



TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

(Effective as from 1 October 2006)

GAUTENG NORTH TRIATHLON

CONSTITUTION

I N D E X

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
1	Definitions	3
2	Name	3
3	Corporate Status	3
4	Jurisdiction	4
5	Objectives and Powers	4
6	Head Office	4
7	Membership	4
8	Cessation of Membership	4
9	Organisation of TTA	5
10	General Meetings	5
11	Notice of General Meetings	5
12	Quorum at General Meetings	6
13	Procedure at General Meetings	6
14	Voting Procedure at General Meetings	7
15	Organisational Structure	7
16	Club Association	8
17	Championships	8
18	Rules for Triathlon Meetings	8
19	Provincial Team Selection Committees and Criteria	8
20	Rules and Regulations	9
21	Code of Conduct, Discipline and Complaints	9
22	Colours	9
23	Awarding of Colours and Honorary Colours	9
24	Amendments to the Constitution	10
25	Dissolution of GNT	10
<u>APPENDIX</u>	<u>TITLE</u>	<u>PAGE</u>
A	Objectives and Powers	11
B	The Board	12
B.1	Meetings of the Board	12
B.2	Rights and Duties of the Board	12
B.3	Duties of the President	13
B.4	Duties to be allocated amongst the Additional Members	13
B.5	Duties of the Secretary	14
B.6	Duties of the Treasurer	14
C	The Excom	15
D	Provincial Team Selection Committees and Criteria	16
E	Code of Conduct, Discipline, Complaints and Appeals	17
F	Awarding of Colours and Honorary Colours	19
G	Age Categories	20

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

1 DEFINITIONS

1.1 In this Constitution, unless the context indicates otherwise, the following meanings will apply:

“Age Category”	An age group as defined in Appendix G
“Athlete”	An athlete or interested athlete registered with TSHWANE TRIATHLON ASSOCIATION
“Aquathlon”	An event comprising swimming and running, to be completed in continuum
“Board”	The Committee of the Organisation as defined in Section 15.1
“Club”	A sports club affiliated to TTA (If the club structure is not yet implemented by TTA, reference to a "Club" herein shall be ignored)
“Competition Year”	A period as dictated by the TSA registration year, and in the absence of such directive, from 1 September to 31 August
“Constitution”	The Constitution of TSHWANE TRIATHLON ASSOCIATION (TTA)
“Duathlon”	An event comprising running and cycling, to be completed in continuum
“Excom”	As defined in Section 15.2
“Financial Year”	A financial period to correspond with Competition Year
“ITU”	International Triathlon Union, the international body governing triathlons
“General Meeting”	As defined in Section 10
“Selection Committees”	As defined in Section 19
“TTA”	TSHWANE TRIATHLON ASSOCIATION
“Triathlon”	An event comprising swimming, cycling and running, to be completed in sequence or in continuum
“TSA”	Triathlon South Africa, the body governing the sport in South Africa.

2 NAME

2.1 The name of TTA shall be TSHWANE TRIATHLON ASSOCIATION referred to as “TTA”.

2.2 The name TSHWANE TRIATHLON ASSOCIATION may be linked to that of a sponsor or product should it be required as part of a sponsorship agreement. This provision will only apply for the duration of the sponsorship agreement.

3 CORPORATE STATUS

3.1 The Association is a voluntary amateur sporting association, with a separate legal entity with the power to acquire, to hold and to alienate property, and with the capacity to acquire rights and obligations and having perpetual succession and the capacity to sue or be sued in its own name.

3.2 The Association shall:

3.2.1 be a body corporate,

3.2.2 not be carried on for the purpose of gain,

3.2.3 have perpetual succession notwithstanding any change in the number or identity of its athletes from time to time,

3.3 The income and assets of TTA shall be applied towards the promotion of the objectives, for which it was established,

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

- 3.4 No part of that income or the assets shall be paid, directly or indirectly, by way of dividend, donation or otherwise, to the athletes of TTA, except for incentives as determined by the Board,
- 3.5 The liability of each athlete of TTA is limited to any unpaid subscription that may be owed by that athlete,
- 3.6 The Association shall be entitled to sue and be sued in its own name.

4 JURISDICTION

- 4.1 The Association's competency extends to the part of Gauteng as allocated by Athletics South Africa (ASA) demarcation including the Limpopo Province.

5 OBJECTIVES AND POWERS

- 5.1 The objectives of TTA are to promote, organise and control Triathlon, Duathlon and other multi-sports within its jurisdiction, and to represent Northern Gauteng nationally.
- 5.2 To achieve these objectives TTA shall have the functions and powers as set out in Appendix A (attached) at its disposal.

6 HEAD OFFICE

- 6.1 The Head Office of TTA is based in Pretoria/Tshwane.

7 ATHLETE REGISTRATION WITH TTA

- 7.1 Anyone wishing to register with TTA shall only do so as a member of a club and shall apply in writing on the form prescribed from time to time by the Excom,
- 7.2 Athlete's registration is electronically web based,
- 7.3 The admission of any applicant to register shall be at the discretion of the Excom. No reason need be given to any applicant, who is rejected.
- 7.4 Any applicant whose registration has been rejected shall have the right to appeal to TSA.
- 7.5 TTA shall from time to time prescribe the manner in which temporary licences will be issued to an Athlete, being a non-club member, to participate in an event, as well as the licence fee to be paid.

