

SAGF



RULES AND REGULATIONS of the SOUTH AFRICAN GYMNASTICS FEDERATION



Amended 21 January 2021

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1. REGULATIONS ON ORGANISATIONAL MANAGEMENT

1.1. Powers of the Federation

The powers of the federation are stated in the constitution as approved on the 10 October 2020, Clause 11.

1.2. General Meetings

Business at general meetings shall follow a prescribed agenda (annexure A).

1.3. Membership

1.3.1. **"Ordinary Member"** means a member duly accepted as an Ordinary Member in terms of the geopolitical demarcations as set out in clause 10.1. of the SAGF Constitution:

The afore-mentioned 9 geopolitical Ordinary Members are categorised and made up of the under-mentioned districts:

- | | | |
|-------|--------------------------------------|--------------------------------------|
| (i) | In the Province of the Eastern Cape: | |
| | Sarah Baartman(Cacadu); | Amathole; |
| | Chris Hani; | O R Tambo; |
| | Alfred Nzo; | Nelson Mandela Bay; |
| | Buffalo City; | Joe |
| (ii) | In the Province of Free State: | |
| | Xhariep; | Mangaung; |
| | Lejweleputswa; | Thabo Mofutsanyana; |
| | Fezile Dabi; | |
| (iii) | In the Province of Gauteng: | |
| | Sedibeng; | City of Johannesburg; |
| | City of Tshwane; | West Rand; |
| | Ekurhuleni | |
| (iv) | In the Province of Kwazulu-Natal: | |
| | Ugu; | uMqungundlovu; |
| | uThukela; | uMzinyathi; Zululand; |
| | Amajuba; | uThungulu; |
| | uMkhanyakude; | Harry Gwala(Sisonke); |
| | iLembe; | eThekwini; |
| | King Cetshwayo; | |
| (v) | In the Province of Limpopo: | |
| | Mopani; | Vhembe; |
| | Capricorn; | Waterberg |
| | Sekhukhune; | |
| (vi) | In the Province of Mpumalanga: | |
| | Gert Sibande; | Nkangala; |
| | Ehlanzeni; | |
| (vii) | In the Province of North West: | |
| | Bojanala Platinum | Ngaka Modiri Molema(Southern); |
| | Dr Kenneth Kaunda(Central) | Dr Ruth Segomotsi Mompati(Bophirima) |

- | | | |
|--------|--|---|
| (viii) | In the Province of Northern Cape:
Namakwa;
Z F Mqgcawu(Siyanda);
Frances Baard; | Pixley-ka-Seme;
John Taolo |
| (ix) | In the Province of Western Cape:
West Coast;
Overberg;
Central Karoo; | Cape Winelands;
Eden;
City of Cape Town |

- 1.3.2 **"Associate Member"** means a national association or organisation that has –
- a) The same or similar objects to SAGF;
 - b) its National Office within the area of jurisdiction of SAGF;
 - c) applied to SAGF to become an Associate Member of SAGF; and
 - d) been accepted as an Associate Member of SAGF by SAGF in writing in terms of the provisions of the SAGF Constitution.

1.4. The Executive Committee (EXCO)

- 1.4.1 The Exco and its composition are stated in the constitution as approved on the 10 October 2020, Clause 18.
- 1.4.2 The Exco shall meet biannually and notice of the meeting must be circulated 14 days before the meeting. The agenda must be sent out at least five (5) days before the meeting. Proper minutes of the meeting must be taken and all decisions recorded. The minutes must be circulated to all members of Exco within ten (10) days and the approved minutes shall be available to members on request and following approved channels of communication.
- 1.4.3 Any decisions that cannot wait for the next Exco meeting shall be made by the Manco. All decisions taken by the Manco must be circulated to all members and ratified at the next Exco meeting.
- 1.4.4 In between meetings, Exco and Manco members may communicate and make decision via electronic media. A forty-eight (48) hour turn-around time for responses will be observed.
- 1.4.5 Exco members that are absent from 3 consecutive meetings without a valid reason shall relinquish their position. The Exco may co-opt members to fill vacancies on the Exco when necessary.

1.5. SAGF Managers

The SAGF managers are the link between the SAGF Chief Executive Officer and the Discipline Management Coordinating Committee, Discipline Management Committees and operations of the Federation. The Federation managers support the Chief Executive Officer and the Exco in implementing the strategies of the SAGF. They coordinate the programs of the disciplines in order to ensure the alignment of the programs with these strategies.

1.6. Resignations, Suspensions and Expulsions

- 1.6.1 Resignations of affiliates must be tabled and approved by Council.
- 1.6.2 The Exco is responsible for dealing with suspensions of members. Should the suspension still be in

force by the next General Meeting the suspended member shall have the right to proper notice and during the meeting have the right to defend itself/himself/herself against the suspension. The meeting shall ratify or lift the suspension.

- 1.6.3 A suspended member may not participate in any activities of the federation or that of any affiliate.
- 1.6.4 In the case of suspension for non-payment of financial obligations the suspended member may regularize its position by payment of the outstanding amount plus a fine of 10% of the amount.

1.7 Finances

- 1.7.1 As outlined in Clause 18.12 of the SAGF Constitution, EXCO must control all expenditure of the funds of SAGF and shall not incur any liability nor may it enter into any commitment which cannot be discharged out of the funds of SAGF.
- 1.7.2 EXCO shall approve or prepare, where necessary, the budgets for Administration, Discipline Management Committees and any other sub-committees of EXCO.
- 1.7.3 Sub-committees of EXCO have a delegated function from EXCO. Their programmes and activities shall be designed to achieve the aims, objectives and goals of SAGF, as shall be led by EXCO.
- 1.7.4 Discipline Management Committees shall present annual budgets of expected income and expenditure based on four (4) year plans of activities which shall be reviewed on a regular basis.
- 1.7.5 DMC budgets shall provide for, amongst others, administration, coaching clinics and camps, competitions, international events, development and education and training.
- 1.7.6 The disciplines are entitled to have insight into the discipline profit and loss on a regular basis.

1.8 Application and Registration Fees

- 1.8.1 The Exco shall determine the fees for the following year not later than the end of October. Any person or institution taking part or providing classes in the sport of Gymnastics in South Africa needs to be registered with the SAGF in one of its categories of membership.
- 1.8.2 By registering, the individual is certifying that the information provided by him or her therein is true and correct in every detail and, that he or she is a fit and proper person to be admitted to membership
- 1.8.3 Fees due by all classes of membership are to be paid directly to the SAGF National Office using the correct references. The SAGF National Office shall pay to provinces and clubs that portion of the fees due to them as follows:
- 1.8.4 Gymnasts individual registration fees as well as club registration fees shall be paid within 10 working days after the end of the month of February and March for registrations received in those months and within 10 days after close of registrations in April.
- 1.8.5 The membership cycle is from 01 January to 31 December. Members are required to renew their membership each year however members will be given 90 days grace period in the new year between 01 January to 31 March to renew their membership.

1.9 International Contacts

1.9.1 Definition

These are all gymnastic events of whatever nature undertaken by any of the disciplines falling under the control of the SAGF and taking place between gymnasts, coaches, judges or other officials of more than one member federation of the FIG and IJRU.

1.9.2 Policy

Any event involving international contact and where national representation is involved shall, when occurring within the borders of South Africa, be presented solely by the SAGF or appointed delegates.

Where such events take place outside of the borders of South Africa individuals may only participate as South African representatives when selected by the SAGF to do so.

Any other events involving athletes from other countries may be presented by Provinces or clubs once the approval of the SAGF has been obtained (annexure G). Any such event may not claim to be international in nature.

2 COMMUNICATION, MARKETING, MEDIA AND SPONSORSHIPS

2.1 Sponsorship and Sponsors

2.1.1 Sponsorship for Individual Gymnasts:

The name and/or logo of a gymnast's personal sponsor may not be promoted, worn by the gymnasts, or displayed at any gymnastic event which is sponsored by another sponsor without the prior approval of the organizer and the organizer's sponsor.

2.2 The Media

2.2.1 Media Statements:

2.2.1.1 Policy

Press releases and interviews regarding national or international matters and events may only be given to the media by the president of the SAGF or his appointee. An exception to this concerns information in connection with national competitions or courses which promotes or advertises these events. Such information may be given by the Discipline Management Committee, the local organiser or its appointee.

2.2.1.2 Television Coverage

In accordance with the policy of the television services and the SAGF a request for TV coverage of any gymnastic event must be made via the SAGF.

2.2.1.3 Procedure

An application in writing to Exco giving full details of the event which the organisers wish to be televised must reach the SAGF no later than one (1) month before the event.

2.3 Guidelines for Social Media

The SAGF has strict values which it wishes to uphold across its Social Media spaces, which include:

- no swearing;
- no defaming of individuals or organisations;
- all entries must be relevant;
- entries must not bring the organisation into disrepute.
- At all times we ask our members to respect the Olympic Charter.

2.3.1 Defamation

2.3.1.1 Defamation is the legal term that covers both slander and libel. Slander is defamation by word of mouth and libel is defamation in written form.

2.3.1.2 A defamatory comment is one that would be likely to damage or undermine the reputation of a person/organisation in the eyes of members of the general public by:

- Exposing the individual or organisation to hatred, ridicule or contempt;
- Causing the individual or organisation to be shunned or avoided;
- Lowering the individual or organisation in the estimation of right-thinking members of society; or
- Disparaging the individual in the office, profession or trade or the organisation's office, profession or trade.

These types of comments are not allowed:

2.3.2 Harassment: PRIVACY LAW

We cannot allow for any message which may involve a user or group of users blatantly harassing another user/s or individual.

2.3.3 Contempt of Court

For the sake of any doubt, any messages containing details, comments or any matter whatsoever regarding court proceedings (weather criminal or civil) will not be allowed.

2.3.4 Racism

We cannot allow for anything that can be deemed to be racist and offensive towards any group of people. If you are ever in any doubt please do not publish the message and escalate it to management for further advice.

2.3.5 Religion

Debate about religion and religious groups are not allowed.

2.3.6 People with Disabilities

Reference to disabilities should be included only in neutral terms. Stereotyping messages are not accepted.

2.3.7 Minority Groups

We do not allow any inflammatory messages, only positive, factual, non-confrontational and constructive comments.

