

THE CONSTITUTION
OF THE
SOUTH AFRICAN UNDERWATER HOCKEY FEDERATION.





DEFINITIONS AND ABBREVIATIONS USED

SAUWHF	South African Underwater Hockey Federation, hereinafter referred to as “the Federation”
CMAS COMMITTEE	World Confederation of Underwater Activities Executive plus Management Committees as nominated and selected at the AGM.
SASCOC	South African Sports Confederation and Olympic Committee
SAUSF	South African Underwater Sport Federation
MEMBERS	all existing Members referred to in clause 4.1 and all those clubs, and provinces who shall have made application and have been accepted as members of the Federation by the Committee as well as paid associated membership fees.

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1 CONSTITUTION, NAME AND CORPORATE PERSONALITY

- 1.1 This is the constitution of the body known as The South African Underwater Hockey Federation or S.A.U.W.H.F. which is affiliated to The South African Underwater Sport Federation (S.A.U.S.F)
- 1.2 The SAUWHF is a voluntary body with an identity separate from the other codes within SAUSF as well as existing in its own identity apart from its members and or office bearers. It is entitled to develop, manage and control all its own activities independent of the other sporting codes but in line with the rules and requirements as prescribed by SAUSF through its Sports Council.

2 OBJECTS OF THE FEDERATION

- 2.1 To be and to operate and to function as an autonomous controlling and administrative body of the sport of underwater hockey within South Africa
- 2.2 To promote, foster and control the playing of underwater hockey within South Africa
- 2.3 To select national teams and to apply through SASCO to award national colours to the players representing South Africa.
- 2.4 To organise, promote and supervise the playing of tournaments and championships.
- 2.5 To uphold and enforce the rules of Underwater Hockey as prescribed by CMAS, and to promote the highest standard of sportsmanship in connection with the playing of the sport.
- 2.6 To uphold and enforce any code of conduct pertaining to the sport approved by CMAS, and or any other code of conduct as decided on by the Federation.
- 2.7 To maintain membership of CMAS, and to co-operate with CMAS and any other international, national, provincial or regional association as approved by the Executive committee from time to time.
- 2.8 To raise funds whether by subscription, affiliation, levies or otherwise.
- 2.9 To encourage and provide assistance for the training of all underwater hockey players, officials and administrators to improve their skills and qualifications

3 POWERS OF ASSOCIATION TO CARRY OUT ITS OBJECTS

- 3.1 The Federation has all such powers and authorities as shall be necessary or desirable or conducive to achieving any and all of the objects of the Federation.





- 3.2 To acquire by purchase, exchange, hire, sub-lease, donation or otherwise, movable or immovable property of any kind.
- 3.3 To sell, let, mortgage, dispose of, give in exchange, turn to account or otherwise deal with all or any part of the property or rights of the Association.
- 3.4 To enter into contracts of any and all kinds necessary to carry out, give effect to or secure the objects of the Federation.
- 3.5 From time to time, in accordance with sound business and financial principles to invest funds of the Federation in such property or assets or other security as may be deemed advisable from time to time.
- 3.6 To elect, appoint suspend or dismiss members, assistants, experts as deemed necessary.
- 3.7 To regulate relations between its Members, and between its members and the Federation.
- 3.8 THE DRAWING OF CHEQUES / EFFECTING PAYMENT

3.8.1. Operating expenses

- All operating expenses entered into to carry on the business of the Federation will be paid by either cheque or a bank transfer by the treasurer.
- All payments should be effected timeously to avoid any penalties or interest.
- All documents, cheques, money transfers and bills of exchange which are required to be executed on behalf of the federation, shall be deemed to have been correctly and properly executed if signed by the Chairperson, the Treasurer and any one of the following: The Men's or the Ladies Rep

3.8.2. Portfolio Expenses

- For all other expenses relating to portfolios within the Federation e.g. Academy, Coaching and Refereeing a budget will be allocated to each of the functions to cover all expenses relating to the various activities and may include:

❖ **Travel**

In the event that a person has to travel to fulfill their function on one of the portfolio committees or executive committee which takes place in another city which is in excess of 300km from where the person is ordinarily resident, the SAUWHF will pay for the traveling expenses only if:

i). Two quotations for airplane tickets had been obtained as proof that the ticket prices are reasonable.

ii). In the event of a person choosing to fly business class, SAUWHF will only pay up to the amount an economy class ticket would have cost with the



aforementioned person having to bear the rest of the expenses.

iii) In the event that the committee member has to be reimbursed for a plane ticket bought, they will only be reimbursed once proof of payment had been received.