8 CESSATION OF REGISTRATION

- 8.1 An Athlete shall cease to register with TTA:
- 8.1.1 if the Athlete's resignation is submitted in writing to the Secretary of TTA by his Club.
- 8.1.2 if the Athlete's registration is cancelled by the Board in terms of sub-clause 8.2 below.
- 8.2 The Board:
- 8.2.1 may cancel the registration of any Athlete, at any time by giving written notice to that effect, and any such cancellation shall take effect on the posting of the notice,
- 8.2.2 shall be obliged to hear or receive any representation from the Athlete and/or Athlete's Club in question, and give reason for its decision.

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

- 8.3 An Athlete whose registration has been cancelled or suspended shall have the right to appeal to TSA.
- 8.4 The Association shall not refund registration fees paid, either in part or in full.

9 ORGANISATION OF TTA

- 9.1 The principle constituent bodies on TTA are:
- 9.1.1 General Meetings (Annual and Special),
- 9.1.2 The Board as set out in Section 15,
- 9.1.3 The Excom as set out in Section 15,
- 9.1.4 Other Committees and/or Sub-committees appointed by the Board or Excom from time to time.

10 GENERAL MEETINGS

- 10.1 A General Meeting shall mean an Annual General Meeting (AGM) or Special General Meeting (SGM),
- 10.2 The AGM shall be held as soon as possible after each financial year-end of TTA, but not later than 28 February
- 10.3 The business of the AGM shall be in accordance with Section 13.2.
- 10.4 An SGM shall be called at any time by the Management Committee, or on the written application of two (2) Clubs or twenty (20) registered Athletes of TTA. Such application shall include an agenda for the meeting to be called. The Secretary shall convene an SGM within thirty (30) days of receiving an application.

11 NOTICE OF GENERAL MEETINGS

- 11.1 Clubs and Athletes registered shall receive 30 (thirty) days written notice of the date, time and venue of the AGM or SGM,
- 11.2 Such written notice will only be sent by e-mail.
- 11.3 No error or omission in giving notice of any meeting of the Board or any adjourned meeting of the Board shall invalidate such meeting or make void any proceedings thereat and any executive may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.
- 11.4 Notice of any resolution to be proposed at the AGM or SGM, other than ordinary business, must be lodged with the Secretary not less than twenty one (21) days before such a meeting,
- 11.5 The Secretary shall notify all Clubs and Athletes and the Members of the Board of the agenda for the AGM or SGM in writing, to reach Clubs, Athletes and Members by no later than fourteen (14) days before such meetings.

12 QUORUM AT GENERAL MEETINGS

- 12.1 A minimum of 25% (twenty five per cent) of registered Athletes shall constitute a quorum at a General Meeting,

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

12.2 In the event that a quorum is not present at the appointed place within ten (10) minutes of the appointed time of the meeting, the meeting will be postponed for 30 (thirty) minutes to be held at the same time and place.

12.3 If a quorum cannot be reached at that postponed meeting, the athletes present can then hold a lawful meeting.

13 PROCEDURE AT GENERAL MEETINGS

13.1 The chairperson of each General Meeting shall be:

13.1.1 the President of the Board or

13.1.2 if a President of the Board has not been elected, or having been elected is not present, the Vice-President

13.1.3 failing (1) and (2) above, any other member of the Board, or

13.1.4 if no such Board member is present, any member of TTA elected at the meeting.

13.2 The agenda of the AGM shall be disposed of in the following order:

13.2.1 confirming the quorum and constituting the meeting,

13.2.2 reading and confirming the notice of the meeting,

13.2.3 reading and adopting the minutes of the previous AGM and SGMs, and discussing matters arising there from,

13.2.4 submission, discussion and adoption of the President's annual report,

13.2.5 submission and adoption of the certified or independently reviewed financial statements (by an accountant) of the previous financial year and discussing matters arising there from,

13.2.6 dealing with any amendments to the constitution and/or any proposed matters of which due notice was given,

13.2.7 election of office-bearers in terms of Section 15 (if applicable),

13.2.8 general.

13.3 The agenda of the SGM shall be disposed of in the following order:

13.3.1 confirming the quorum and constituting the meeting,

13.3.2 reading and confirming the notice of the meeting,

13.3.3 dealing only with matters proposed of which due notice was given and matters arising there from.

13.4 If the original proposer of a motion is absent at that meeting, any other delegate shall be competent to introduce the motion, and he/she shall be vested with the rights and privileges of the original proposer.

13.5 A retiring Board member shall remain in office until the dissolution or adjournment of the meeting at which the retirement is accepted and the successor is elected.

14 VOTING AT GENERAL MEETINGS

14.1 Each affiliated Club will be represented by one (1) of its members (where representation is duly certified in writing by the Club and handed to the Secretary prior to commencement of the meeting) and such Club shall be entitled to ten (10) votes. Each registered Athlete shall be entitled to one (1) vote.

14.2 At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless demanded by the Chairperson, or two (2) Clubs, or at least ten (10) of the Athletes present, request that the voting be conducted by a poll before voting is proceeded to.

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

- 14.3 Only registered Athletes 18 years of age and older are eligible to vote. Juniors under 18 years of age may be represented by their parents/guardians who are entitled to vote on their behalf.
- 14.4 Athletes may vote in person only, and no proxies or any other form of representation shall be permitted.
- 14.5 All questions properly proposed for consideration at a General Meeting shall be determined by a majority vote, except changes to the Constitution which require two-thirds (2/3) of the vote recorded.