2.3.8 Lesbian, Gay, Bisexual

It is acceptable for a user to refer to his/her sexuality as gay, however we need to be careful with potentially defamatory posts accusing someone else of being gay- these will be removed. It is of course acceptable for users to use the word "gay" in a general way – but if used to be discriminatory it will be removed.

2.3.9 Obscenity and Indecency

Any obscene material, relating to race, religion and offensive sexual material will be removed (this includes threats, harassment, incitement, abuse, extreme swearing, religious hate, etc.)

2.3.10 Indecency: Sexual /Pornographic

Explicit on-line sexual descriptions are not acceptable and will be deleted.

2.3.11 Copyright

Copyright is the protection given by law to the creator of a work for their lifetime plus 70 years. Creators do not have to register anything. The protection is automatic and gives the copyright owner control over the usage of their work and allows them to receive payment for the work. Protected work is literary and includes written or spoken words, emails, posting, translations even dictionary definitions and lyrics. There could be times when a user directly cuts and pastes an extract from another site or from a news story.

2.3.12 Personal details exchange

Any user message submitted or asking for any contact details of any sort, be it mobile, home or any other contact telephone numbers, email address, ICQ numbers, MSN names, surnames, school names or locations or arranging meeting times and places will be removed. We also do not allow for any discussion which involves users trying to meet or discussing any form of location details.

2.3.13 Impersonation

Any user impersonating staff, experts or other official of the SAGF or the public is unacceptable.

2.3.14 Criticism of the SAGF

It is acceptable for people to criticise the SAGF in general but content will be removed if it is offensive or if it names people individually.

2.3.15 Mention of Commercial Businesses

Obvious advertising is not allowed but mention of a brand in context to the discussion is accepted, as long as it is not libelous or could be considered ambush marketing. Use of the community for unauthorised commercial purposes (advertising, selling, betting, etc) is not allowed. Content criticising products or services or for users to say that they have been ripped off or have received bad service (line between defamation and personal opinion based on experience) is not allowed.

2.3.16 Violence

We do not allow anything directly inciting:

- Violence, past violence or the threat of violence
- Riots
- Civil disobedience
- Dissent
- Discussion of violence

2.3.17 Criminal or Immoral Activity

As above any discussion concerning criminal or immoral activity are not acceptable.

2.3.18 Drugs, smoking, alcohol and drinking

We do not allow any messages which advocate or encourage the use of or selling of the above.

2.3.19 Stereotypes

Much humour depends on stereotypes. Care however is needed to avoid the unthinking or lazy adoption of stereotypes. Do not allow a user to express genuine hatred or excessive negative feeling which is thought to upset or disrupt the enjoyment for the rest of the users.

2.3.20 Destructive Spamming

Users cannot fill up the message board with repetitive messages.

2.3.21 Nicknames/ usernames

Inappropriate nicknames are not allowed.

2.3.22 Breach of Confidence

A person who receives sensitive information in circumstances where he/she knew (or should have known) that such information was not for distribution to third parties is bound by what is known as a duty of confidentiality. Please be aware of privacy laws at all times if someone is discussing their work or employer. Any direct reference to work ethics or individuals falls into privacy and we cannot allow it.

2.3.23 User Profile Images

User profile pictures are displayed on user comments- messages where the user profile picture may be capable of causing extreme offence are not allowed.

2.4 Communication

2.4.1 Channel of Communication

The channel of communication is as follows:

**Registered Individual <> Club <> District <> Province <> Discipline Management Committee
<> Discipline Management Coordinating Committee (where applicable) <> Exco <>
SASCOC/Department of Sport, Arts and Culture / FIG / IJRU**

This system is meant to keep good order and must be adhered to for all normal business of the federation.

2.4.2 Safeguarding

Due to the need for confidentiality and to expedite safeguarding complaints in order to protect children and adults from harassment, abuse or poor practice, the SAGF 's normal communication lines from Club to District to Provincial Member to SAGF National Office are set aside. A SAGF Club or Event Safeguarding Officer should report safeguarding concerns directly to the SAGF's National Safeguarding Officer(s). This ensures that only those people that need to know to help protect a participant from harassment, abuse or poor practice are informed of the concern and that the concern can be dealt with expeditiously.

2.4.3 National Office Distribution

To ensure effective communication to all spheres of the Federation, Sub-Committees of Exco shall forward all intended communication to any division of the Federation to the National Office for distribution. The National Office shall distribute the information, documents, minutes and or newsletters to the intended recipients.

3 CODE OF CONDUCT FOR SAGF MEMBERS

(Adapted from SRSA Code of Conduct)

3.1 Purpose

The purpose of this code of conduct is to articulate the acceptable standard of behaviour expected of all members of SAGF. It represents a formal statement of the values and ethical standards that guide individuals in sport.

It further outlines a set of principles and norms to which members and stakeholders can be held accountable by SAGF when representing South Africa at any sporting event. SAGF shall remain the ultimate authority in terms of enforcing the adherence. The aim thereof, is not to simply learn more rules but rather develop certain interpretive sensitivity towards them. This can also be used as a point of reference when dealing with disciplinary procedures against members.

3.2 Objectives

To enhance the ethical reputation of sports persons.

3.2.1 To promote respect for human dignity, rights and social justice.

3.2.2 Provide a framework for all sport persons to conduct their sport activities according to the following ethical principles:

- Embrace the spirit of fair play;
- Respect the rights, dignity and worth of every human being;
- Be fair, considerate, honest and show respect for the law;
- Be trustworthy and professional, accept responsibility for their action;
- Refrain from any racial, gender, verbal, physical or emotional abuse or harassment;
- Make a positive contribution and refrain from destructive criticism;
- Act in the interest of South African sport;
- Respect all religions as equal.

3.2.3 To outline incorrect and unacceptable actions/behaviours within sport and to encourage ethical behaviour within sport, so that when the code is contravened the appropriate disciplinary action can with consistency be taken, thus responding to offences and preventing re-occurrence. It remains the responsibility of the members to take disciplinary measures and reporting to SAGF.

3.2.4 To help to resolve conflict.

3.2.5 To make ethical behaviour infringements easy to identify.

3.3 Practitioners of Sport

We pledge to:

3.3.1 Ensure that the code of conduct is distributed, understood and agreed upon by coaches, athletes and officials.

3.3.2 Conform to our federation's code of conduct.

3.3.3 Commit to promote equity for all athletes and to ensure all athletes are given an equal opportunity

to participate, regardless of gender, ability or cultural background.

- 3.3.4 Safeguard all participants in gymnastics from harassment, abuse or exploitation and report any concerns of harassment, abuse or exploitation.
- 3.3.5 Promote the respect of cultural beliefs.
- 3.3.6 Ensure that the standard of confidentiality is adhered to.
- 3.3.7 Ensure that the age and maturity levels of children are considered in programme development, rule enforcement and scheduling.
- 3.3.8 Balance the pride of participation with the will to win.
- 3.3.9 Encourage the spirit of Ubuntu and that fair play is promoted by the conduct of all technical officials, coaches, sports practitioners and athletes.
- 3.3.10 Discourage people from promoting violence in sport.
- 3.3.11 Ensure that all equipment and facilities comply with the federation's standard.
- 3.3.12 Ensure that no athlete be advantaged by any modification of mechanical equipment.
- 3.3.13 Take action against a member of the federation that brings the sport into disrepute.
- 3.3.14 Disclose personal interest by all participants at all levels.
- 3.3.15 Ensure that the standards set out in the Safety at Sports and Recreational Events Act are adhered to.
- 3.3.16 Ensure that all protocol is observed at competitions/events.
- 3.3.17 Reject and report all attempts to corrupt, influence or manipulate the playing or outcomes of sporting events, which go against the spirit of fair play.
- 3.3.18 Disclose any personal or private, direct or indirect business interests, me or my family, or business associates may have which conflict with the sport's interest.

3.4 Athletes

We will:

- 3.4.1 Conform to our federation's code of conduct.
- 3.4.2 Respect the rules and participate in the spirit of fair play.
- 3.4.3 Refrain from any form of harassment, abuse or exploitation of others and report any concerns regarding the behavior of others that might constitute harassment, abuse or exploitation.
- 3.4.4 Display high standards of behaviour that promote a positive image for the sport.
- 3.4.5 At all times show respect for other athletes, sport practitioners and officials.
- 3.4.6 Balance pride of participation with the will to win.

- 3.4.7 Give my teammates positive inputs and feedback.
- 3.4.8 Respect the usage of facilities and equipment prescribed for an event.
- 3.4.9 Commit to the fight against banned substances in sport.
- 3.4.10 Commit to the WADA code of conduct and contribute to promote anti-doping in sport.
- 3.4.11 Reject and report all attempts to corrupt, influence or manipulate the playing or outcomes of sporting events, which go against the spirit of fair play.
- 3.4.12 Display exemplary behaviour in and out of play, promoting fair play in sport.
- 3.4.13 Commit and cooperate with all medical and testing protocols of SAGF, SASCOC or the South African Institute for Drug Free Sport (SAIDS).
- 3.4.14 Commit ourselves to not bring our sport into disrepute.

3.5 Technical Officials

We will:

- 3.5.1 Conform to our federation's code of conduct.
- 3.5.2 Make sure that the participation in the event is in the spirit of fair play.
- 3.5.3 Ensure that all equipment and facilities comply with the specified federations International Standard.
- 3.5.4 Not tolerate unacceptable conduct toward officials, athletes, spectators or ourselves.
- 3.5.5 Disclose personal interest by all participants/officials at all levels.
- 3.5.6 Handle all conflicts firmly but with dignity.
- 3.5.7 Display exemplary behaviour in and out of play, promoting fair play in sport.
- 3.5.8 Ensure that the standard of confidentiality is adhered to.
- 3.5.9 Develop ourselves to meet the highest standard of officiating.
- 3.5.10 Make ourselves available to provide feedback and take part in the discussion of issues before and after the event when required and permitted to do so.
- 3.5.11 Commit to the fight against banned substances in sport.
- 3.5.12 Commit to the World Anti-Doping Agency (WADA) code of conduct and contribute to promote anti- doping in sport.
- 3.5.13 Reject and report all attempts to corrupt, influence or manipulate the playing or outcomes of sporting events, which go against the spirit of fair play.
- 3.5.14 Respect other officials, sport practitioners, coaches and athletes.

- 3.5.15 Disclose any personal or private, direct or indirect business interests, me or my family, or business associates may have which conflict with the sport's interest.

