



**THE SOUTH AFRICAN BIATHLON ASSOCIATION
BY-LAWS**

July 2020

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BY-LAW 1: CRITERIA TO BE A MEMBER

To be a member, a province must:

1. Have a Committee of at least 3 members:
 - Chairperson
 - Treasurer
 - Secretary
2. Held Meetings:
 - Minimum of 2 league meetings
 - Participate at official Interprovincial Championships
 - Provincial Championships
 - Schools competition
 - League fixture to SA Biathlon – September
3. Must have a Constitution – to be approved by SA Biathlon
4. Must held an AGM:
 - Chairman Annual report after AGM to SA Biathlon
5. Finance must be in order:
 - Financial report
 - Bank account
 - Budget
 - Asset register
6. Must signing a code of conduct

BY-LAW 2: COLOURS

The Association's official National colours are the colours as determined by SABA.

The Associations colours are as follows:

1. *The logo - three circles in gold one above the other on olive green background. In the middle circle, bigger than the other two, the letters SA are embroidered, a runner in the top circle and a swimmer in the bottom circle.*
2. *Blazer - olive green blazer with the badge on breast pocket;*
3. *Blazer badge - The logo with the words "Biathlon/Tweekamp" (or vice-versa) embroidered in gold on the breast pocket;*
4. *Tie - olive green with the logo 3cm in size;*
5. *Athletic Vest - A olive green vest with the logo on the chest;*
6. *Shorts - olive green;*
7. *Tracksuit - olive green tracksuit with the logo on the breast pocket.*
8. The Association's official Junior National colours are as determined by SABA.

BY-LAW 3: APPLICATION FOR A SA RECORD

A member must apply to SABA for recognition of a SA record within 30 days of the event. The form – Appendix A must be use by the applicant.

BY-LAW 4: PENALTIES

1. Members who fail to meet the criteria applicable to be a member (By-Law 1) will be referred to the SABA Exco. Exco will investigate and provide guidance and remedial action to the member. An Exco member or another member will be appointed as mentor to support the member to comply. A period will be confirmed, preferably six (6) months. SABA Exco will confirm the situation and decide whether the member is compliant or whether the period will be extended. Should the member not comply after the second period, Exco will decide on final remedial action, which might include that the member is deregistered and the region allocated to another member to administrate or for merging.
2. Members who do not meet their financial obligations or not in good standing before the AGM will not be allowed to vote at the AGM. The member will be given an opportunity to make the payment at the meeting or within an agreed period. The Treasurer will interact with the member and confirm the arrangements to comply. Should it be established that the member cannot meet their financial obligations at all, the matter will be referred to Exco to investigate and provide guidance and remedial action to the member. The same procedure as for point 1 will then be followed.
3. Should a province not meet the criteria as confirmed above or in any of the by-laws and fail to register athletes, with the inability to select athletes to participate at any meeting (inclusive of the SA Championships and Interprovincial competitions), athletes may participate for another province or, with approval from Exco, as an invitation athlete. Exco will then decide on final remedial action, which might include that the member is deregistered and the region allocated to another member to administrate or for merging.
4. Any member or person associated with a member who brings SABA in disrepute, will be referred to the Exco for a resolution. A Disciplinary Committee may be established by Exco and normal disciplinary procedures will apply. Sanctions may include a cation, a verbal warning, a written warning, suspension or expulsion from the sport.
5. Any member or person associated with a member who misbehaves at a meeting will be managed by the Local Organising Committee. The Appeal Committee can also be called on. In serious cases, point 4 will be instituted.
6. Any appeal to a decision made by Exco, will be referred to the Life-long members whose decision will be final.