15 ORGANISATIONAL STRUCTURE

15.1 The Board

- 15.1.1 The management of TTA shall be vested in the Board.
- 15.1.2 The Board shall consist of:
- i) The President
 - ii) Vice-President
 - iii) The Treasurer
 - iv) The Secretary
 - v) And 6 (six) additional members for portfolios as designated by the Board.
- 15.1.3 The Board may at its discretion co-opt additional members from time to time. Such members shall not carry any voting rights at meetings of the Board.
- 15.1.4 Nominations for Board members have to be submitted to the Secretary in writing, in a sealed envelope before the start of the AGM.
- 15.1.5 The elected Board members will, from their own ranks, appoint members to the positions in accordance with Section 15.1.2 and allocate members to portfolios as designated by the Board.
- 15.1.6 If insufficient nominations are received nominations may be made during the meeting with the consent of the AGM.
- 15.1.7 Meetings as well as the Rights and Duties of the Board shall be as set out in Appendix B1 and 2 (attached).
- 15.1.8 The duties of the members of the Board shall be as set out in Appendix B3 to 6 (attached).
- 15.1.9 The Board members shall serve TTA for a 3 (three)-year period.
- 15.1.10 The President shall serve the Board for not more than 4 (four) consecutive years where after the President shall not be eligible for reappointment as President. After the expiry of 2 (two) years, such person may again be appointed as President. In the meantime, such person shall be eligible for re-election and appointment to any other portfolio.
- 15.1.11 A Board member may resign at any time, by written notice to the Secretary. Upon resignation the Board may co-opt a member as provided in 15.1.3.
- 15.1.12 At least 2 (two) members of the Board shall be competitive athletes.

15.2 The Excom

- 15.2.1 The Excom shall be responsible for the day to day running of TTA.
- 15.2.2 The Excom shall be composed of:

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

- i) The President
- ii) The Treasurer
- iii) The Secretary
- iv) At least two other Board members as decided at a Board meeting.

15.2.3 Meetings as well as the Rights and Duties of the Excom shall be as set out in Appendix C (attached).

16. CLUB AFFILIATION

16.1 An athlete who is a member of a Club must register as an Athlete, subject to payment by the Club of such Athlete's registration fee.

16.2 Club affiliation has to be approved by the Board of TTA by the submission of the Club's approved Constitution and a membership list of at least seven (7) athletes.

16.3 Clubs will:

16.3.1 be entitled to membership fees

16.3.2 submit for registration from time to time, a list of athletes' names (and such further particulars as required by TTA) together with the appropriate registration fee (as determined annually by the Board), to the Secretary.

16.3.3 pay an annual affiliation fee to TTA (as determined annually by the Board), to the Secretary, before 1 November.

16.4 The cessation of a club's affiliation may take place either by decision of the club or by that of the Board of TTA. Such a cessation will be notified in writing to the other party.

16.5 Any club covering one or more elements of any of the multi-sport activities within TTA, is eligible to affiliate with TTA

16.6 Affiliated clubs will be allowed to display the TTA logo with the following inscription: "Affiliated Member of TSHWANE TRIATHLON ASSOCIATION".

16.7 An athlete shall not be a member of more than one (1) club at any time, nor shall an athlete be allowed to switch Club membership during a Competition Year.

16.8 All affiliated Clubs shall in their Constitution subscribe to the Code of Conduct, Discipline, Complaints and Appeals (Appendix E) which shall apply equally to an affiliated Club.

16.9 An athlete shall affiliate with TTA through Club membership, if such athlete is predominantly domiciled within the jurisdiction area of TTA.

17. CHAMPIONSHIPS

17.1 Provincial championships over the standard distances for each discipline shall be held every year.

18. RULES FOR TRIATHLON MEETINGS

18.1 All triathlon, duathlon, aquathlon and other multi-sport events organised within the jurisdiction area of TTA, must be sanctioned by TTA and shall be held according to the rules of the ITU and TSA. as well as such further directives and protocols as issued and/or approved by TTA.

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

- 18.2 To sanction an event TTA shall be entitled to:
- 18.2.1 Raise a levy (or charge such other fee) per event or per participant, on the organiser of such an event.
- 18.2 Take any action (including legal action) it may deem reasonable or necessary should such event organiser not obtain the sanctioning of TTA.
- 18.3 Any athlete, being a non-club member, may only enter and participate in an event organised and/or sanctioned by TTA if such athlete has obtained a temporary licence and made payment accordingly.

19. PROVINCIAL TEAM SELECTION COMMITTEES AND CRITERIA

- 19.1 Provincial teams shall be selected by the Selection Committee to compete in selected National and other selected events according to criteria as set in Appendix D (attached).

20. RULES AND REGULATIONS

- 20.1 The Board may prescribe such rules and regulations not inconsistent with the Constitution relating to the management and operation of TTA as they deem expedient.
- 20.2 All Athletes, as members of the TTA team, shall participate at National Championships (and any other selected event) in the official team dress and competitive clothing of TTA. Immediately prior to and after such event, and at any official function, the Team manager will rule on the official attire and dress code to be adhered to by Athletes.
- 20.3 The Rules and Regulations of the Board, which shall not be in conflict with any rule or regulation of TSA or the ITU, shall be contained in either of the following:
- 20.3.1 The Competition Rules of TSA,
- 20.3.2 The minutes/resolutions of the Board.
- 20.4 No individual participating athlete at any event (including the National Championships) at which a selected team of athletes of TTA is participating, shall be allowed to wear and/or participate in any race kit other than the race kit in the colours or clothing of TTA.