3.6 Coaches

We will:

- 3.6.1 Conform to our federation's code of conduct.
- 3.6.2 Encourage athletes to participate in the event in the spirit of fair play.
- 3.6.3 Ensure that confidentiality of sportsperson's affairs is respected.
- 3.6.4 Ensure that athletes know how to manage conflict resolution and stress and use good judgment.
- 3.6.5 Be generous with praise and give the team positive input and feedback.
- 3.6.6 Develop ourselves to meet a high standard of coaching.
- 3.6.7 Commit to the fight against banned substances in sport.
- 3.6.8 Commit to the World Anti-Doping Code and contribute to promote anti-doping in sport.
- 3.6.9 Resist all forms of corruption, pressures and other compelling circumstances, which go against the spirit of fair play.
- 3.6.10 Respect other coaches, officials, sport practitioners and athletes.
- 3.6.11 Safeguard all participants in gymnastics from harassment, abuse or exploitation and report any concerns of harassment, abuse or exploitation.
- 3.6.12 Encourage individuals to continue their participation in sport.
- 3.6.13 Ensure that all equipment and facilities comply with the specified federation's international standard.
- 3.6.14 Commit and cooperate with all medical and testing protocols of the SASCOC.
- 3.6.15 At no time become intimately and/or sexually involved with any minor athlete.
- 3.6.16 In the case of minors, communicate and cooperate with the athlete's parents or legal guardians, involving them in management decisions pertaining to their child's development.
- 3.6.17 At all times treat each and every athlete under his or her coaching supervision equally and fairly.
- 3.6.18 Disclose any personal or private, direct or indirect business interests, me or my family, or business associates may have which conflict with the sport's interest.

3.7 Safeguarding Code of Conduct

All members and employees of the South African Gymnastics Federation (SAGF), its members and affiliated clubs

confirmation that:

- they have read the Safeguarding Policy
- they agree to fulfil your duty of care to safeguard children and vulnerable adults to the best of your ability, and
- they agree to abide by the principles and behaviours as outlined in the Safeguarding Statement below.

Disciplinary action will be taken if the Safeguarding Statement is breached. What is Your Duty of Care?

Anyone working with children or vulnerable adults has a legal and moral duty of care to do all they can to protect them from harm. Specifically, this means:

- A duty to behave in a way that does not place children or vulnerable adults at risk of harm
- A duty to report all safeguarding concerns about specific children or vulnerable adults to the SAGF and ensure these concerns are addressed.

Safeguarding Statement

Every member confirms that they will abide by all the SAGF's safeguarding expectations.

As a member, employee or representative of the SAGF, I will:

Always

- Work in a way that respects children's rights and the rights of vulnerable adults, and places their best interests above all other considerations
- Conduct myself with the highest professional standards in line with SAGF's mission, values and behaviours.
- Act on safeguarding concerns swiftly and pass information to the appropriate safeguarding person so that action can be taken to reduce the risk of harm to children or vulnerable adults
- Treat everyone with equal respect, without discrimination, regardless of their gender, culture, ethnicity, age, religion, sexual orientation, or ability
- Work in a way that makes provision for children or vulnerable adults who require additional support due to their own needs or circumstances in order for them to access the same level of protection or opportunities that others may have
- Respect cultural and religious differences when engaging with children and their families and vulnerable adults, and be sensitive to these in my interactions with them
- Maintain appropriate professional and personal boundaries at all times whenever I have direct or indirect contact with children or vulnerable adults. This includes online and digital contact
- Ensure that all data I obtain through my role is handled with the highest regard for safety and privacy, including collection, storage and sharing of information where appropriate. All personal data and sensitive children's and vulnerable adult's data will be stored in line with the protection of personal information legislation.
- Ensure I have completed all safe recruitment checks that the SAGF requires of me with integrity and honesty.

Never

- Share personal details with children or vulnerable adults including online or digital information
- Spend time alone with children or vulnerable adults, where my actions cannot be accounted for
- Initiate physical contact with a child or a vulnerable adult (including hugging, picking them up) except when spotting or providing manual support after receiving explicit consent from the gymnast

- Engage in any physical abuse of a child or adult at risk (including hitting, slapping, shaking, throwing, pushing or otherwise causing physical harm)
- Engage in any sexual activity (contact or non-contact) with a child or vulnerable adult (including indecent exposure, exposure to pornographic material, sexual teasing or innuendo, inappropriate touching including penetrative or non-penetrative acts, or use of adult sex workers)
- Engage in any form of financial or material exploitation (including stealing, fraud, misuse or misappropriation of property, possessions or benefits) behaviour through or during my work with SAGF
- Perform tasks of a personal nature for a child or vulnerable adult
- Endorse the participation of a child or vulnerable adult in abusive activities (e.g. bullying, hazing, neglect, withholding medication, food or shelter, or ignoring medical, physical or emotional needs)
- Emotionally or psychologically abuse a child or vulnerable adult by acting in a way that shames or degrades them (including threatening to hurt or abandon, humiliating, blaming, controlling, overprotecting, isolating or intimidating)

3.8 Commitment

- 3.8.1 In case of any violation of the provisions of this Code of Conduct, disciplinary measures as prescribed in the SAGF Code of Ethics and Disciplinary Procedures, shall be instituted and sanctions applied appropriately. Adherence and compliance to this Code of Conduct by all members therefore becomes mandatory.

4 POLICIES, DECLARATIONS AND LONG-TERM PLANNING

4.1 Policies

4.1.1 Safeguarding Policy

Exco approved a Safeguarding Policy for the Federation, which was updated in 2021. The document can be found on the members' website or a copy can be requested from Head Office

4.1.2 Covid-19 Policy.

Approved by Exco during June 2020. The document can be found on the members' website or a copy can be requested from Head Office

4.1.3 Code of Ethics and Disciplinary Code, which was updated in 2021. The document can be found on the members' website or a copy can be requested from Head Office

4.2 Declarations

4.2.1 SAGF Transformation Plan 2019 (Updated from 2018). The document can be requested from Head Office

4.3 Long Term Planning

4.3.1 Long Term Participation Development (September 2011). The document can be requested from Head Office.

5 DISCIPLINE AND TECHNICAL GOVERNANCE

Preamble

Technical matters need to be clearly defined and people with specialist knowledge should fulfil those functions.

The three divisions namely Development (from beginner stages and intrinsic throughout the career of the gymnast), Participation (all competitions and events) and High Performance (elite levels) are equal in importance to produce a holistic and balanced programme to our members in the pursuit of enhancing physical prowess, health, fitness and fun.

The SAGF supports the principle of a gymnast centered programme driven by coaches and sustained by a wide range of support systems to create a society of accomplished, self-confident individuals.

5.1 Discipline Assemblies

The Discipline Assembly is the highest authority of each discipline. It assembles annually and shall have the powers to:

- establish policies and actions to be followed in carrying out the aims and objectives of each discipline
- ensure that these policies and strategies are not in conflict with the objective of the federation, its constitution and the "Rules and Regulations"
- ratify or reject policies and/or actions of the Discipline Management Committee made or taken during the preceding period
- ratify, amend and/or reject changes to technical regulations
- receive the annual report from the Chairperson of the Discipline Management Committee and each portfolio member.

The Discipline Assemblies will forthwith be known as Acro Assembly, Aerobics Assembly, MAG Assembly, Parkour Assembly, Rhythmic Assembly, Rope Skipping Assembly, Trampoline and Tumbling (T&T) Assembly, WAG Assembly, Gymnastics for All Assembly

5.1.1 Notice of meeting

The notice convening a Technical Assembly stating the place, date and hour of the assembly (annexure B) must be sent by the Discipline Management Committee to all provincial affiliates and to any other persons entitled to receive such notice, at least 6 (six) weeks prior to the commencement of a Technical Assembly.

Notice of the terms of any resolution to be proposed at a Technical Assembly shall be lodged with the Discipline Management Committee at least 4 (four) weeks before the date fixed for such meeting. Proposed Resolutions shall be signed and dated by the president or the secretary of the province. The Discipline Management Committee shall forthwith send a copy of such notice to all provincial affiliates and to any other persons entitled to receive such notice at least 2 (two) weeks before the meeting.

5.1.2 Composition

It is composed of:

- Discipline Management Committee
- Any registered individual of the federation active in the specific discipline at the time of the meeting and duly registered to attend the meeting (coaches, judges, club owners etc.
- One provincial representative from each province provided that the discipline is operational in that

province

- Appointed employees and portfolio members for the discipline
- Exco members and appointed employees of the federation

Each provincial representative must be properly appointed by the province and shall advise the Discipline Management Committee of the name/s of its delegates in writing at least 24 (twenty-four) hours prior to the assembly (annexure C and D).

5.1.3 Presiding

The respective Discipline Management Committee Chairperson shall chair the assembly. In the absence of this person the Discipline Management Committee shall appoint one of its members to chair the assembly.

5.1.4 Proceedings

50% plus one (1) of the provincial delegates present and entitled to vote (by nominated delegate) shall constitute a quorum. If, within half an hour from the time appointed for the holding of a Discipline Assembly, a quorum is not present, the assembly shall stand adjourned. The assembly shall reconvene after another five (5) minutes. If at such reconvened meeting a quorum is not present, the members present shall constitute a quorum.

The business at the Discipline Assembly shall follow a prescribed agenda.

All propositions contained in the agenda must be put to the vote except that any proposition from a province or club not present will be withdrawn unless another province, club or the Discipline Management Committee shall adopt it as its own and, subject to acceptance by a majority of the delegates present, submit it for consideration.

At all Discipline Assemblies a resolution put to the vote of the assembly shall be decided by a show of hands unless a ballot be requested and supported by a majority of provincial or club delegates present in person and entitled to vote. Results of all resolutions voted on must be made known together with the number of votes for and against, immediately after the votes have been counted and will be so recorded in the minutes.

The Chairperson may with the consent of the assembly adjourn the assembly. Delegates shall be given due notice of the date, time, place and business to be transacted at the reconvened meeting.

5.1.5 Voting

The voting rights set out in this clause shall apply in respect of any and all Discipline Assemblies.

5.1.5.1 Ordinary Members shall each have 1 (one) vote per member, provided the discipline is operational in the province.