❖ **Accommodation and Refreshments**

In the event that a person has to travel to either a executive committee meeting, a coaching panel meeting or as part of the management of the national academy and the meeting takes place in another city which is in excess of 300km from where the person is ordinarily resident, the SAUWHF will reimburse the person for the expenses incurred once proof of payment has been received, namely:

i). Accommodation to a maximum of R400.00 per night inclusive of VAT

ii). Breakfast up to a maximum of R 50 per person

iii). Lunch up to a maximum of R 100 per person

iv). Dinner up to a maximum of R 100 per person and;

v). Drinks to a maximum of R 40 per person.

All proof of payment has to be signed by the chairman of the committee as proof that the expenses were incurred in the advancement and/or development of the game.

- 3.9 To institute, conduct, defend compound or abandon any legal proceedings by and against the Federation or its officers or otherwise concerning the affairs of the Federation, and also to compound and allow time for payment or satisfaction of any debts due or claims or demands made by or against the Federation.
- 3.10 To spend or otherwise apply moneys to the advancement and/or development of the Federation or its members or individual players. For any amount in excess of R40000 (Forty Thousand) needs at least a 75% approval of the entire committee.
- 3.11 To make and pass rules, by-laws or regulations and to add to, repeal or later such rules, by-laws or regulations for the carrying out, administration and implementation of this Constitution and the attainment of the objects of the Federation.
- 3.12 To impose fines and/or any other disciplinary measures on its Members or club or Union or organisations connected or concerned with the playing of underwater hockey arising out of or connected with any contravention or breach of the provisions of this Constitution or any rule, by-law or regulation passed by the Committee and recover by legal action or otherwise such fines or compulsory contributions or damages from its members or former members.
- 3.13 The financial year will run 1 March till 28 February, the end of February being the financial year end.



- 3.14 The organisation may not give any of its money or property to its members of office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the organisation. The payment must be a reasonable amount for the work that has been done.

4 MEMBERSHIP

- 4.1 All existing affiliated Members in good standing with the SAUWHF shall continue to be members of the Federation.
- 4.2 Members of the Federation shall be confined to any club, sub-club, section of a club, school, college, Technicon or University, whose Constitution has been approved by the Federation.
- 4.3 The Federation shall have the right to call upon any applicant or current member to furnish it with copies of its Constitution as well as further information as the Executive may require.
- 4.4 The Executive Committee shall have the right to accept or reject any application to membership. On rejection of application, reasons of the rejection shall be given in writing to the club/organisation applying for membership. Appeal to such rejection may be made within 30 calendar days of receiving such notice to the Executive committee in writing.
- 4.5 Individual members are liable to become affiliated to the Federation through a club on payment of the annual affiliation fee accompanying the affiliation form or via the online website, details available online.
- 4.6 Honorary Membership
- 4.6.1 The General Assembly, on the proposal of the Executive Committee, may grant the titles of Honorary Member to a person or persons who has rendered meritorious service to SAUWHF.
- 4.6.2 The Honorary Member, person or persons may, if so invited, attend meetings of the General Assembly and the Executive Committee without the right to vote.
- 4.6.3 The Executive Committee shall have the power to withdraw the Honorary Membership conferred on any person or persons at any time, on good cause being shown to them. Such decision shall be confirmed at the next General or Special Meeting convened to consider such business.





5 DUTIES OF MEMBERSHIP

Upon being admitted to Membership, Members agree to abide by the provisions of this constitution and such roles and regulations as have been passed in terms hereof, and to pay all subscription and other levies payable in terms thereof.

6 TERMINATION OF MEMBERSHIP

The Committee may require, without assigning any reason thereof, the withdrawal from the Federation of any Member upon a two thirds (2/3) majority vote of the Committee.