21. CODE OF CONDUCT, DISCIPLINE, COMPLAINTS AND APPEALS

- 21.1 The Code of conduct, discipline, complaints and appeal procedures are in accordance with the TSA and will apply to athletes registered with TTA. These are set out on Appendix E (attached).

22. COLOURS

- 22.1 The official colours of TTA are as follows:
- 22.1.1 *emblem*:- Red Barberton Daisy,
- 22.1.2 *coat of Arms*:- Red Barberton Daisy on a white background set in a shield,
- 22.1.3 *TSHWANE TRIATHLON ASSOCIATION (U23 and Elite Senior) colours*:- Red Barberton Daisy on a white background set in a shield,
- 22.1.4 *TSHWANE TRIATHLON ASSOCIATION (Junior, Age-group and Awad) colours*:- Red Barberton Daisy on a light-blue background set in a shield,
- 22.1.5 *vest*:- as laid down by the Board with the daisy on the chest,

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

- 22.1.6 *shorts*:- as laid down by the Board,
- 22.1.7 *tri-suit* - as laid down by the Board,
- 22.1.8 *badge*:- the daisy with the words "TSHWANE TRIATHLON ASSOCIATION" above the emblem with the legend "TRIATHLON" or "DUATHLON" or "AQUATHLON" or "CROSS TRIATHLON" or "LONG DISTANCE TRIATHLON" or "LONG DISTANCE DUATHLON",
- 22.1.9 *tie*:- a dark blue tie with the daisy (22 mm in size),
- 22.1.10 *scarf* - a dark blue scarf with the daisy (22 mm in size),
- 22.1.11 *track suit*:-
- 22.1.11.1 *jacket*:- dark blue with the badge and with the legend "TRIATHLON" and/or "DUATHLON" and/or "AQUATHLON",
- 22.1.11.2 *trousers*:- as laid down by the Board.
- 22.2 Colours may only be purchased with the written authorisation of TTA's President.

23. **AWARDING OF COLOURS AND HONORARY COLOURS**

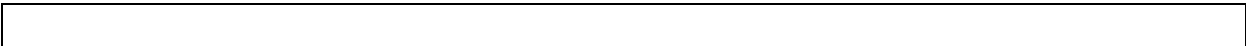
- 23.1 Provincial colours shall be awarded to Elite, Juniors, Age group athletes and administrators who have qualified according to the criteria as set out in Appendix F (attached).
- 23.2 The Association shall adhere to the policies of the South African Sports Commission and TSA regarding the awarding of TTA colours and badges, as well as the Gauteng North Sport Council.

24. **AMENDMENTS TO THE CONSTITUTION**

- 24.1 The Constitution can only be amended at an AGM or SGM.
- 24.1.1 Notice of any proposed amendments shall be in accordance with the provisions of Section 11,
- 24.1.2 Notice of the amendment shall clearly state which section of the Constitution it proposes to amend and what should be omitted or inserted,
- 24.1.3 The Constitution can only be amended by a two-thirds majority vote of eligible voters present and recording their votes.
- 24.2 Any amendment takes immediate effect unless the contrary is decided (no amendment may be retroactive).
- 24.3 Amendment to Appendices to the Constitution may only be made with the approval of the Board.

25. **DISSOLUTION OF TTA**

- 25.1 The dissolution of TTA may only be affected by the AGM provided that the following are met:
 - 25.1.1 an interim committee be appointed to finalise the affairs of TTA,
 - 25.1.2 such interim committee be appointed from the members of the Board and two athletes appointed by the Board.
 - 25.1.3 The assets and liabilities of TTA are transferred to TSA.



TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

THIS CONSTITUTION IS ACCEPTED AND APPROVED AT THE
ANNUAL/SPECIAL GENERAL MEETING OF TSHWANE TRIATHLON
ASSOCIATION IN PRETORIA

SIGNED



PRESIDENT

SECRETARY

17 January 2015

17 January 2015

DATE

DATE

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

APPENDIX A

A OBJECTIVES AND POWERS

- A.1 The Association shall have the following functions and powers at its disposal to achieve its objectives.
- A.1.1 to develop, control and administer the sports of triathlon, duathlon, aquathlon and other related multi-sports within its jurisdiction, in accordance with the Constitution,
- A.1.2 to uphold the rules and regulations as well as the eligibility of athletes to compete under the rules of TTA, TSA and bodies governing triathlon internationally,
- A.1.3 to conduct its affairs in accordance with the provisions of the Laws of South Africa, including, but not limited to, the South African Sports Commission Act 109 of 1998; the National Sports and Recreation Act 110 of 1998 and The Promotion of Equality and Prevention of Unfair Discrimination Act of 2000, and the South African Institute for Drug-Free Sport Act 14 of 1997.
- A.1.4 to affiliate with other bodies or organisations governing sport in South Africa,
- A.1.5 to promote both competitive and non-competitive triathlon, duathlon, aquathlon and related sports in its jurisdiction,
- A.1.6 to approve facilities and arrangements for events to be run under the auspices of TTA,
- A.1.7 to acquire such movable and immovable property as may be required to achieve its aims and objectives,
- A.1.8 to raise funds, enter upon negotiations and conclude such agreements that are not incompatible with its aims and objectives,
- A.1.9 to inquire into alleged irregularities which may have occurred in the course of the administration or competition of triathlon, duathlon, aquathlon and other multi-sports or such irregularities which have been submitted to TTA by TSA,
- A.1.10 to hear appeals against the decisions of officials, and to pronounce upon such appeals,
- A.1.11 to hold annual provincial triathlon, duathlon, aquathlon and other multi-sports championships for all classes of athletes,
- A.1.12 to set criteria for the selection of TTA teams and to select athletes to represent TTA at national and selected championship events,
- A.1.13 to decide upon the nature, award and protection of TTA and other Colours,
- A.1.14 to provide for the official list of records of performances and athletes selected to represent TTA brought to the attention of TTA,
- A.1.15 to assist in organising training courses for athletes, coaches and administrators in co-operation with TSA,
- A.1.16 to endeavour as far as possible to support provincial athletes either financially or otherwise,
- A.1.17 to uphold the principle of non-discrimination in respect of race, gender, religion and political beliefs,
- A.1.18 to establish and co-ordinate event calendars for TTA each season,
- A.1.19 to do such things as may appear to be in the interest of TTA or its members and which are not inconsistent with the objectives or any matter specifically provided for in this Constitution.
- A.1.20 to facilitate and assist with the formation of Clubs and to assist existing Clubs to promote the development of the sport of triathlon and other multi-sports.
- A1.21 to promote a development programme, particularly directed at those athletes, coaches and administrators who may be disadvantaged due to a lack of financial resources, facilities or equipment.