5.1.5.2 Associate Members shall have no votes.

5.1.5.3 Only Members whose representatives are personally present at the meeting concerned shall have the right to vote. The Athlete representative of the Discipline shall have one vote

5.2 Discipline Management Coordinating Committee (DMCC)

5.2.1 Scope and Purpose

The Discipline Management Coordinating Committee (DMCC) create and maintain uniform, holistic and focussed standpoints on technical principles and philosophies for all disciplines within the Federation to comply with national strategies.

5.2.2 Governance and Structure

- 5.2.2.1 The Discipline Management Coordinating Committee comprises of the Chairpersons of each of the Discipline Management Committees, the President or his/her representative and the CEO and will be constituted every 4 (four) years in the year of the QGM.
- 5.2.2.2 Discuss, coordinate and recommend to Exco all aspects of national policy and strategies on technical level, except discipline specific matters, for execution.
- 5.2.2.3 The DMCC is a sub-committee of Exco.
- 5.2.2.4 Act as filter between Exco and the Discipline Management Committees on all aspects that overlap between Discipline Management Committees where national policy, philosophy and principles are at stake.
- 5.2.2.5 All aspects of national policy and strategies on technical level, except discipline specific matters, will be discussed, coordinated and recommended to Exco for execution.
- 5.2.2.6 The mandate to develop, manage, control and implement discipline specific matters rest with the Discipline Management Committees.
- 5.2.2.7 The Chairpersons of disciplines, President and CEO have voting rights.
- 5.2.2.8 The President, CEO or their nominee will Chair the DMCC.
- 5.2.2.9 The DMCC will meet at least once a year or when called to a meeting by the President or CEO.
- 5.2.2.10 A small budget will be allocated for basic administration costs for the DMCC.
- 5.2.2.11 Where it is found that members are not functioning effectively, the CEO will request the relevant discipline to appoint another representative.
- 5.2.2.12 The DMCC will be constituted within thirty (30) days after every QGM for a term of four (4) years.

5.2.3 Functions of the DMCC

The functions of the Discipline Management Coordinating Committee include but are not limited by the following:

- 5.2.3.1 The main function of the DMCC will be to serve as technical platform where matters of national strategic importance will be discussed and coordinated between the disciplines.

- 5.2.3.2 Advise Exco on matters of strategic importance emanating from FIG or UAG policies, programmes, guidelines or rules.
- 5.2.3.3 Give guidance and ensure adherence to and implementation of accepted national strategic decisions approved by Exco.
- 5.2.3.4 Provide guidance on or execute regular evaluation of the technical effectiveness of programmes and encourage intervention engagements.
- 5.2.3.5 Generate or/and maintain a four (4) to eight (8) year strategic technical plan for the Federation.
- 5.2.3.6 Be a focal point of developing a positive and ethical culture embracing the Federations' core values.
- 5.2.3.7 Entrench the three development levels of beginners (primary development), skill development, recreation and fun through participation stages to performance levels.

5.3 Discipline Management Committee (DMC)

It is critical that Discipline Management Committees and their members work closely together with the Managers responsible for Development, Participation and High Performance.

5.3.1 Composition

Individual disciplines will forthwith be known as Acro Management Committee (Acro Manco), Aerobics Management Committee (Aerobics Manco), Men's Artistic Management Committee (MAG Manco), Parkour Management Committee (Parkour Manco), Rope Skipping Management Committee (RS Manco), Rhythmic Management Committee (Rhythmic Manco), Trampoline and Tumbling Management Committee (T&T Manco), Women's Artistic Management Committee (WAG Manco), Gymnastics for All Management Committee (GFA Manco).

The Discipline Management Committees of all disciplines falling under the control of the SAGF shall consist of 7 members and shall include the following portfolios:

5.3.1.1 Chairperson

- Is a registered member in the discipline with the ability to lead by example, give direction on strategic level and manage the affairs of the discipline
- Ensure that the needs and requirements of gymnasts, coaches, judges and other stakeholders are met
- Shall ensure that the overall direction and focus of the discipline is consistent with the objectives and strategies of the Federation
- Shall prepare budgets in consultation with the Discipline Management Committee for the various projects and events to be undertaken by the discipline
- Shall take on a supervisory role and ensure that good governance is practiced by the committee.

5.3.1.2 Development

- Is a registered member in the discipline, ideally with an understanding of the importance of development and growth in an organisation. Duties include introducing gymnastics to new members.

- Promoting the transformation of the discipline and ensuring a positive growth of gymnastics in the school sector.
- Adjust mass participation and schools program for recreational and competitive events
- Collaboration with gymnastics hub leaders
- Volunteers and youth leaders training
- Shall ensure that there is development, and positive growth in numbers, of judges, coaches and gymnasts.
- Keeps EPG/PDI strategy in mind when enrolling coaches and judges and or administrators in the training workshops and courses

5.3.1.3 Participation

- Is a registered member in the discipline with a deep understanding of the technical requirements of the discipline, including but not limited to the club participation environment, development of coaches and judges and business enhancement of clubs.
- Have a comprehensive understanding of event management and organisation and be responsible for oversight of district, zone, national and other Federation competitions.
- Be creative and proactive in looking at new ways to engage clubs and gymnasts in events and initiatives from district to national level
- Be actively involved the preparation and development of upskilling programs for coaches and judges within the Participation band

5.3.1.4 High Performance

- Is a registered member in the discipline with a deep understanding of the technical requirements of the discipline, including, but not limited to Code of Points, Technical Regulations and Competition Requirements.
- Is responsible for planning and execution of trials for selection of all international teams.
- Be responsible for cyclic technical planning of the discipline with focus on 4 and 8 year development plans for high performance gymnasts including the execution and continuous upgrading thereof to ensure international competitiveness

5.3.1.5 Administration

- Is a registered member in the discipline who has proved him/herself as an exceptional administrator who will be responsible for the planning and execution of administrative duties of the discipline.
- Anchors the administration of competitions, training programmes and events of the discipline.
- Is responsible for keeping and distribution of minutes of all meetings and ensuring that regular marketing information and photographs are sent to relevant Federation media platforms.

5.3.1.6 Strategic Compliance

- Is a registered member of the discipline who needs to update and maintain the database of members, clubs, coaches and judges according to protocols of the Federation's Management System.
- Ensure that results and reports of all events are submitted to Management according to requirements of the Management System
- Is responsible for gathering and submitting information required by Management for statutory reports to government and other institutions

5.3.1.7 Athletes Representative

- Represent the interests of the athletes within the discipline
- Represent his/her discipline on the Athletes Commission

- To communicate policies and procedures of the Discipline Management Committee to the gymnasts

5.3.1.8 Composition of Trampoline and Tumbling Management Committee (interim till 2024)

- The Trampoline and Tumbling Management Committee will consist of the above 7 members plus 2 additional members. The 2 members each will fulfil the portfolios of participation and high performance for the respective divisions of the discipline.
- The Chair of the T&T Management Committee is responsible for coordination and synchronisation of activities of the discipline.

5.3.1.9 Discipline Management Committees may co-opt SAGF registered individuals to fill portfolios should they become available due to a resignation. The co-opted names must be submitted to Exco for approval.

5.3.1.10 Portfolios can be combined due to unique circumstances and or specific requirements of the disciplines such as geographical reasons, number of gymnasts, etc

5.3.1.11 The Discipline Management Committee may nominate elected or non- elected members to represent their discipline at SAGF sub-committee, commission or forum meetings such as: High Performance, Levels, Schools, Education and Training and Coaches Forum.

5.3.1.12 The Discipline Management Committee will be required to meet biannually and a quorum shall be 4 members.

5.3.1.13 Discipline Management Committees must comply with Federation equity requirements

5.3.2 Appointment of Discipline Management Committee

5.3.2.1 Applications for available portfolios must be called four 4 weeks before the QGM. Applications must be submitted two (2) weeks before the QGM.

5.3.2.2 Must be tendered with updated curriculum vitae of no more than three (3) A4 pages and a short description by the candidate of why they are applying for the position.

5.3.2.3 Appointment panels will consist of one (1) Exco member, CEO or her/his representative, managers responsible for development, participation and high performance, one (1) provincial chairperson and two (2) senior members of the discipline who will preferably not contest any position.

5.3.2.4 Should there be a shortage of applications the appointment panel can appoint people who are prepared to serve.

5.3.2.5 Appointment panels will conduct their business before the QGM via an online system

5.3.2.6 Appointments will take place every four (4) years during the year of the Olympic Games

5.3.2.7 Outgoing Discipline Management Committees may make recommendations to members to apply for certain portfolios but the process should not constitute a pre-election of who is to serve in which portfolios.

5.3.2.8 Permanent employees of SAGF cannot serve on a Discipline Management Committee.

- 5.3.2.9 No person may serve for –
- more than 8 (eight) consecutive years as Chairperson; and
 - more than 8 (eight) years maximum in any one position.

5.3.3 Functions of the Discipline Management Committees

- 5.3.3.1 Provide a holistic developmental plan for the discipline by drawing up a 4 to 8 (four to eight) year plan in consultation with the high performance manager of the federation.
- 5.3.3.2 The plan must include all development, competitions, training programs, training camps, selection criteria, training for coaches and judges, budget projections, annual budgets, support services and discipline business enhancement plans.
- 5.3.3.3 Comply with FIG / IJRU training programmes, Code of Points and any other macro guiding concerns or submit proposed variations, changes, amendments and additions to the SAGF Disciplines Coordinating Committee for discussion and eventual Exco approval. No discipline may make any unilateral changes to any programme of the FIG / IJRU that the SAGF Disciplines Coordinating Committee has accepted and was approved by Exco.
- 5.3.3.4 Thus have the right to take technical decisions, subject thereto that any such decision is aligned to the overall strategy of the Federation
- 5.3.3.6 The responsibility to coordinate and manage judging and education and training matters within the discipline should preferably be allocated to one or more of the development, participation or high performance portfolios.
- 5.3.3.7 Provinces may appeal to a Discipline Management Committee to reconsider technical regulations or rules made but may not change any decisions taken. Decisions that are impractical from a Provincial perspective must be followed up with the applicable Discipline Management Committee and if no compromise is reached must be escalated to the DMCC for a resolution.
- 5.3.3.8 The Discipline Management Committee is responsible for the submission and administering of budgets approved by Exco.
- 5.3.3.9 Appoint sub-committees or task teams to investigate or deal with any matter of the discipline.
- 5.3.3.10 Attend national and technical forums of the discipline when and if the need arises.
- 5.3.3.11 Provide minutes of each meeting convened which must be circulated to all members of the Discipline Management Committee and the SAGF office within 21 days. An abstract or newsletter containing all decisions and information must be circulated by the SAGF national office to clubs and judges with explanations or motivations within the same timeframe
- 5.3.3.12 Comply with all financial, administrative, marketing, database management, reports and guidelines of the Federation
- 5.3.3.13 Appoint portfolio members to participate on national forums (e.g. Coaches Forum or Education and Training). These persons shall be responsible for providing, reporting and presenting information as requested by the Federation's manager chairing the forum.