7 THE COMMITTEE

- 7.1 The Committee shall consist of an **Executive Committee** consisting of the Chairperson, Ladies Representative, Men's Representative, Junior Representative, Treasurer and when needed one other depending on the area of interest with a maximum of six (6) members, and a management Committee who shall be elected at the Annual General Meeting. The Junior Representative shall be elected 2 yearly by the Provincial representatives at the Junior National Championships.
- 7.2 The **Management Committee** shall consist of a High Performance Program Director, Competitions Officer, Chief Selector, Chief Referee and when needed one other depending on the area of interest.
- 7.3 A secretary or Administrator will be appointed by the Chairperson.
- 7.4 The Public Relations Officer, Representatives for Masters Men and Women, Development Officer, plus any other position deemed necessary shall be co-opted by the Committee as and when needed.
- 7.5 The existing Committee shall hold office for a period of two years (2) and then retire. The periods of office will expire at the following and commence at the following intervals:

ODD YEARS

Chairperson
Competitions Officer
High Performance Program Director
Treasurer

EVEN YEARS

Ladies Representative
Men's Representative
Chief Selector
Chief Referee
Junior Representative





- 7.6 Retiring Members of the Committee shall be eligible for re-election without nomination.
- 7.6.1 A candidate for election to the Committee shall be nominated by at least one member of the Federation and such nomination, together with the consent in writing or via Email, of the nominee, shall be sent to the Management not less than thirty (30) days before the Annual General Meeting.
- 7.6.2 Any person who is nominated as a candidate for election to a particular office on the committee and who, upon vote, is not elected to that office, may thereupon be nominated for another position without the twenty four-hour prior notice.
- 7.7 The Committee shall have the power to add to its number by co-opting Members from its members.
- 7.8 No person who does not reside within the borders of South Africa shall be eligible to hold office of any of the Committee portfolios.
- 7.9 The organization will continue to function within its set rules and regulations notwithstanding the changes in committee members and executive members.
- 7.10 Should there be any dispute between committee members, the Exec will be approached to settle the matter. Should there be any dispute between any Exec members a meeting will be held following an official complaint written to the Chairperson, or be it against the Chairperson written to the Men's Rep. A meeting will be set up and an Exec member may be removed from office after such person is given the opportunity at the meeting to state his or her case, subject to a unanimous vote against by the remaining Exec committee and at least 3 members of the management committee.
- 7.11 The Election of the committee members will take place during the General Assembly Meetings at the Senior National championships. However, with the implication and voting in, and as the initial start up of the new constitution, an election of Exec and Management will take place at the Club Tournament Meeting held in East London in Nov 2010. The term at office will then run until the election at Senior Nationals 2012, referring to Par 7.4.

8 POWERS OF THE EXECUTIVE

- 8.1 The **Executive Committee** shall have the power to do all things which in its discretion are necessary to further the objects of the Federation, which powers shall include but not be limited by the following:-
- 8.1.1 to employ the funds of the Federation in such a manner as it shall be deemed to be in the best interest of the sport and the Federation.



- 8.1.2 to act as the final arbitrator in all disputes and in any other matters arising out of the sport of underwater hockey consisting of a panel of the Exec as well as the relevant representative from the Management committee regarding the current issue.
- 8.1.3 to appoint Management members, to settle terms of reference and delegate such powers to them as it considers fit, and that Management Member shall have the power to incur expenditure of funds of the Federation ONLY with the approval of the treasurers and two members of the Executive Committee or, failing the Treasurers, any other three members of the Executive Committee.
- 8.1.4 to exclude any person, whether a Member or non-Member, and whether permanently or temporarily, from participation in any competition or league or position promoted by the Federation whether directly or indirectly or as a result of outstanding fees.
- 8.1.5 subject to the rules of the sport as prescribed by CMAS or current governing body, to prescribe any further rules or regulations in which any league or competition prompted by it is to run.
- 8.1.6 to levy subscriptions, fees or other imposts as may be required and to review all levies and subscriptions yearly as required.
- 8.1.7 to set up policies, which must be carried out by the management Committee their various portfolios as selected.
- 8.1.8 To open and operate banking accounts in the name of the Federation
- 8.1.9 To permit any club or organisation which is not a member to enter teams in the leagues subject to payment of such fees as the Committee may determine.
- 8.10 to apply, through SASCO, for colours to national teams representing South Africa.
- 8.11 hold the rights to govern and specify standards to all tournaments hosted in SA and levy a fee per player at the tournament that can be used as needed for the advancement of Underwater Hockey in SA.
- 8.12 To specify and set Annual budgets for the different portfolios.



