

SOUTH AFRICAN SHORE ANGLING ASSOCIATION



**BYLAW A
DUTIES OF REPRESENTATIVE MEMBERS
AND
DIVISIONAL PARTICIPATION FORMATS
30th July 2022**

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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.

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.

A.1.7 CONSTITUTIONAL OFFICER:

The Constitutional officer shall be responsible:

- a) To maintain and amend the constitution and bylaws, 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 SASCO.

A.1.11 HEAD COACH:

A.1.12 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.1.13 JUDICIAL OFFICER:

1. **The Judicial Officer who must have a legal background as well as experience in disciplinary procedures/matters.**
2. **The Judicial Officer will also be co-opted by SASAA to serve on the Judicial body of SASACC, if required.**
3. **The Judicial Officer shall be a member of SASAA Exco and shall have a vote on all matters to be decided upon by Exco.**
4. **The Judicial Officer shall be delegated by Manco such powers to include, but not be limited by the following:**
 - **To assist SASAA with advice in all investigations and hearings.**
 - **To continuously assist with the update of the Code of Conduct at all levels of participation and management.**
 - **To continuously assist with the update of the Resolution of Disputes and Disciplinary Code, adopted by the Exco.**
 - **To hear internal appeals against any decision of any Member affiliated to SASAA as contemplated in the Disciplinary Code.**
 - **To set up a Judicial body by appointing any SASAA member to assist him permanently or on an ad hoc basis in any investigation, disciplinary matter, dispute, or appeal.**
 - **To hear any disciplinary matter at a national level, falling under the powers of the Judicial body, as well as to adjudicate thereon in terms of any dispute and/or disciplinary matter of whatsoever nature, inclusive of decisions relating to any selection criteria or dispute.**
 - **To appoint any member(s) or suitably qualified independent person(s), to serve on any Disciplinary Committee.**
 - **To act as an Initiator in a Disciplinary matter, or to appoint any member in such capacity.**
 - **To advise Associations on any Disciplinary procedures.**
5. **To review the decision of any Association in a disciplinary matter where a member's affiliation to the Association or SASAA is subject to any suspension or suspensive condition, and to advise SASAA Manco accordingly.**
6. **To assist SASAA in legal matters which need to be referred to external legal counsel if/when required.**

A.1.14 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.

A.2 DIVISIONAL PARTICIPATION FORMATS.

For the purpose of compliance with SASCO 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. Surf Casting

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.

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.

(b) Eligibility Exceptions:

- (i) For the Senior A Division nominee 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 and 4th 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.

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: five (5) daily sessions of which one (1) is a rest day
- 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.

2. (a) MEN SENIOR B: ALL MALES

All Ages

1 team per association consisting of;

Maximum (12) members

- Team manager
- Captain
- Nine (9) 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: five (5) daily sessions of which one (1) is a rest day

(b) President team to participate in annual Gus Kollner tournament in navy blue blazers

3. (a) LADIES: ALL FEMALES.

All Ages

May enter 2 teams 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: four (4) daily sessions of which one (1) is a rest day

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.

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: four (4) daily sessions of which one (1) is a rest day
 - 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: four (4) daily sessions of which one (1) is a rest day

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.

i) Vehicle allocation: Maximum 2

ii) Fishing Periods: Eight (8) hrs. but not less than (6) hrs. per day

iii) Duration: five (5) daily sessions of which one (1) is a rest day

(b) President team to participate in annual Gus Kollner tournament in navy blue blazers

6. (a) MASTERS: MALES & FEMALES.

All team members, excepting the guide (as below), shall qualify to participate in the year of his/her 50th birthday.

1 team per Association consisting of:

- Maximum **12** members:
- Team manager
- **Coach**
- 9 anglers
- Guide (No age restriction)

I. Vehicle allocation: Maximum three (3) during competition hours.

II. Fishing Periods: Eight (8) hrs. but not less than (6) hrs. per day.

III. Duration: five (5) daily sessions of which two (2) are rest days.

IV. Permanent venue: Eastern Province.

V. ADM to be held the Sunday before the start of the week.

(b) Protea Masters Team to compete against Namibia
President Team to participate in Gus Kollner Tournament

7. (a) GRAND MASTERS: MALES & FEMALES.

All team members, excepting the guide (as below), shall qualify to participate in the year of his/her 60th birthday.

May enter three (3) teams per Association consisting of:

- Maximum five (5) members
- Team manager
- Three (3) anglers
- Reserve and / or guide. (Guide, no age restriction)

I. Vehicle allocation: Maximum two (2) per team

II. Fishing periods: Eight (8) hrs. but not less than six (6) hrs. per day

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) SURF CASTING: MALES AND FEMALES

All ages

Format:

- i) Participation to be a team format.
Associations may enter one (1) or more 5 person teams.
Teams may consist of both male and female anglers.
Anglers must have a minimum twelve (12) months competitive angling experience to participate in the team format.
- ii) Only anglers whose Associations are not able to enter a 5-person team, may enter as individual competitors, provided such individual angler has a minimum competitive angling experience of three (3) years.

Championship to be fished according to FIPS-M Shore Angling rules:

<http://www.fips-m.org/statutes-rules-gb>

- i) Duration: 3 (three) daily sessions
- ii) Fishing period: 5 (five) hours but not less than 4 (four) hours per day

- (b)
- (1) Senior Male National Team to participate at FIPS-M World Championships comprising: Manager and / or captain 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 and 5 (five) anglers.
 - (3) Masters National Team to participate at FIPS-M World Championships comprising: Manager and / or captain and 5 (five) anglers.
 - (4) Pairs National Team to participate at FIPS-M World Championships comprising: Manager and / or captain and 6 (six) anglers.