BY-LAW 5: FINANCIAL POLICY

1. To annually compile a draft budget for the following year and to present this draft budget to the Exco + Members for discussion and approval
2. To apply sound financial control over income and expenditure in line with the terms of the budget
3. For monitoring the record keeping of all funds received and issued by SA Biathlon
4. To operate a computer program to administer the funds of SA Biathlon
5. To ensure that all financial submissions, as required by SA Biathlon, are submitted timeously
6. To ensure that the annual financial statements have been compiled for audit purposes and
7. To annually present SA Biathlon's books to an auditor for the annual audit and to present this audited report to the Members at the AGM

The duties of the TREASURER include the following:

1. Receives all money that the MEMBERS have paid in via EFT, Cash or Cheque; Issue receipts for all cash paid in
2. Receives invoices supported by the relevant source documents for all purchases and attach these invoices to the EFT requisition forms
3. To make payments by EFT or Cheques after the necessary forms have been completed and approved by the chairperson or delegated person
4. Obtain the approved signatures on cheques
5. Receives and processes specified travelling claims for payment
6. Manage all budget items and EXCO of any items exceeding the allocated amounts to any budget item
7. Administer the receipting and payment processes of all projects or fundraising.
8. Answer queries from chairpersons on EXCO budget items
9. Take care of all face-value forms, e.g. receipts, cheques
10. Reconcile all money according to receipts that were issued
11. Write up all deposits in the deposit book
12. Make cheques/EFT payments to member who are on the EXCO
13. Compile a monthly income and expenditure report by month-end and present it to the EXCO by the 1st EXCO meeting and to the quarterly send by email to the EXCO
14. Reconcile bank statements with the cashbooks
15. Allocate all purchases expenditure under approved budget items
16. File and ensure the safekeeping of all financial statements
17. Prepare the financial records required by the auditor
18. Implement the financial system ordered by the EXCO
19. Keep complete records of all income and expenditure
20. Keep record of all subsidy applications and subsidies received
21. Prepare documentation for the EXCO meetings
22. Report any financial irregularities to the EXCO.

PAYMENT OF TRAVELLING AND SUBSISTENCE ALLOWANCES

The following procedures are the minimum requirements and must be part of the financial policy on travelling and subsistence reimbursement:

1. The EXCO should annually review and determine the rates of advances and reimbursements submit it to the EXCO for ratification. Rates of the National Department of Transport must be used as guidelines.
[R2,50/km at present]
2. All travel and subsistence costs must be properly authorized in writing before they are incurred. Retrospective approvals must not be allowed, unless there are exceptional circumstances, which must be explained and noted in detail.
3. Reimbursements for subsistence expenses (e.g. for meals) must clearly stipulate the rates that apply e.g. Daily rate or actual expenses.
4. The EXCO must appoint the person/s responsible for authorizing the travelling and subsistence expenses in writing.
5. The EXCO must ensure that there are effective internal control measures in place to provide that only the official rates are paid for travel and subsistence expenses.

BY-LAW 6: CODE OF CONDUCT

The **CODE OF CONDUCT** applies to all who participate in the South African Biathlon Sports Arena. SABA consists of the affiliated members and their sub-ordinate members and officials.

1. PARTICIPANTS are:

- Sportsmen
- Sportswomen
- Coaches
- Managers
- Any other officials
- Any person or persons accompanying teams.

Once colours are bestowed and accepted, all participants are bound by the CODE OF CONDUCT.

2 Representing any biathlon team is an honour reserved for the selected and the ultimate honour would be victory.

3 Participants are ambassadors of SA Biathlon and as such must behave in an exemplary manner and must be a credit to the SABA

3.1 Guidelines have been compiled to serve as broad criteria for all those involved in representative participation in order to ensure –

- basic uniformity,
- group unity,
- discipline
- friendly and comfortable disposition within the group or team.

3.2 All members within SABA must ensure that team management consists of seasoned and responsible adults who can provide the necessary guidance to young and or inexperienced team members, especially if participants are travelling for the first time.

3.3. Each SABA member must have a Code of Conduct.

3.4 Every participant shall, during all events and at all times while participating in the sport arena conduct themselves in a true sportsman-like manner. These provisions apply to each participant conduct while within the precincts of each venue or site of the tournament, as well as at any official event or function related to the tournament, including while travelling and while wearing the official colours.

3.4.1 PUNCTUALITY must be adhered to.

3.4.2 DRESS – must conform to the standards as set out by the SABA. The official dress of the team should be worn at departure and arrival and at official receptions.