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

APPENDIX B

B THE BOARD

B.1 MEETINGS OF THE BOARD

- B.1.1 The Board shall meet as and when required.
- B.1.2 Members of the Board shall be given at least five (5) days notice of a meeting and the agenda by telephone or by e-mail.
- B.1.3 In an emergency a special meeting may be called with 48 hour notice and mention of the matter/s to be discussed. Such meeting may be called by the President.
- B.1.4 Unless otherwise determined by the Board, four (4) members present at the commencement of and throughout a meeting of the Board shall constitute a quorum.
- B.1.5 Any member of the Board shall be deemed to have vacated office if the member is absent from two (2) consecutive meetings without good reason and without having first advised the Secretary of the inability to attend.
- B.1.6 Any question arising at a meeting of the Board shall be decided on a show of hands unless any two (2) members request that voting be conducted by a poll. In the case of an equality of votes the Chairperson shall be entitled to a second or casting vote.
- B.1.7 Any motion proposed shall only be passed by a two-thirds majority of the members present.
- B.1.8 In the event of a vacancy the Board shall fill such vacancy by nomination and board election.

B.2 RIGHTS AND DUTIES OF THE BOARD

B.2.1 Management

- B.2.1.1 To manage the affairs of TTA in terms of the Constitution,
- B.2.1.2 To implement rules and regulations in connection with matters that falls within the jurisdiction of TTA,
- B.2.1.3 To make the necessary arrangements to hold Triathlon, Duathlon and Aquathlon championships each year as well as other events,
- B.2.1.4 To keep a register of all relevant records and statistics of TTA athletes, to recognise TSHWANE TRIATHLON ASSOCIATION records and to apply for the recognition of National records,
- B.2.1.5 To fill interim vacancies according to the clause describing the procedures thereof,
- B.2.1.6 To promote a development program for junior athletes.
- B.2.1.7 To approve and sanction all events by organisations and/or individuals in its judicial area and to issue directives and protocols with regard to the safety of athletes participating in such events.
- B.2.1.8 To keep a watchful eye over the status and efficiency with which approved events are held by organisations in its judicial area and to ensure that TSA rules are applied,
- B.2.1.9 To make a list of referees and other officials available to event-organisers who have obtained official sanctioning..
- B.2.1.10 To impose levies on events and to set annually affiliation fees payable by Clubs, registration fees payable by Athletes and temporary license fees on unregistered athletes,
- B.2.1.11 To receive and decide on applications for affiliation by Clubs and to approve the constitution of affiliated Clubs,
- B.2.1.12 To convene an AGM of TTA at least once a year in terms of Section 10,
- B.2.1.13 To submit to the AGM an annual report and certified or independently review financial statements (by an accountant) for the previous financial year.
- B.2.1.14 Annually appoint the elected members to the positions and allocate portfolios accordingly.

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

B.2.2 Financial

- B.2.2.1 to manage the financial affairs of the TTA and to consider the financial matters at all normal meetings,
- B.2.2.2 to open current and savings accounts in the name of the TTA and to transact the financial business of TTA,
- B.2.2.3 To approve the payment of any honorarium that the Board may decide on from time to time,
- B.2.2.4 To agree to the settlement of the travel and subsistence of any athlete or official when circumstances warrant it.
- B.2.2.5 To impose levies and other charges on event-organisers seeking sanctioning of TTA.

B.2.3 Special

- B.2.3.1 Besides the powers and duties invested in the Board in terms of any provisions in the Constitution, the following powers shall also be vested in the Board:
 - B.2.3.1.1 to deliberate on any violation or infringement of the Constitution and/or rules and regulations of the TTA, and to act accordingly,
 - B.2.3.1.2 to act against any athlete who has forfeited his/her amateur status and is competing as an amateur, or any person who is attempting to obtain any award dishonestly or has obtained such award,
 - B.2.3.1.3 to temporarily or permanently suspend any affiliated Club or any of its athletes who are found guilty of misbehaviour or dishonourable practices in triathlon, duathlon, aquathlon or other multi-sport or to take any such actions as may be deemed necessary against such transgressor/s.
- B2.3.2 To ensure that participation in prescribed provincial race kit may only be at events as laid down by the Board.
- B.2.3.3 To do everything that is desirable for the affairs of the TTA, in keeping with its accepted aims and objectives and subject to the conditions of the Constitution and directions of the AGM.