9 MEETING OF THE COMMITTEE

- 9.1 The Executive and Management Committee shall meet at least twice (2) a year at the Interclub and Senior National Championships to attend to the ordinary business of the Federation
- 9.2 Written notice of each ordinary meeting plus the agenda thereof shall be sent to each committee member by the appointed secretary not later than fourteen (14) days before the meeting.
- 9.3 Any Executive Committee Member may call for an extraordinary meeting of the Committee whenever in their opinion, business of such an urgent nature has arisen.
- 9.4 The appointed secretary shall give not less than three (3) days notice of such an extraordinary meeting as well of the business to be attended there, to the Committee Members.
- 9.5 The accidental omission to give any Member of the Committee notice of a meeting whether ordinary or extraordinary or the non-receipt of such notice by any member of the Committee shall not invalidate any resolution passed at any such meeting provided that a 65% majority vote is reached.
- 9.6 For extraordinary meetings, six (6) Members of the Committee shall constitute a quorum with at least three (3) members from the Executive Committee.
- 9.7 Meetings shall be convened by the Chairperson, or failing the Chairperson, the Men's Representative provided the Chairperson has given their proxy in writing.
- 9.8 In the event of voting on any motion being equal for and against the Chairperson shall have a casting vote.

10 GENERAL MEETINGS OF THE FEDERATION.

- 10.1 A General Assembly meeting of all Provincial Hockey Officers shall be held at least once a year in conjunction with the meeting of the Management committee in March during the Senior National Championships.
- 10.2 Notice of the General Meeting shall be in writing and shall be delivered to the Members not less than fourteen (14) days in advance of the meeting. Such notice shall state the place, date and hour of the meeting.
- 10.3 In the case of the General Assembly Meeting the notice thereof shall be accompanied by the agenda, the minutes of the preceding meetings, the final statements of the account and balance sheet, and the Treasure's report which are to be submitted to the meeting.





- 10.4 The accidental omission to give any such notice to any Member or the non-receipt of such notice by any Member shall not invalidate any resolution passed at any such meeting provided 65% majority is reached.
- 10.5 A quorum shall consist of the representative of not less than half of the Provincial representatives as well as at least 2 members of the Executive.
- 10.6 If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned for half an hour after which the members present by representation shall be a quorum provided at least 3 members of the Exec are present and at least 5 provinces are represented.
- 10.7 The following persons shall be entitled to attend the general meeting:-
- 10.7.1 the existing Committee members
 - 10.7.2 an officially appointed representative of each province that is participating in the national championships.
 - 10.7.3 any underwater hockey player who wishes to attend
- 10.8 Save with the permission of the Chairperson, only persons who are members of the Committee, or official provincial representative will be entitled to address the meeting.
- 10.9 The following votes shall apply.
- 10.9.1 each person representing a Province shall have one vote in their capacity as provincial representative with the condition that his province has at least one team participating in the Senior National Championships.
 - 10.9.2 Each member of the Executive Committee personally present shall have one vote in thier personal capacity.
- 10.10 The representative of any Member which is in arrears with its levies or subscriptions shall not be entitled to vote
- 10.11 Meetings and procedures of the committee - Minutes of all meetings must be kept safely and always be on hand for members to consult.
- 10.12 In the event of voting on any motion being equal for and against the Chairperson shall have the casting vote



11 SUB-COMMITTEES

- 11.1 The Committee may appoint a management sub-committee as it considers fit.
- 11.2 At least one of the Committee shall be a member of such a sub-committee and will chair the meeting.

12 LIMITATION OF LIABILITY OF MEMBERS AND INDEMNITY

- 12.1 The patrons, the Chairperson, all Members of the Committee, all officials, servants agents and persons acting on behalf of the Federation in term of this constitution, shall be and they are hereby indemnified and held harmless against any claim or demand by any third party as a result of any act or omission in the performance of their duties for and on behalf of the Federation, from whatever cause arising, provided such person/s acted in good faith.
- 12.2 Being a member and or office bearer does not ensure right to any asset or property within the SAUWF.