3.4.3 LEAVING THE PREMISES OF THE SPORTS VENUE - may only be allowed with the permission of the team management.

3.4.4 CEREMONIES – Opening and Closing Ceremonies must be attended with due respect to all speakers and organisers.

- 3.4.5 CONDUCT especially when travelling – bad language, rowdy behaviour, singing of vulgar songs will not be permitted. Participants and persons accompanying the team, must respect fellow travellers and must be well behaved in public places, at venues, towards staff or hosts and respect the persons and property of others.
- 3.4.6 UNSPORTSMANLIKE CONDUCT – participants shall at all times conduct themselves in a sportsmanlike manner and give due regard to the authority of officials and the rights of opponents, spectators and others. If such violation occurs during an event (including a warm-up) the participants shall be subject to disciplinary action.
- 3.4.7 AUDIBLE OBSCENITY – participants may not use words commonly known and understood to be profane and uttered clearly and loudly enough to be heard by others. This would be considered a violation of the Code of Conduct.
- 3.4.8 VISIBLE OBSCENITY – participants may not make obscene gestures of any kind. This would also be considered a violation of the Code of Conduct.
- 3.4.9 VISIBLE OBSCENITIES - on clothing or any equipment of participants or persons accompanying the participants would also be considered a violation of the Code of Conduct.
- 3.4.10 VERBAL ABUSE – participants and persons travelling with the team, shall not at any time directly or indirectly verbally abuse any official, opponent, sponsor, spectator or other person while representing the member of their teams, while wearing their colours or while travelling with the relevant team. Verbal abuse is defined as a statement about an official, opponent, sponsor, spectator or other person that implies dishonesty or is derogatory, insulting or otherwise abusive.
- 3.4.11 PHYSICAL AND SEXUAL ABUSE – participants or persons travelling with the team, may not at any time physically or sexually abuse any official, opponent, spectator or other person. Physical and sexual abuse is the unauthorised touching of or sexual advances to an official, opponent, spectator or any other person
- 3.4.12 SUBSTANCE ABUSE – by participants and persons accompanying the team will be regarded as a violation of the Code of Conduct and can lead to disciplinary action.
- 3.4.13 DRUGS, and the use thereof, will not be tolerated. Subscription drugs must be checked for content. The WADA code will apply and must be adhered to.
- 3.4.14 ALCOHOL abuse will not be permitted.
- 3.4.15 TOBACCO use while wearing SAMBA colours will not be permitted.

4 DISCIPLINARY ACTION

- 4.1 Any disciplinary action taken by a member must be reported to the SAMBA.
- 4.2 SABA reserves the right to implement:
 - 4.2.1. A DISCIPLINARY HEARING
 - 4.2.2. THE SUSPENSION OF ATHLETES/OFFICIALS
 - 4.2.3. THE WITHDRAWAL OF NATIONAL COLOURS
 - 4.2.4. THE REVISION OF THE OUTCOME OF THE DISCIPLINARY ACTION AS PER 4.1.

5 DISCIPLINARY HEARING

- 5.1 If the Code of Conduct is infringed, disciplinary steps, in the discretion of SABA, may be taken against such participant.
- 5.2 A participant may be suspended on violation of any grounds appearing under any items as set out above in the Code of Conduct.
- 5.3 SABA reserves the right to withdraw their colours which have been awarded to any participant, on any violation of the Code of Conduct.
- 5.4 SABA reserves the right to revise the outcome of any Disciplinary Action taken by any member of SABA.

BY-LAW 7: APPEALS

In accordance with the Rules and Regulations of South African Biathlon Association all applications to Appeal Board must be accompanied by a deposit of R100,00. If the appeal is upheld by the Appeal Board, the deposit will be paid back. Appeal must be submitted within 30 minutes after the incident occurred on Appeal form Appendix B

BY-LAW 8: HOSTING A NATIONAL CHAMPIONSHIPS

The National Biathlon Championships is the flagship event of the SA Biathlon Association. This is the combination of the hard work of athletes, coaches and administrators for the season and as such must meet the high standards set by the Management of SA Biathlon. The event is hosted by the SA Biathlon Association and the logistics is organised by a province on behalf of SA Biathlon and as such the success and standard of the meeting remains the responsibility of SA Biathlon. A member of the Executive of SA Biathlon will be an ex-officio member of the Local Organising Committee [LOC].