5.3.3.14 Ensure that coaches, judges and team manager's reports are received within 14 days after all events. Reports must be circulated to Discipline Management Committee members and Head Office to distribute to provinces and Exco.

5.3.3.15 Discipline Management Committee members not performing their required duties will be notified in writing of such and requested to comply. If compliance is still not forthcoming the offender/s may be called to a disciplinary hearing. Based on the outcome the Discipline Management Committee can replace the offending member with the approval of Exco. In the case of a Discipline Management Committee not complying, the Exco can place the committee under administration and appoint a person or group of persons to run the discipline for the rest of the term of office. Complaints about a non-performing member of a Discipline Management Committee, may be lodged by any member of the applicable Discipline Management Committee or EXCO.

5.3.3.16 Any member of the Discipline Management Committee who is absent from 3 (three) consecutive meetings without leave of absence or a valid reason shall cease to be a member of the said committee.

5.3.4 Procedure to elect an Athlete Representative to serve on a Discipline Management Committee

5.3.4.1 Definition:

An Athlete's Representative is a duly registered gymnast of the Federation, who will represent the athletes of their respective discipline in accordance with these rules and regulations.

5.3.4.2 Functions of the Athletes Representative

- The functions of the Athletes representative include the following:
- To represent the interests of the athletes within their discipline
- To represent the athletes at Discipline Management Committee meetings or any other meeting concerning athletes when necessary
- Represent his/her discipline on the Athletes Commission
- To communicate all athletes' feedback (concerns and suggestions) to the Discipline Management Committee
- To communicate policies and procedures of the Discipline Management Committee to the athletes
- To drive an active communication programme with gymnasts of the discipline on, amongst others, social media.

5.3.4.3 Notice of meeting

- The notice of the Athletes representatives meeting stating the date, place and hour of the meeting must be arranged by the discipline.
- The Discipline Management Committee of each discipline must give at least 2 (two) weeks' notice prior to the meeting.
- It is preferable that the meeting take place during an event where most of the senior gymnasts are present

5.3.4.4 Selection of Discipline Representative

The selection of the Discipline representative shall take place every 4 years, in the year of the Olympic Games at the National Championships.

Applications must be submitted to the Discipline Management Committee according to the following procedure:

- Applications must be called four 4 weeks before the meeting
- Applications must be submitted two (2) weeks before the meeting.
- Must be tendered with updated curriculum vitae of no more than three (3) A4 pages and a short description by the candidate of why they are applying for the position of Athlete Representative
- Appointment panels will consist of the discipline Chair, two (2) senior members of the discipline and two (2) active gymnasts who will not apply for the position.
- Should the application(s) be unconvincing the appointment panel can select a person who is prepared to serve.
- Appointment panels will conduct their business 1 week before the meeting via an online system

5.3.4.5 Criteria

The Athletes representative must:

- Be 18 years of age or older
- Have been involved in Gymnastics for a minimum of 5 (five) years
- Have competed at Nationals for a minimum of 3 (three) years

5.4 Athletes Commission

The Athletes commission comprises of the disciplines' Athletes representatives. The commission serves as a consultative body and is a link between active athletes and Management of the SAGF.

5.4.1 The role of the commission is to empower gymnast involvement in all spheres of the federation and to ensure that the interests of the gymnasts are protected in all affairs. The commission makes recommendations to EXCO and will meet as often as the members of the commission feel a need to do so.

5.4.2 The Exco representative present at the meeting shall facilitate the selection of a Chairperson. The Chairperson will serve as a member of Exco.

5.4.3 The functions of the Athletes Commission include but are not limited by the following:

5.4.3.1 Ensure that the motto of the Federation of "athlete centred" is observed in all activities of the Federation

5.4.3.2 Lead by example and provide a guiding reference of positive contributions to the activities of the federation and to enhance its culture.

5.4.3.3 Assist the Federation with matters pertaining to the welfare of gymnasts

5.4.3.4 Call meetings and/or discussion groups to inform gymnasts of relevant information concerning strategies of the federation.

5.4.3.5 Convey specific needs of gymnasts around mentorship, scientific support, career opportunities, etc. to Exco to address at national level.

5.5 Coaches Forum

For Information

The Coaches Forum is an open discussion platform where coaches can meet and discuss issues of professional and common interest. It is not a separate association. At this stage in time it is recommended that coaches who want to affiliate to a professional coaches association join the SA Sport Coaching Association.

The structure proposed is initially as modest as possible. The purpose is to allow the Forum to evolve and restructure as needs arise.

A few founding principles and related paragraphs from the initial SASCOC Coaching Policy and the SASCA Coaching Charter have been used in this document.

5.5.1 Scope and Purpose

The Coaches Forum will serve all gymnastics coaches governed by the South Africa Gymnastics Federation as per the SAGF Constitution.

The Forum is a platform to enhance education and influence; contribute to self-education and professional development; cooperation and exchange of ideas and explores science in gymnastics.

The Forum is to encourage and maintain uniform, holistic and focussed standpoints on technical principles and philosophies for all disciplines to comply with national strategies within the Federation.

Coaches need a working environment and structure within which they can develop their skills; receive formal and ongoing education and be recognized for their expertise, experience and qualifications.

5.5.2 Principle Objectives

- Foster the adherence to a code of conduct for all coaches.
- Nurture compliance to agreed ethics and standards.
- Support the creation of equal opportunities for coaches.
- Unlock access to quality coaching information.
- Promote a supportive environment for coaches at all levels.
- Encourage regular updates on training methods and safety issues.
- Encourage all coaches to advance in their coaching career and to improve their coaching qualifications.
- Subscribe to and endeavour to support the delivery of a SAGF's strategic coaching programme through deliberate and focussed capacity building and continuous development of coaches.
- Subscribe to norms and values of integrity, inclusivity, excellence, mutual respect, fair play, quality delivery, professionalism, ethics, accessibility, capacity development and social cohesion.

5.5.3 Governance and Structure

5.5.3.1 The SAGF Coaches Forum is an open discussion platform and operates within the structure and functions of the Discipline Management Coordinating Committee.

5.5.3.2 The SAGF Coaches Forum will consist of

- The Chairpersons or their representatives of all disciplines
- The President and CEO – ex officio
- A representative from each province who has to be an active coach
- Managers of the Federation as and when needed.
- Invited members of the Federation when specific matters are to be discussed

- 5.5.3.3 The Chairpersons or representatives of disciplines, President, CEO and Provincial representatives have voting rights.
- 5.5.3.4 The Chairpersons or representatives of disciplines will elect a Chairperson from their own ranks to Chair the Forum for 4 years after each QGM.
- 5.5.3.5 The Forum will meet at least once a year or when called to a meeting by the Chairperson, President or CEO.
- 5.5.3.6 A small budget will be allocated for basic administration costs of the Forum. Initiatives or projects will be financed through normal operations of disciplines of provinces or an application can be submitted to Exco for special projects.
- 5.5.3.7 As all members are representative of either Discipline Management Committees or provinces, vacancies or where it is found that members are not functioning effectively, will be filled by requesting the relevant structure to appoint another representative.
- 5.5.3.8 The Manager responsible for high performance in the Federation will be responsible to drive and support the activities of the Form in collaboration with the Participation and Development Managers.
- 5.5.3.9 The Forum will coordinate activities with the SAGF Discipline Management Coordinating Committee and will refer all formal recommendations regarding technical and education matters to the DMCC for consideration and referral to EXCO for approval and introduction into the system.

5.5.4 Functions of the Coaches Forum

Additional to the objectives of the Coaches Forum functions will be to:

- 5.5.4.1 Discuss and promote coach support and empowerment systems.
- 5.5.4.2 Foster quality coaching at all levels through guidance and promotion of coach and coaching education and orientation courses.
- 5.5.4.3 Interrogate education programmes and propose enhancement interventions to ensure optimal coach education and development on all levels.
- 5.5.4.4 Actively pursue and motivate continuous personal and professional Sports Coach development.
- 5.5.4.5 Endeavour to deliver professional standards that ensure the best interests of the gymnasts are addressed in terms of wellbeing, development and performance.
- 5.5.4.6 Filter decisions, observations and recommendations, from all aspects of the Federation, through to all coaches.
- 5.5.4.7 Interaction between coaches on local, provincial and national level should be shared amongst all levels and disciplines. Be a platform where best practices are discussed, especially through social media.
- 5.5.4.8 Encourage coaches to work together through combined training sessions where coaches and gymnasts can learn from each other such as formal and informal squads.

- 5.5.4.9 Encourage high performance clubs to act as performance centres by inviting other clubs to train with them.
- 5.5.4.10 Encourage district and or provincial discussion groups (depending geographical realities) or online discussions and arrange speakers on technical, sport science or medical topics. Share the outcomes of these meetings on social media platforms.
- 5.5.4.11 Discuss and disseminate information on strengthening clubs as business enterprises.
- 5.5.4.12 Reach out to other sports with similar challenges.
- 5.5.4.13 Lobby on various fronts for example internal avenues, media, schools in a district.
- 5.5.4.14 Be a focal point of developing a positive and ethical culture embracing the Federations' core values. Have regular discussions on this topic and provide guidance.

6 SUB-COMMITTEES OF EXCO (Excluding Discipline related)

6.1 Audit Committee

Exco shall appoint an audit committee to serve for two years. The committee will comprise of the CEO and 2 independent members of which one will be the chair.

6.1.1 Objectives of Audit Committee

To assist Exco in fulfilling its oversight responsibilities; including Risk Management, Entity Operations (including Culture), impacts of New Legislation.

The audit committee will review the financial reporting process and disclosures, the system of internal control, the audit process, the federation's process for monitoring compliance with laws and regulations and with the code of conduct.