13 DISSOLUTION OR WINDING UP OF THE FEDERATION

- 13.1 The Federation may be dissolved or wound-up, at any time , by the members of the General Assembly, upon a majority vote of not less than 80% of the total votes of Members whose representative are present and entitled to vote, provided that not less than 90 (ninety) days written notification of such a meeting aimed at dissolving or winding-up the Federation shall have been given to all Members..
- 13.2 Upon the dissolution or winding-up of the Federation, all properties and assets of the Federation, after payment of all monies owing to any third parties shall be transferred free of compensation to the South African Underwater Sport Federation.

14 INTERPRETATION AND AMENDMENT OF THE CONSTITUTION

- 14.1 The decision of the Executive Committee as to the intention, meaning and effect of any provision in this Constitution or any rule or regulation passed in terms hereof shall be final and conclusive
- 14.2 The provisions of this Constitution may be repeated, added to or amended only by the Members at a general meeting provided that:
 - 14.2.1 due notice of all proposed additions or amendments be given in at least four (4) weeks ahead of the notice convening the general meeting at which such additions and alterations are to be discussed.





14.2.2 the same are passed by not less than seventy (70) % majority at a general meeting at which a quorum is present.

Management Policies:

15 President

- 15.1 Attending meetings of various sports bodies:
 - 15.1.2 SASCOC
 - 15.1.3 SAUSF
 - 15.1.4 SAUWHF
- 15.2 Attend International meetings at Tournaments
- 15.3 In association with the Treasurer,
 - 15.3.2 Monitor and operate all finances of SAUWHF
 - 15.3.3 Sign off Financial Statements
 - 15.3.4 Calculate Budgets
- 15.4 Oversee the Executive and Management Committee in doing their part according to the rules and regulations as laid down in the constitution and management policies
- 15.5 Assisting members if needed on projects
- 15.6 Staying up to date on the latest sport laws / regulations
- 15.7 Ensuring that Website is kept up to date
- 15.8 Setting up official relationships with other International UWH bodies
- 15.9 Sorting out disputes as they arise in consultation with the Executive Committee
- 15.10 Overseeing the organizing of certificates and national colours
- 15.11 Monitoring the election and trailing process of SAUWHF National Teams.
- 15.12 Monitoring the promotion, growth and development of SAUWHF.
- 15.13 Chair the AGM and provide the agenda for the meeting.

16 Men's and Ladies Representative

- 16.1 Ensure constant communication at Provincial as well as clubs level between players and Committee and act as a medium regarding all requests, complaints and suggestions and general feel regarding Hockey to management and visa versa.
- 16.2 Co-ordinate between Elite/Masters/u/23 and u/19 Coach and Elite/Masters/u/23 and u/19 Manager regarding training camps, upcoming tours, tournaments as well as current plans regarding Elite/Masters/u/23 and u/19 structures.
- 16.3 Inform all provinces/clubs regarding tournament dates, local and international as well as trails dates and contact details
- 16.4 Be present regarding all disciplinary action against any player as well as present regarding meetings and policies on all aspects of underwater hockey.
- 16.5 Help the development and growth of Underwater Hockey in SA.
- 16.6 Ensure the SAUWF website is up to date and operating.
- 16.7 Shall serve on the Exec Committee of the SAUWHF.





- 16.8 Monitor and help the development of training academies, regional tournaments as well as SASU tournaments.
- 16.9 Any and all decisions needed to be made by respective rep's WILL be firstly communicated to the core players of the men/ladies and only then will a decision be made according to the majorities' votes.

17 Treasurer

- 17.1 Ensure the SAUWHF finances and book keeping are up to date.
- 17.2 Recon the financial statements yearly.
- 17.3 Ensure the Statements are ready for inspection and available at the yearly Nationals meetings
- 17.4 Make the necessary payments transfers and collections as specified in the constitution and requested by the Exec.
- 17.5 Ensure all funds, current and invested are accounted for and up to date.
- 17.6 Ensure the Exec is aware and kept up to date with current financial standings, needs and expenses.
- 17.7 Shall serve on the Exec Committee of the SAUWHF.
- 17.8 Assist with any dispute that might arise wrt to international tours budget and reconciliation by responsible manager