B.3 DUTIES OF THE PRESIDENT

- B.3.1 Directs TTA, calls and shall preside at all meetings of TTA,
- B.3.2 Is the spokesperson for TTA and represents it at all appropriate occasions,
- B.3.3 Supervises the strict execution of decisions made by the Board,
- B.3.4 Controls the activities of the Secretary and Treasurer,
- B.3.5 Is an ex-officio member of all committees,
- B.3.6 Strategic Planning and Execution,
- B.3.7 Budget and Expense Control,
- B.3.8 Represent TTA at TSA meetings,
- B.3.9 Athlete Development,
- B.3.10 Development of the sport and Association.

B.4 DUTIES TO BE ALLOCATED AMONGST THE ADDITIONAL MEMBERS

- B.4.1 To be responsible for the establishment of short- medium and long term planning, goal setting and development of the sport,
- B.4.2 To do whatever is necessary to promote, market and develop the sport of triathlon, duathlon and aquathlon in Gauteng North,
- B.4.3 To plan/organise events/races to be held in Gauteng North or to encourage event organisers to arrange events in the province,
- B.4.4 To ensure that provincial championship races are held each year,

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

- B.4.5 To do whatever is necessary to raise funds and obtain sponsorships for the discipline,
- B.4.6 To be aware of all other events being held,
- B.4.7 To be aware of the achievements of TTA Athletes,
- B.4.8 To record good achievements of TTA Athletes,
- B.4.9 To select teams for Championship events,
- B.4.10 To provide the merit committee with suggestions for awards,
- B.4.11 To provide the web-master with race results, articles and information for articles,
- B.4.12 To provide the Treasurer with an annual budget of expected expenses and revenue,
- B.4.13 To attend and table a progress report at Committee meetings,
- B.4.14 To set sub-committees to enable the fulfilling of above-mentioned functions properly.

B.5 DUTIES OF THE SECRETARY

- B.5.1 to function in a similar capacity as that of a company secretary and to assume the management of the TTA office,
- B.5.2 Shall take charge of correspondence,
- B.5.3 Prepares the meetings of Board and general meetings,
- B.5.4 Shall attend all meetings of TTA and the Board and keep minutes of same,
- B.5.5 Shall preserve and have custody of the minutes. The Secretary shall keep a complete record of the membership and addresses, and shall be custodian of all documents of value and other properties,
- B.5.6 Shall receive all fees and assessments. Moneys collected shall be promptly turned over to the Treasurer,
- B.5.7 Track athlete's potential eligibility for colours.

B.6 DUTIES OF THE TREASURER

- B.6.1 Is responsible for the development of TTA's financial affairs,
- B.6.2 The Treasurer shall account for the funds of TTA, and keep proper records of said funds, receipts, books and disbursements necessary, as lay out by the Board. The Treasurer will present an certified statement whenever required by the Board and will prepare a duly certified or independently reviewed statement of the financial position of the society, for the annual general meeting. A copy of the annual certified or independently reviewed statement will be submitted to the secretary for the inclusion in the record of TTA,
- B.6.3 Invests the funds of TTA, having consulted various financial experts and informed the President,
- B.6.4 Collection of registration and other fees and depositing thereof into TTA's bank account,
- B.6.5 Making of registration payments to TSA,
- B.6.6 Payments to be received from the Event Organiser for official events,
- B.6.7 Is responsible for the collection of temporary license fees at events.

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

APPENDIX C

C

THE EXCOM

C.1 **Meetings of the Excom**

C.1.1 Meetings of the Excom shall be called by any one of its members on an ad-hoc basis as and when the need arises. These meetings may be held at a venue as decided upon or may, when circumstances so describe, be held telephonically.

C.2 **Rights and duties of the Excom**

C.2.1 The Excom shall be responsible for the day-to-day management of the affairs of TTA in accordance with the policies and actions approved by the Board or by the membership at a General Meeting.

C.2.2 Excom may in its discretion take decisions on behalf of the Board which decisions the Board may ratify at a Board Meeting.

C.2.3 The Excom shall take the initiative in preparing policies and actions for consideration and possible action by the Board.

C.2.4 This committee is also responsible for the implementation of all resolutions passed at Board meetings.

C.2.5 To prepare Board meetings as well as General Meetings.

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

APPENDIX D

D PROVINCIAL TEAM SELECTION COMMITTEES AND CRITERIA

D.1 Composition of Selection Committee

D.1.1 Three (3) selectors of whom two (2) will be non - Board members, whilst one (1) will be a Board-member.

D.1.2 All three members of the selection committee will be appointed by the Board,

D.1.3 At least one member of the selection committee shall be of the opposite gender,

D.1.4 The Board shall appoint the Convenor.

D.2 Functions and Powers of Selection Committee

D.2.1 the selection of athletes to represent TTA at selected championship events shall be done by the selection committee,

D.2.2 the selection committee shall put teams together at a meeting specially called for this purpose by the Convenor,

D.2.3 The selection committee shall use selection criteria set out in D.3 as a basis for team selection,

D.2.4 The list of athlete/s or team/s selected shall be presented to the President for approval,

D.2.5 the Board shall annually appoint managers for teams that represent TTA,

D.2.6 the selection committee shall note that junior athletes may be selected, subject to the relevant TSA rules, to compete in senior events and be eligible to be awarded Provincial colours,

D.2.7 the selection committee shall have the right to exclude from any future team any athlete selected for a TTA team who does not turn up, or withdraws without supplying a valid reason,

D.2.8 to ensure that all chosen athletes participate in prescribed provincial racing kit,

D.2.9 the Convenor of the selection committee shall submit a list of selected athletes to the President of the Board. This must be done within 4 (four) days of the date fixed for the completion of selection. Team managers and team members have to be informed of selection within 2 (two) days after approval by the President.