To consider the impact of Technology and Cybersecurity on the Federation

In performing its duties, the committee will maintain effective working relationships with Exco and the external auditors

To effectively perform his or her role, each committee member will obtain an understanding of the detailed responsibilities of committee membership as well as the Federations business operations and risks

6.1.2 Organisation

6.1.2.1 Membership qualification

The members must be chartered accountants or have a thorough knowledge of accountancy.

6.1.2.2 Frequency of meetings

The committee shall meet at least twice per financial year. The meeting will be scheduled taking into account preparation of annual financial statements, external audit planning memorandum and external audit report on annual financial statements

6.1.2.3 Composition

In addition to the committee, the external auditors and the accountant of the Federation will have a standing invitation to attend meetings.

6.1.2.4 Authority of audit committee

In order to carry out its responsibilities effectively and independently the audit committee has the following authority:

- Have access to the accounting and other records of the federation
- To gather any relevant information it requires from internal or external sources
- To request legal or professional advice

All findings and recommendations of the committee must be sent to Exco for approval.

6.1.2.5 Quorum

The quorum for the audit committee shall be a majority of members.

6.1.3 Responsibilities and Functions

The responsibilities and functions are:

- Review the adequacy, reliability and accuracy of financial information provided to Exco
- Review the annual financial statements and determine whether they are complete and reflect appropriate accounting principles and practices
- Review the effectiveness of the system for monitoring compliance with laws, regulations and code of conduct relevant to the Federations operations
- Be satisfied that all regulatory compliance matters have been considered in the preparation of the financial statements
- Review the performance of the external auditors.

6.2 Appeal and Disciplinary Committees

Exco may, with ratification by Council, appoint the members of the Appeal and Disciplinary Committees and delegate such powers to these committees to include, but not be limited by the following:

- 6.2.1 To assist SAGF with legal advice;
- 6.2.2 Set up and continuously update a disciplinary code for both participants and management, adopted by Council;
- 6.2.3 Chair disciplinary hearings when requested, and adjudicate, mediate and arbitrate upon legal and disciplinary matters;
- 6.2.4 The Appeal and Disciplinary Committees shall comprise of three members each, of which the Chairperson must have a legal background; and
- 6.2.5 Every member of the Appeal Committee and Disciplinary Committee shall have one vote each at their meetings and hearings.

6.3 Ethics Committee

The Council may, on recommendation of Exco, appoint the members of the Ethics Committee and delegate such powers to this Committee to include but not be limited by the following:

- 6.3.1 To assist SAGF on Ethical matters;
- 6.3.2 To set up and continuously update an Ethics Code for all participants, members and management to be adopted by the Council;
- 6.3.3 To chair Ethics hearings when requested and adjudicate, mediate and arbitrate upon such matters.
- 6.3.4 The Ethics Committee shall comprise of 3 (three) members of which the Chairperson must have a Legal/Ethical background.
- 6.3.5 Every member of the Ethics Committee shall have 1 (one) vote at their meetings and hearings.

6.4 Education and Training

6.4.1 Fundamental Principles

- 6.4.1.1 All material contained in any SAGF manual, course or workshop is the IP of the Federation. Each course manual will contain SAGF Copyright © detail. Learning materials cannot be copied, emailed or distributed or taught without the consent of the province or Senior Management of the Federation.
- 6.4.1.2 Certificates of competence are legal documents and can only be produced and or issued through the official processes of the Federation.
- 6.4.1.3 Discipline Management Committees are responsible for the content of Education and Training programmes of their disciplines.
- 6.4.1.4 National philosophies and strategic intent of the Federation will be coordinated by the Discipline Management Coordinating Committee under the auspices of and approval by Exco.

6.4.2 Management Principles

The Education and Training programme will be overseen and managed by an appointed manager of the Federation in close collaboration with the DMCs and Provinces.

- 6.4.2.1 The **National Office** is responsible for, but not limited to, the following:
 - All FIG courses and programmes in cooperation with disciplines.
 - Safe keeping of all records and reports of each event and for issuing of certificates.
 - Oversee all aspects relating to merchandising and Education and Training materials
 - Describe the roles and responsibilities of every role-player in the programme such as learners, mentor coaches, coordinators, facilitators, assessors and oversee the management of these role-players,
 - Communication with SASCOC, SRSA and DOE as well as managing relationships and compliance with all education authorities.
 - Maintain a Quality Management System.
 - Manage and maintain a database system to administer the programme.
 - Ensure that Education and Training coordinators, qualified facilitators and other representatives are appointed in every province.
- 6.4.2.2 **Provinces** are responsible for all operational and administrative procedures and activities delegated to them such as, but not limited to, the following:
 - Determine annual programmes for the province.
 - Organise and present Fundamental, General Leader and Level 1 Specific and General programmes in cooperation with the National Office.
 - Do all arrangements for workshops, courses and clinics in the province,
 - Provide logbooks, course handouts and other material.
 - Keeping of records and issuing of certificates.

6.4.3 Education and Training Committee

6.4.3.1 Governance and Structure

- 6.4.3.1.1 The Education and Training Committee is a sub-committee of Exco.
- 6.4.3.1.2 The Committee will consist of the Federation Manager responsible for Education and Training who will act as Chairperson and a representative of each of the disciplines.
- 6.4.3.1.3 All members will have voting powers.
- 6.4.3.1.4 Sub-committees can be established to accommodate the needs within provinces, disciplines, schools and other groups within the Federation as well as the levels of programmes.

6.4.3.2 Functions of the Education and Training Committee

- 6.4.3.2.1 Ensure that the national philosophies and strategic intent of the Federation are adhered to and continuously engage in evaluation and planning to enhance programmes.
- 6.4.3.2.2 Identify long term goals.
- 6.4.3.2.3 Ensure that development programmes are in place and executed from beginners to high performance level.
- 6.4.3.2.4 Ensure that comprehensive programmes are in place for coach, judges and administrators training all disciplines and on all levels.
- 6.4.3.2.5 Coordinate discipline coaching levels and outcomes.
- 6.4.3.2.6 Identify needs within the whole fraternity and develop innovative new programmes.
- 6.4.3.2.7 Ensure that transformation targets are set and that short and long term goals are achieved.
- 6.4.3.2.8 Establish an annual budget and calendar based on planning from provinces and disciplines.
- 6.4.3.2.9 Ensure that a quality management system is in place and adhered to.
- 6.4.3.2.10 Oversee processes and procedures of all aspects of the programme and publish an annual review and report.
- 6.4.3.2.11 Consult regularly with external education and training specialists to advise the Federation on its programmes. Submit such reviews at least once per annum to Exco.

6.5 Safeguarding Case Management Group

- 6.5.1 The Council may on recommendation of EXCO, appoint the members of the SAGF Safeguarding Case Management Group and delegate such powers to this committee to include, but no be limited by the following:
- 6.5.2 To assist the SAGF National Safeguarding Officer on reported safeguarding matters
- 6.5.3 To continuously update the SAGF Safeguarding Policy to be adopted by the Council
- 6.5.4 To consider a report received and determine whether to proceed with investigation, resolve the matter informally or dismiss the report as insufficiently serious to require any action by the Federation
- 6.5.5 The Safeguarding Case Management Group shall comprise of 3 (three) members
- 6.5.6 Every member of the Safeguarding Case Management Group shall have 1 (one) vote at their meeting and hearings.

7 PARTICIPATION AND INTERNATIONAL EVENTS

7.1 Eligibility of Gymnasts and Coaches

7.1.1 Policy:

Gymnasts who are not citizens of South Africa who have been resident in South Africa for one year or longer may take part in SAGF competitions for placing and medals. Proof of length of residence may be required with entry forms. Selection to represent the SAGF requires that gymnasts be South African Citizens.

7.1.2 Eligibility of Coaches

Only coaches, who hold the necessary qualification according to the rules of the Discipline Management Committee concerned and have been vetted in accordance to the SAGF Safeguarding Policy, will be eligible for selection as the coach for an international team or event arranged by the SAGF.

7.2 Participation in International Events

7.2.1 Gymnasts, coaches and officials representing the SAGF are required to sign a code of conduct prior to the event (Annexures G, H, J and K).

7.2.2 Selection of Gymnasts

Gymnast(s) will be selected to represent South Africa according to standards and selection procedures as set out by the relevant Discipline Management Committee. The Exco must approve such selection procedures not less than one month prior to the initial selection.

7.2.3 Selection of Coaches

Coach(es) will be selected to represent South Africa according to criteria and procedures as set out by the relevant Discipline Management Committee. Exco must approve such criteria not less than one month prior to the initial selection.

7.2.3.1 Personal Coaches

Personal coaches may apply to the Discipline Management Committee to accompany gymnasts who have been selected to a national team subject to the following

7.2.3.1.1 The accreditation rules of the said competition allows for an additional coach.

7.2.3.1.2 The coach accepts that they have to comply with instructions from the appointed coach.

7.2.3.1.3 Have to abide by all team rules and attend all official team activities.

7.2.3.1.4 Sign a code of conduct.

7.2.3.1.5 Self-fund their trip.

7.2.4 Selection of Judges

Judge(s) will be selected to represent South Africa according to qualification, profile (considering the number of competitions required to upgrade Brevet where applicable) and rotation. This is a standard ongoing procedure which is established and controlled by the Discipline Management Committees.

7.2.5 Selection of Team Managers or Heads of Delegation

Individuals selected for the position of manager/head of delegation to represent South Africa will be an individual approved by Exco. Such an individual shall be thoroughly briefed by SAGF management as to his or her duties and the policies of the federation relative to the events and circumstances at the time.

7.2.6 Replacement of Individuals Unable to Accept Selection

7.2.6.1 Only those persons selected according to the set criteria in paragraphs 7.2.2. to 7.2.5 will be given the option to accept or decline participation

7.2.6.2 Financial agreements whether costs are to be fully or partly subsidized by SAGF or to be funded by those selected themselves as determined by circumstances and approved by Exco, will be a condition of accepting the option to participate.

7.2.6.3 The team shall be finalised and approved by Exco not less than 2 months prior to departure to the International event.

7.2.7 Self-Funded Events

For an event that requires self-funding, individuals must settle all payments at least 1 (one) week before the final entries are due. Failure to meet this financial obligation will result in the individual/s being withdrawn from the team.