18 Competitions Officer (Tournament Director)

- 18.1 Ensure the SA Interclub Open Championships as well as the SA Senior and Junior Interprovincial Championships are run according to the procedures and policies stated in annexure "Tournament Policies".
- 18.2 Liaise between, the assisting clubs/provinces, management and Exec regarding specific tournament rules and needs.
- 18.3 Ensure tournament dates and venues are sent out to public at least 2 (two) years in advance
- 18.4 Ensure event and tournaments run smoothly and according to the SAUWHF tournament Rules and regulations.
- 18.5 Ensure the Events and tournaments uphold the SAUWHF constitution and rules.
- 18.6 In conjunction with the Chief Referee and Exec as needed, settle any disputes that may arise at a tournament.
- 18.7 Serve on the management committee.
- 18.8 Establish a database of Clubs and Provincial Constitutions for record keeping.
- 18.9 Keep and update the database of all Interclubs and Nationals tournament results for all leagues.





19 High Performance Program Director HPPD (a.k.a Coaching co-ordinator)

- 19.1 HPPD, can be, but is not necessarily the National Elite men's Coach.
- 19.2 The HPPD, in cooperation with the Executive Committee and the Academy Director, will be responsible for guidelines and requirements regarding the appointments and implementation of coaches at all levels.
- 19.3 Improve (add & alter) Coaching Manual
- 19.4 Identify SA coaching needs.
- 19.5 See to a UNIFORM method of coaching in SA
- 19.6 Like all SUBJECTS the **HPPD** must ensure a uniform terminology, uniform testing and uniform coaching methods. This will ensure a uniform South African way of playing, listening and learning.

20 Chief-referee

- 20.1 In co-operation with the team managers, coaches and Academy committee arrange for refereeing and refs at respective training camps and academies.
- 20.2 Will work to ensure that a high standard of refereeing at tournaments are upheld.
- 20.3 Be actively involved in the 2 yearly building phases of all the national sides regarding refereeing.
- 20.4 Ensure for the playoffs and finals of SA tournaments that suitable qualified referees are reffing the games.
- 20.5 Work towards having qualified refs in all games at Senior Nationals (due date Nationals 2013)
- 20.6 Will organize in conjunction with the Provincial reps and Academy committee, Refereeing clinics at the training academies as well as training clinics at individual provinces whereby players can obtain and refresh 1 star and 2 star refereeing courses.
- 20.7 Ensure that the referee data base is kept up to date on the SAUWHF website.

21 Development officer

- 21.1 Will ensure and promote the growth of UWH within SA schools and Varsities.
- 21.2 Will arrange "hockey" days upon which young and developing players can participate and get exposed to UWH.
- 21.3 Will at all times promote and exhibit a responsible and friendly attitude and image of underwater hockey.

22 Chief Selector (Convenor of Selectors)

- 22.1 In the absence of a Chief Selectors, the Men's and Ladies Representatives will be responsible for the process.
- 22.2 A group of selectors will be identified, based on their experience and knowledge of the game and the Chief Selector together with the Executive Committee will





approve selectors for the selection of ELITE teams. Nominations for selectors will be received from the Provincial Representatives and from the Ladies and Men's representative, where after a voting process by the Provincial Representatives and Men's and Ladies Representatives will follow.

- 22.3 Selectors for Masters, u/19 and u/23 will be from the current Elite players (Men and Ladies) as they are usually the most up to date regarding all aspects of hockey.
- 22.4 Together with the respective coaches and team managers, organise and arrange trial sessions during Junior/Senior National, and SA Inter-Club tournaments or at any other time as deemed necessary by the coach and communicated timeously to the players.
- 22.5 Ensure a fair and transparent trial process is followed for the selection of National Teams.
- 22.6 Should there be a tie during selections between selectors, the relevant coach will have the final vote.

The selectors will pick a squad of 15 players and the coach then selects his final team from there at his own discretion as he needs to build and identify the key structures in his team and according to the proposed plan for that particular tournament.