D.3 Selection Criteria

D.3.1 Only athletes with Club membership registered with TTA 10 (ten) days prior to the TTA championships shall be considered.

D.3.2 An athlete shall only be considered for selection for the National Championships if the athlete has:

D.3.2.1 participated in the TTA Provincial Championships and

D.3.2.2 participated in any other event organised within the jurisdiction area of TTA and sanctioned by TTA during that particular season.

D.3.3 An athlete may only be selected in the category in which the athlete has qualified.

D.3.4 At all times the selectors will conduct their selection policy on the basis that it promotes equality, irrespective of gender, race and religion, and assist in the upliftment of athletes who may have been previously disadvantaged.

D.3.5 If an athlete does not comply with D.3.2 and is of the opinion that he/she can achieve the standard required (and expected) from the provincial team at the National Championships, such athlete may submit a written request and motivation to the convenor of selectors (prior to the selectors' meeting to select the team). Selection of such athlete is at the sole discretion of the selection committee; however selection will only take place if exceptional circumstances exist for the non-compliance by the athlete with D.3.2.

D.3.6 Athletes selected shall be advised by telephone/cellular, and if possible, by e-mail, in order to confirm participation.

D.3.7 Selected athletes must confirm (by e-mail) their participation in the team within 2 (two) days of receiving notification.

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

- D.3.8 The Selection process as well as the selection of a team by the selection committee shall not be subject to any dispute procedure or appeal.

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

APPENDIX E

E CODE OF CONDUCT, DISCIPLINE, COMPLAINTS AND APPEALS

- E.1 The **CODE OF CONDUCT** states:
- E.1.1 Athletes shall conduct themselves in a sporting manner.
 - E.1.2 Athletes shall behave in a responsible, respectful and courteous manner towards team members, competitors, coaches, staff, officials, volunteers and members of the public while at competitions and while travelling.
 - E.1.3 Athletes shall not commit any act which would be considered an offence under any law within the Republic of South Africa or the laws of the country in which the event takes place (insofar as they can reasonable be expected to be aware of those laws).
 - E.1.4 Athletes shall conduct themselves in a manner consistent with commitment to excellence in athletic competition including respect for quiet hours and appropriate treatment of alcohol.
 - E.1.5 Athletes shall respect private property such as accommodation.
 - E.1.6 Athletes shall be aware of and abide by the current provisions of doping prohibitions adopted by TSA and the ITU.
- E.2 Contravention of the Code of Conduct may result in any one or more of the following sanctions:
- E.2.1 written reprimand;
 - E.2.2 suspension from the current competition;
 - E.2.3 suspension from the team for a specified period of time;
 - E.2.4 fine;
 - E.2.5 probationary terms and conditions.
- E.3 Members of TTA may use reasonable discretion in interpreting the above.
- E.4 The Board and Provincial Team Managers have the authority to impose reasonable disciplinary measures on athletes who do not adhere to the Code of Conduct.
- E.5 The **DISCIPLINARY PROCEDURE** is as follows:
- E.5.1 When disciplinary action is being considered, the athlete and the Club of the athlete shall receive notification of the following:
 - E.5.2 the specific circumstances leading to the consideration of the disciplinary action;
 - E.5.3 steps that can be taken to remedy the situation and a reasonable period of time during which those steps may be taken, if applicable (for example, verbal or written apology, payment of costs);
 - E.5.4 information on the probable penalties.
 - E.5.5 Notification shall be given in writing unless exceptional circumstances dictate that notification may be given verbally.
 - E.5.6 The Club and/or the Athlete shall be provided an opportunity to present the Athlete's view prior to the decision, whether orally or in writing.
 - E.5.7 Whenever possible, a disciplinary measure should be the result of a decision by a discipline committee of three (3) people from among the Board and/or Provincial Team Managers.
 - E.5.8 The Club and/or the Athlete shall be advised of the decision and reasons therefore promptly, and shall be advised of the appeal process available.
 - E.5.9 When, due to circumstances, a disciplinary committee or authorised personnel may issue a written reprimand or suspend an athlete from the current competition without written or verbal notification to the athlete. A full written report must be prepared and submitted to the President within five (5) days. The appeal process remains available to the athletes.
 - E.5.10 The Penalty imposed shall reflect the seriousness of the offence.