7.3 Protocols and Rules of Conduct for International Participation

7.3.1 Aims

7.3.1.1 In order to promote the sport of gymnastics and to maximise the performances of the South African Team members,

7.3.1.2 To ensure that all members of South African Team are subject to certain responsibilities and obligations, and to

7.3.1.3 Provide such team members in advance with the requirements pertaining to their participation.

7.3.2 All gymnasts and officials selected for the South African Team, are expected to:

7.3.2.1 Participate in the required training sessions and adhere to training schedules and other details related to training as determined by SAGF, the appointed team coach and/or manager. Any exception to this rule, require the appointed team coach's advance approval. Any behaviour or disciplinary violations in this regard, will be cause for dismissal from the team.

7.3.2.2 Meet all prescribed guidelines in terms of appearance including training and competitive apparel, travel apparel, personal appearance, the wearing of emblems and the sponsor insignia. Violation regarding team uniform training or travel dress could be cause for dismissal from the team.

7.3.2.3 Have in their possession a valid passport and be prepared to notify the Team Coach/Manager/SAGF Office of their passport number and the place and date of issue as well as the expiry date

- 7.3.2.4 Meet all travel and accommodation schedules. A gymnast may only change travel and accommodation arrangements with the prior approval of the SAGF Office. Parents are not allowed to travel with team or stay in the same hotel as team members. SAGF will not book any flights, travel insurance or arrange accommodation for non-team members.

7.3.3 All gymnasts and officials selected for the South African Team must abide by the following:

- 7.3.3.1 Except as permitted by the CEO, no gymnast may allow his person, name, picture or sports performance to be used for advertising purposes.
- 7.3.3.2 All representatives of the SAGF should refrain from any behavior or conduct that might be considered as harassment, abuse or exploitation. They should be familiar with the SAGF Safeguarding Policy and should report any safeguarding concerns to the Safeguarding Officer.
- 7.3.3.3 All representatives should behave at all times in a manner consistent with their status as representatives of South Africa and SAGF. Gymnasts are expected to make every effort to co-operate with fellow gymnasts and team officials, international officials, foreigners, hosts and other persons (i.e. hotel personnel etc.). Complaints of any type, must be made directly to the coach and/or team manager.
- 7.3.3.4 A gymnast is not allowed to converse during competition and training with a judge, competition or FIG official.
- 7.3.3.5 Interviews with the media are not allowed without the sanction of the team manager.
- 7.3.3.6 Gymnasts are to refrain from any conduct/behaviour that may reflect negatively on the image and/or good name of SAGF, including but not restricted to, the use of alcohol and any improper sexual conduct or behaviour.

7.3.4 Rules of Conduct

7.3.4.1 Gymnasts

The following responsibilities of gymnasts selected for participation as members of a South African Team, is provided to:

- 7.3.4.1.1 Better promote the sport of Gymnastics and the performance of a South African Team.
- 7.3.4.1.2 Ensure that all members of a South African Team are subject to the same responsibilities.
- 7.3.4.1.3 Provide South African Team members with notice of behaviour and participation requirements in advance of their participation.

For the reasons stated above, all gymnasts selected to a South African Team are expected to:

- 7.3.4.1.4 Participate in required training sessions and adhere to training schedules and other details related to training as determined by the Delegation Leader appointed, Team Coach and/or Manager. Any exception to this rule requires the advance approval of the Delegation Leader or Team Coach. Any behaviour or disciplinary violations regarding training or touring details may be cause for dismissal from the team.

- 7.3.4.1.5 Meet all prescribed guidelines in terms of appearance, including competitive apparel, travel apparel, personal appearance (including appearance of clothing, hair and ornaments) the wearing of emblems, sponsor's insignia, tog bags etc. Variation in any of these will not be allowed. Team members are not allowed to use non-uniform items unless instructed to do so by the coach or manager. Violation of team uniform or travel dress could be cause for dismissal from such a team.
- 7.3.4.1.6 Have in their possession, a valid and current passport and be prepared to notify the Delegation Leader, Team Coach, Manager or the SAGF Office of their passport number, place and date of issue. Gymnasts are encouraged to have in their possession current passport style photos for use in application for visas when required.
- 7.3.4.1.7 Meet all travel and accommodation schedules. A gymnast may only request the Delegation Leader or Team Manager to change travel and accommodation arrangements with the approval of the SAGF Office and the gymnast will assume any additional costs resulting there from.
- 7.3.4.1.8 Behave at all times in a manner consistent with their status as representative of South Africa and the SAGF. Gymnasts are expected to make every effort to co-operate with fellow gymnasts, team officials, international officials, foreigners, hosts and other persons (i.e. hotel personnel etc.). Gymnasts are to refrain from any conduct/behaviour that may reflect negatively on the image and/or good name of SAGF, including but not restricted to, the use of alcohol and any improper sexual conduct or behaviour.
- 7.3.4.1.9 Complaints of any type must be made to the Delegation Leader, Team Coach and/or Manager.
- 7.3.4.1.10 In no case will a gymnast speak directly (other than socially) to a judge, official or official of the Organising Committee unless so requested by that individual.

7.3.4.2 Coaches

- 7.3.4.2.1 The Head Coach is responsible for the performance, training, health, uniforms and appearance of all gymnasts.
- 7.3.4.2.2 Once appointed the Head Coach must assume all responsibility for the performance of his/her team. Should an appointed Head Coach believe he/she requires coaching assistance he/she must request that assistance from the respective Discipline Management Committee with approval from the SAGF Office.
- 7.3.4.2.3 The Coach is responsible for the personal conduct of all the team members "Conduct" includes dress and personal appearance at all times and is not limited only to conduct during travel, training, formal and informal gatherings, and competition.
- 7.3.4.2.4 The Head Coach shall instruct the gymnast as to the requirements and responsibilities of gymnasts included in South African Gymnastics Teams, including conduct and adherence to schedules.

- 7.3.4.2.5 The Head Coach shall recommend any disciplinary action he/she deems appropriate (including dismissing a gymnast from a team) to the Manager and/or Delegation Leader. If there is no Manager and/or Delegation Leader the Head Coach shall be wholly responsible for Disciplinary action
- 7.3.4.2.6 The Head Coach must submit a written report to the SAGF Office not later than 21 days after the conclusion of the trip or event. The report will include the complete results of the event, technical analysis of the competition and the gymnast's performance and recommendations in this connection, pertinent details regarding travel, housing, training and competition arrangements, include photographs of the whole team as well as for social media and personal conduct problems encountered. The report should also include recommendation for future events and personal observations the Coach may have. Brief periodic reports should be mailed to the SAGF Office during long tours. Results and photos of competitions to be mailed immediately for publicity purposes in South Africa.
- 7.3.4.2.7 The Head Coach (unless accompanied by a designated team manager) shall be responsible for all gymnasts reaching their assigned destinations regardless of the coach's personal travel itinerary. Minors will at no stage travel without an accompanying adult.
- 7.3.4.2.8 The Head Coach (unless accompanied by a designated team manager) will be responsible for the financial management of any emergency situations that may arise en route to and from competitions and events. The Coach is accountable for all contingency funds provided to him/her by the SAGF Office.
- 7.3.4.2.9 The Coach should attend all scheduled meetings at the event to keep abreast of all information submitted and to convey it to his/her gymnasts.
- 7.3.4.2.10 The Coach must have all items available to enable him/her to effectively fulfill his/her assigned task. (Tape measures, rule book, Code of points etc.)
- 7.3.4.2.11 The Coach must be fully conversant with all the rules. Dissatisfaction with the score sometimes results from not knowing the Code of Points.
- 7.3.4.2.12 The Coach must know by heart the duties and responsibilities for gymnasts and coaches as contained in the Code of Points.
- 7.3.4.2.13 The Coach must show respect for all gymnasts, coaches and judges. There is nothing to be gained from insulting any individual.
- 7.3.4.2.14 The Coach must always be appropriately dressed for all occasions and observe punctuality.
- 7.3.4.2.15 The Coach should conduct him/herself in a manner consistent with being a representative of the SAGF and South Africa.
- 7.3.4.2.16 The Head Coach is responsible for Antidoping TUE submission to the SAGF office prior to the competition.

7.3.4.3 Judges

The Judges selected for any tour or event shall perform the following duties:

- 7.3.4.3.1 Be present at all training sessions of the team to score and critique any exercises that the Head Coach requests. (Encourage while pointing out errors).
- 7.3.4.3.2 Be present at all technical meetings, take required courses and protect the team's interest at all such meetings. Impart all decisions of these meeting's to the Head Coach and team.
- 7.3.4.3.3 The Judge will not act independently of the team. He/she must attend all team meetings/ briefings and work closely with the coach.
- 7.3.4.3.4 The Judge should submit a written report to the SAGF Office not later than 21 days after the conclusion of the trip or event.
- 7.3.4.3.5 The Judge should conduct him/herself in a manner consistent with being a representative of the SAGF and South Africa.

7.3.4.4 Delegation Leader

The Delegation Leader selected for any team competition in the country or abroad shall perform the following duties;

- 7.3.4.4.1 If a specific Delegation Leader is not appointed the Team Manager, Head Coach or Coach will fulfill the duties of Delegation Leader. Prior to the departure of a team or competition in South Africa, the Discipline Management Committee will assist the Delegation Leader with all appropriate administrative functions.
- 7.3.4.4.2 Only the Delegation Leader will liaise with the SAGF Office regarding arrangements for the selected team. No parents, gymnast's coach or club owners are to contact the office directly regarding arrangements. Communication must be done via the correct communication channel.
- 7.3.4.4.3 The Discipline Management Committee, in collaboration with the Delegation Leader, will submit the budget for the team to the SAGF Office, inclusive of all perceived costs for the event.
- 7.3.4.4.4 The SAGF Office will initiate all arrangements for passports, visas, insurance and any other necessary traveling arrangements and documents. It is the responsibility of the Delegation Leader and DMC to obtain documentation from the participants, coaches and managers and assure that all is submitted timeously to the SAGF Office.
- 7.3.4.4.5 In order to exercise coordination and control only the SAGF Office will make all travel arrangements (tickets, departure, dates, flights, etc.). Through co-ordination with the SAGF Office, the Delegation Leader must be knowledgeable of all travel arrangements and assure that all team members are aware of the schedules, have the proper tickets, passports, visas, injections and any other necessary traveling documents in their possession.
- 7.3.4.4.6 In accordance with the SAGF Office, the Delegation Leader will assume the responsibility for per diem, meals and any incidental costs.