23 Masters Men's Rep

- 23.1 Co-ordinate between Masters Coach and Masters Manager regarding training camps, upcoming tours, tournaments as well as current Plans regarding Masters Structure.
- 23.2 Always keep the Men's Representative abreast of latest developments and future plans wrt the Masters

24 Master's Ladies Rep

- 24.1 Co-ordinate between Masters Coach and Masters Manager regarding training camps, upcoming tours, tournaments as well as current Plans regarding Masters Structure
- 24.2 Always keep the Men's Representative abreast of latest developments and future plans wrt the Masters

25 Team Coaches

- 25.1 Each coach interested in applying for a position with a national side or nominated by the Provinces and/or Men's and Ladies Representatives will provide the HPPD with a detailed coaching CV as well as the specific teams requested to work with.
- 25.2 The coaches will be appointed by the HPPD in cooperation with the exec and the term will run for the 2 yearly periods from one world championships to the next. (as stipulated in 19.2,19.3 and 19.4)



- 25.3 Each coach, in consultation with the Men's or Ladies Representatives will appoint a team manager to help facilitate and organise the team. The manager will ideally be a non playing manager but can be a playing manager.
- 25.4 After trails are held, the selectors will provide the coach with their top 15 results, from which it will be entirely the coach's discretion to select a final team.
- 25.5 It is the responsibility of the coach together with the HPPD and the Men's and Ladies representative to decide whether to go with a touring team of 10 or 12.
- 25.6 The coach will after each international event provide a detailed report back to the HPPD and Exec regarding the events, successes, failure and future plans and possible remedies.
- 25.7 The Coach will be required to attend all tournament events and training camps for their respective teams, namely Junior/Senior Nationals, SA Inter clubs, Academies and training camps. In the event that the coach will not be able to attend, written notice must be submitted to the HPPD at least 1 month before the date of event stating the reason.
- 25.8 All the travel expenses, accommodation, registration and team uniform costs of the coach will be shared equally by all the team members.
- 25.9 If the coach also plays in the tournament the team members shall be required to cover 50% of all travel expenses, accommodation, registration and team uniform costs.
- 25.10 The same arrangement wrt to payment will be valid for the Team Manager.
- 25.11 All Coaches will be required to have completed the coaching courses at the SAUWHF Academies and be a registered with the SAUWHF for a coaching role.

26 Team Managers

- 26.1 Each team manager will report to the respective coach and Men's and Ladies representatives
- 26.2 Each manager will be responsible for all and any arrangements regarding the team as determined by the coach and the team.
- 26.3 Their term will run parallel to the team coach.
- 26.4 Together with the coach and the Men's/Ladies Representative, the manager will be responsible for organising and arranging training camps, as well as all aspects of international tours.
- 26.5 Apply and arrange through the federation for National Colours for players.
- 26.6 The manager will, in the case of
 - 26.6.2 The Elite, Masters, u/23 and u/19, provide the Coach and the Players, with an estimated cost for the tour at least 3 months in advance, based on the requirements and specifications set out by the coach and the team Captain, for their approval.



- 26.6.3 The manager will provide staffing documentation of estimated amounts as soon as they are available eg a quote needs to be accompanied with staffing documentation for costs such as official quotes/invoices from service providers.
- 26.6.4 The process needs to be transparent, and at least three people should work with the process eg the manager will source, organise, obtain quotes, after agreement by the coach and the team Captain, the invoice will forwarded to a second person (could be the Mens/Ladies Representative) who will manage the account and do the payments.
- 26.6.5 All tour finances should be run through an independent account where only transactions wrt to that specific tour will be handled – to facilitate the reconciliation process and assist with queries.
- 26.6.6 Queries to the Manager can be forwarded via the Men's/Ladies Representative or the Captain of the team for clarification (Comment: if the process is transparent the Rep and the Captain will be able to address such a query themselves as they have been part of the process as stipulated in iii)
- 26.7 Team managers will ensure there is regular feedback to the relevant website personnel regarding the status, events and results of teams while being on tour in order to facilitate updates to the websites.
- 26.8 Tour finances and cost reconciliation will be done and finalized within 14 days after the tour has ended, and submitted to SASCOC within 21 days after the tour.

27 Player's Committee

The Players Committee is a **coaching tool** and if the coach decides that he/she needs a Players Committee to assist at the Competition with coaching decision then the make-up of such a committee can then be decided on by the coach. In most cases the Player's Committee will consist of the Captain, the Vice-Captain and the two most senior players or players will a certain technical ability that the coach might need.

PS: The Players Committee is NOT to get involved with administration of tours.

28 SUB SECTION 1

The following policies will apply and will be added to, and altered from time to time as needed, during the AGM's by means of discussion and voting:

TOURNAMENT POLICIES

See section **Tournament Polocies.**



Date:28 Nov 2011

Chairperson

oooOOO END OOOooo

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