling your own witnesses to testify at the hearing.
- (j) You are entitled to an interpreter at your own cost.
- (k) The chairperson of the disciplinary hearing shall within 7 (seven) days of the date on which the hearing is completed, inform you of the Committee's findings.
- (l) The hearing will be recorded.

Possible sanctions that may be imposed against you:

- A Written warning or reprimand; and/or
- A Final Written Warning; and/or
- A fine; and/or
- Any sentence which may be suspended for a period of time; and/or
- Termination of membership; and/or
- Suspension of membership; and/or
- Any other appropriate order.

Yours faithfully.

Chairperson

(Chairperson to sign is not the Chairperson of the appointed Disciplinary Committee)

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CONFIRMATION OF RECEIPT OF NOTICE:

I hereby certify that I have received a copy of this notification, and that I understand the allegations/charges against me. (Confirmation of receipt of this notice via e-mail will also be acceptable).

Received by: _____

Signature:

Date: _____

Time: _____