- 7.3.4.4.7 The Delegation Leader is to co-ordinate the procurement and preparation of uniforms for team members, and must co-ordinate with the SAGF Office the emblems, suits, blazers, etc. to be used for the specific trip.
- 7.3.4.4.8 The Delegation Leader shall, secure the pins, decals, presents, National flags, anthems and any other items considered necessary for the trip from the SAGF Office. He/She should request such items well in advance of the departure date.
- 7.3.4.4.9 The Delegation Leader is to represent the team at all official functions and meetings and is the only person to make press statements and the only person to comment on any questions or complaints.
- 7.3.4.4.10 The Delegation Leader together with the coaches and judges will be responsible for the behaviour and discipline of the team members.
- 7.3.4.4.11 The Delegation Leader must convey all information regarding the event to the coaches, judges and gymnasts as soon as possible after meetings and briefing sessions.
- 7.3.4.4.12 The Delegation Leader and team members should have regular meetings to keep abreast of information to encourage and inspire the gymnasts for competitions.
- 7.3.4.4.13 The Delegation Leader will, on advice from the head coach, take final decisions on disciplinary matters and the dismissal of a team member.
- 7.3.4.4.14 The Delegation Leader is financially responsible for any emergency situations that may arise en route to and from competitions and events and will be accountable for all contingency funds provided him/her by the SAGF Office.
- 7.3.4.4.15 The Delegation Leader is to submit a final written report to the SAGF Office not later than 21 days following the conclusion of the trip or event. The report will evaluate travel, housing, co-operation in preparation by gymnasts, coaches and judges, any general or personal observations the delegation leader may have. The report should also include recommendations for future events. (A report outline is available from the SAGF Office.)
- 7.3.4.4.16 The Delegation Leader should conduct him/herself in a manner consistent with being a representative of the SAGF and South Africa.
- 7.3.4.4.17 The delegation leader is responsible for submitting Team Acceptance agreements, affidavits and minor forms on behalf of team members one week (7 days) after the team has been selected.
- 7.3.4.4.18 The Delegation leader must ensure that all team members purchase travel insurance via the SAGF office. No external travel insurance will be allowed for international competitions.

7.4 Anti-Doping

In alignment with the Constitution of the South African Sports Confederation and Olympic Committee (SASCOC), the SAGF and all its members agree to comply and be bound by and to procure that their members comply with the code presently in force and adopted by the government of South Africa and the International Olympic Committee (IOC) arising out of the World Anti-Doping Agency (WADA) declaration adopted in Copenhagen in March 2002 (as amended) or any subsequent declaration or declarations adopted by WADA from time to time.

PLEASE NOTE THAT ANY WILFUL BREACH OF THE SPIRIT OR LETTER OF THESE REGULATIONS MAY SUBJECT THE DEFAULTING MEMBER TO DISCIPLINARY ACTIONS AVAILABLE TO EXCO UNDER CLAUSE 8 OF THE SAGF CONSTITUTION, AS ADOPTED AND AMENDED ON 11 July 2020.

THE SAGF CONSTITUTION IS SUPREME IF CLAUSES DIFFER BETWEEN THE SAGF CONSTITUTION AND THE SAGF RULES AND REGULATIONS.

ANNEXURE A - General Meeting Agenda

_____ GENERAL MEETING
(AGM/QGM)

Date: _____

Time: _____

AGENDA

1. Opening
2. Notice of the Meeting
3. Confirmation of Delegates' Credentials
4. Minutes
 - 4.1 Approval of minutes of previous AGM
5. Admission, Resignations, Suspensions and Expulsions
6. EXCO Report
7. Finances
8. Resolutions
9. Election of Exco

President
1 ST Vice President
2 nd Vice President
10. Election of Honorary Positions
11. Closure

ANNEXURE B - Notice of Discipline Assembly

All Provinces Exco Members

SUBJECT: NOTICE OF DISCIPLINE ASSEMBLY

Notice is hereby given for the Discipline Assembly of _____

To be held on the _____

Date

Time

Place

Items for the agenda must be submitted to the Chairperson of the discipline by 16h00 on

_____.
Date

Sincerely, Chairperson

AGENDA – DISCIPLINE ASSEMBLY

1. Opening
2. Notice of meeting
3. Confirmation of delegates
4. DMC Report
5. DMC Proposals
6. SAGF Proposals
7. Provincial Resolutions
8. Closure

ANNEXURE C - Credentials Form

CREDENTIALS FORM

The following person will represent the Province at the **Discipline Assembly** to be held on

_____ and _____
Date Time

NAME	CAPACITY
1.	

Province: _____

Name: _____

Sign
ed : _____
President/Secretary

Date : _____

Please return this form to the SAGF by 16h00 ON: _____

TO: _____

ANNEXURE D - Nomination Form (EXCO)

NOMINATION FORM - SAGF EXCO

_____(PROVINCE)

The following person is hereby nominated for the position below:

Name	
SAGF Member No.	

(Any nomination for a position will automatically be void if no valid SAGF Member number can be provided)

(Please indicate with "X" in the correct box)

President

1st Vice President 2nd Vice President

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Proposer: _____

Seconder: _____

Province: _____

Province: _____

Name: _____

Name: _____

Signature: _____
President/Secretary

Signature: _____
President/Secretary

Date: _____

Date: _____

I, _____ accept the nomination indicated above.
Name

Signature of Nominee

Date

FORMS MUST BE SUBMITTED BEFORE 16h00 ON _____
Date

ANNEXURE E- Application Form (DMC)

APPLICATION FORM – DISCIPLINE MANAGEMENT COMMITTEE

Name	
SAGF Member No.	
Discipline	
Club & Province	

(Any application will automatically be void if no valid SAGF Member number is provided)

Portfolio applied for. (Please indicate with “X” in the correct box)

Chairperson	
Development	
Participation	
High Performance	
Administration	
Strategic Compliance	

Please provide a short motivation why you are applying for this portfolio (in your own handwriting)

Please attach a short Curriculum Vitae of not more than 3 A4 pages in an 11 Arial font script

Signature of Applicant

Date

FORMS MUST BE SUBMITTED BEFORE 16h00 ON _____
Date

ANNEXURE F - Qualifications Form

NOMINEE'S QUALIFICATION FORM

_____(*PROVINCE*)

(Please email to SAGF Office with the Nomination Form)

Name of Nominee: _____

Nominated Position: _____

Please give a brief resume of the candidate's past experience and specific qualifications for the office, for which he/she is nominated.

Signed: _____
(Nominee)

Date: _____

PLEASE SUBMIT BEFORE 16H00 ON _____

ANNEXURE G - International Participation Form

CLUB INTERNATIONAL PARTICIPATION APPLICATION

Applicant (Club):			
Club Representative:		Designation	
Tel:		Cell:	
E-mail:			
City, Region:		Discipline/s	

EVENT DETAILS

Name of Event:			
Venue:			
City, Province, Country:			
Departure Date:		Return Date:	

TEAM SUMMARY

Athletes	Coaches	Judges	Other	Total

TEAM DETAILS

N	Name	Designation	M / F	Race	Age	Level

MOTIVATION / REASONS FOR PARTICIPATION

--

The following documentation is attached to this application:

Official Invitation from hosting organization	
Endorsement by hosting Federation, if not the same as above	
Endorsement by the Province	
Endorsement by the Discipline Management Committee	

I, _____, (applicant representative) understand and declare that this team/group's participation is on behalf of the above-mentioned club and that there will be no misrepresentation by wearing of any Federation or Protea National Colours from any member of the group during any official activity / function of the event. We also understand and accept that we are required to conduct ourselves in a manner consistent with being members of the SAGF and we will not bring the SAGF or South Africa into disrepute.

Signed:

Date:

FOR OFFICIAL USE		REF:	
Approval (Signature):		Date:	

ANNEXURE H - Consent and Information Form

CONSENT AND INFORMATION FORM

Your permission is required to authorize the management team (APPOINTED OFFICIALS) to act on your behalf in the event of an emergency. This would require the authorization of treatment in the event of an accident and the possibility of not being able to contact you as a parent/guardian. Of course, every effort will be made to make contact with you as parents, and / or your family doctor before any treatment is prescribed.

Name of Participant: _____

Date of Birth: _____

Event to which gymnast is traveling: _____

Any existing medical condition and the prescribed treatment thereof:

Does your child take any regular medication and what is the dosage? Can he/she administer this Him/herself? Any medicine taken for colds during past three months? If so, please name it.

Please give details: _____

Name of Parent(s)/Guardian: _____

Contact Telephone No's: (w) _____ (h) _____ I _____

Family Doctor or Specialist: _____

Contact Telephone No's:

Medical Aid Society: _____

Medical Aid No: _____ Medical Insurance? _____

This serves to certify that I, _____ authorize the team doctor and team management (APPOINTED OFFICIALS) to consent, in my absence, to any emergency medical treatment which may be necessary. I understand that every possible effort will be made to contact me in the event of an emergency, but in the event that I cannot be reached, the team doctor and the team management may act on my behalf.

Signed: _____ (Parent/Guardian) ID No: _____

Date: _____ As Witnesses: 1.

2.

PLEASE RETURN THIS FORM TO:

Email:

ANNEXURE I - Consent Form

CONSENT FORM

TO WHOM IT MAY CONCERN

I, (Parent/Guardian's name)

(ID number)

Hereby, give consent for (Gymnast's name)

(ID number)

To travel with the South African team to participate in:

..... (Competition & venue)

Signature

Date

Place

Witnesses:

1. Full name:

2. Full Name:

Signature:

Signature:

Please complete one form per gymnast and return to:

Email:

ANNEXURE J - UNDERTAKING: INTERNATIONAL PARTICIPATION AS A MEMBER OF THE SOUTH AFRICAN TEAM

I _____ (Gymnast, Coach, Judge), accepts the appointment of the selection Committee of the SAGF to be a member of the South African Gymnastics Team to participate in the

_____ (Competition)

and agree to abide by and be bound by the attached Rules of Conduct as laid down by the Executive Committee for International participation.

Last Name: _____

First Name(s): _____

I.D. Number: _____

Passport Number: _____

Date of Birth: _____

Address: _____

Discipline/Code: _____

Telephone Number: _____ (Home) _____ (Work)

Signature: _____

Signature of Parent/Guardian (if applicable): _____

Date: _____