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

- E.5.11 The athlete has the right to appeal a disciplinary action in accordance with the Appeal Procedure contained in E.11 below. It is recognised however that an appeal may not be possible prior to an athlete's removal from an event.
- E.6 If an athlete has a **CONCERN OR COMPLAINT** relating to a member of the Provincial Team staff or fellow Provincial Team athlete the athlete or athlete's representative shall contact the President or designate for assistance with the resolution of the problem within thirty (30) days after the issue arose.
- E.7 In the event that the problem remains unresolved, the President or his designate Officer may request that the President of TSA appoint an ad-hoc committee of three disinterested members from among the Executive Board to make a decision or otherwise resolve the issue. The ad-hoc committee shall allow the athlete to supply any additional material he/she considers relevant within 30 days and shall forward the submissions to the affected parties and allow them 30 days to respond. The athlete shall then be allowed a further 15 (fifteen) days to respond to the information received from the affected parties.
- E.8 The time periods may be abridged by mutual consent.
- E.9 The committee may hear oral submissions through a telephone conference or in person.
- E.10 Where the ad-hoc committee determines that sanctions are appropriate, the party sanctioned has the right to the appeal process.
- E.11 **APPEALS AND DISPUTES PROCEDURE**
- E.11.1 The principles underlying the appeals procedure are those of fairness and natural justice.
- E.11.2 All dispute referrals must be made within a reasonable period of time.
- E.11.3 An Appeal will only be heard if there are sufficient grounds for appeal, such as the individual or committee appealed against:
- E.11.3.1 making a decision, for which it did not have authority or jurisdiction,
- E.11.3.2 failing to follow procedures laid out in the Constitution or approved policies of TTA,
- E.11.3.3 making a decision that was influenced by bias,
- E.11.3.4 failing to consider relevant information or taking into account irrelevant information in making the decision,
- E.11.3.5 exercising its discretion for an improper purpose and/or
- E.11.3.6 making a decision that was unreasonable.
- E.11.4 Any Club or person affected by a decision of an authorised individual or committee (excluding that of the selection committee) of TTA may appeal that decision by filing a written notice of appeal stating the grounds upon which the appeal is based within fourteen (14) days of receiving notification of the decision, which notice:
- E.11.4.1 Shall in the first instance be directed to the Board.
- E.11.4.2 If satisfaction is not obtained or there is any uncertainty about the decision, an appeal may be directed to the Board or the Executive Committee of TSA
- E.11.4.3 If the Board or Executive (of TSA) is uncertain about the decision of the dispute, it may refer the dispute to the President of the Law Society of the Northern Provinces for arbitration. The President of the Law Society of the Northern Provinces may designate and appoint any other member of the Law Society to act as arbitrator.
- E.11.4.4 The arbitrator appointed, shall arbitrate the dispute in terms of the Rules and Procedures for the Resolution of Disputes in Sport prevailing at the time. The decision of the arbitrator shall be final and binding on the parties to the dispute.

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

APPENDIX F

F AWARDING OF COLOURS AND HONORARY COLOURS

F AWARDING OF COLOURS AND HONORARY COLOURS

(for all race distances and disciplines)

F.1 TSHWANE TRIATHLON ASSOCIATION Colours (with the white shield)

F.1.1 Elite Athletes

F.1.1.1 TTA senior elite athletes shall qualify for TTA colours with the white shield.

Elite

F.1.1.2 An U23 and senior elite athlete, who is selected and represents TTA at the National Championships, (or who competes at a TSA selection race where there is no National Championship) twice, not necessarily in succession, shall be awarded TTA colours. Colours will be awarded after participation at the National Championships for the second time.

F.2 TSHWANE TRIATHLON ASSOCIATION Colours (with the light blue shield)

F.2.1 Other athletes

F.2.1.1 TTA junior, age group and Awad athletes shall qualify for TTA colours with the light blue shield.

Age group

F.2.1.2 An age group, junior and under 23 elite athlete, who is selected and represents TTA at the National Championships, (or who competes at a TSA selection race where there is no National Championship) twice, not necessarily in succession, shall be awarded TTA colours. Colours will be awarded after participation at the National Championships for the second time.

F.2.1.3

F.2.3 Team Managers

Subject to the discretion of the Board, Team Managers (appointed by the Board for the various teams) will qualify for the shield of the highest athlete status in the team (i.e. where there are no Elite athletes, the manager will qualify for the light blue shield and not the white shield).

F.2.4 Administrators

In order to qualify for TTA colours (White shield with white lettering) an administrator must have served on the TTA Board for a period of at least three (3) years, not necessarily in the same portfolio.

This will be awarded at the discretion of the Board

F.3 Honorary Members

F.3.1 Honorary membership may be awarded at the AGM for services rendered to Triathlon. Nominations, together with a motivation of services rendered towards Triathlon, must reach the Board at least forty (40) days before the AGM. If the nominations are found to be justified the names of those nominated shall be put on the agenda for the AGM.

F.3.2 The Board may submit awards for honorary colours to honorary members to the AGM

TSHWANE TRIATHLON ASSOCIATION

CONSTITUTION

APPENDIX G

G AGE CATEGORIES

G.1 Elite

G.1.1 Any senior athlete (20 years and older) may participate in the elite category but the athlete must indicate this on the registration form at the start of the competition year.

G.1.2 Athletes aged 18 to 19, **with age determined on 31 December**, may participate in the standard (Olympic) distance.

G.2 Senior Age Groups

G.2.1 The categories for age group competitors are: **(Eligibility determined by age on 31 December on race day)**.

- (f) 45 - 49 years
- (a) 20 - 24 years (g) 50 - 54 years
- (b) 25 - 29 years (h) 55 - 59 years
- (c) 30 - 34 years (i) 60 - 64 years
- (d) 35 - 39 years (j) 65 plus
- (e) 40 - 44 years

G.3 Junior Age Groups

G.3.1 The categories for junior age group competitors are: **(Eligibility determined by age on 31 December)**.

Junior A 16 -19 years (16 – 17 and 18 – 19)

Junior B 12 -15 years (12 – 13 and 14 – 15)

G.3.2 Athletes may not participate outside their age categories.