IMPORTANT DOCUMENTS:

1. Constitution of SA Biathlon Association
2. Technical Rules of SA Biathlon Association
3. South African Sport & Safety Act

TO ORGANISE THE SA CHAMPIONSHIPS

LOCAL ORGANISING COMMITTEE - LOC

SA Biathlon Association will assign a SA EXCO member to mentor the province and will be an ex-officio member of the LOC

1. Sponsorships & marketing
2. Venues & equipment
3. Functions & catering
4. Financials
5. Accommodation
6. Entries & enquiries

SPONSORSHIPS

1. The SA EXCO will endeavour to negotiate a national name sponsor - final responsibility lies with the organising province.
2. A well-prepared business plan must be drafted to approach potential sponsors
3. Contact the province's Department of Sport which normally support major events.

4. It is very important to remain within the means of the province - each province has its unique circumstances.
5. It is of utmost importance that the sponsors be treated like kings as they foot the bill at the end. Special officials must be assigned to them to see to their comfort, beverages and snacks. A special gazebo on the inside of the track to cater for them will be a great idea
6. The province must have the means and human capacity to stage such an event
7. The support of the local government is needed – especially the availability of facilities

ALL VENUES

1. Venues must have a festive appeal
2. Gazebos, flag banners, A-frames, banners, pull up banners and back drops
3. Clean ablution - permanent staff on duty to keep it clean throughout the event
4. Security of the spectators as well as their vehicles is not negotiable
5. Selling of refreshments at the venue - hygienic conditions and enough vendors
6. Clean-up of the entire venue [pavilion included]

ATHLETICS TRACK

1. Tartan track or A grade grass track
2. Qualified/experienced officials
3. Suitable ablution & cloak rooms
4. Enough parking
5. Clean environment

SWIMMING POOL

1. 50m Olympic Standard pool
2. Qualified referee & starter
3. Qualified/experienced officials
4. Suitable ablution and cloak rooms
5. Enough parking
6. Electronic timing pads

MEETINGS ROOMS

1. Registration
2. Managers meeting
3. SA EXCO meeting
4. Presidents function
5. Annual General Meeting

FUNCTION & PRIZE-GIVING

1. To seat +-1 000 people

ACCOMMODATION

1. Guest houses and B&B
2. Hotels and other suitable accommodation
3. Involve the local tourism bureau as well.

THE SA BIATHLON CHAMPIONSHIPS

REGISTRATION

1. Handing in of trophies
2. Team entries & scratching
3. Gala evening tickets
4. Team managers files
5. Accreditation cards tickets
6. Finance: payments & outstanding money
7. Team goody bags – if applicable

TEAM MANAGERS MEETING

1. Attendance register
2. Technical rules
3. Co-operation & Appeals
4. Parking
5. Programme
 - Team photos
 - Opening ceremony
 - Presidents function
 - AGM
 - Running & swimming
 - Gala – evening

TEAM PHOTOS

- Provinces to arrange time for team photo with official photographer

OPENING CEREMONY

Order of events

1. Reporting of teams
2. March past
 - a) Previous year champion
 - b) Boland
 - c) Border
 - d) Central Gauteng
 - e) Eastern Province
 - f) Eden
 - g) Gauteng North
 - h) Griquas
 - i) Kwazulu-Natal
 - j) Limpopo
 - k) Mpumalanga
 - l) Northern Free State
 - m) North West
 - n) Southern Free State
 - o) Western Province
3. Welcome
4. National anthem
5. Opening – chairman LOC
6. Scripture and prayer
7. Mayor welcome
8. President of SABA
9. Weekend programme – chairman LOC

PRESIDENTS FUNCTION

- 2 x delegates from provinces
- Arriving & drinks
- Welcome
- Thanks

SABA AGM

- 2 x delegates per province

RUNNING EVENT

Sequence determined by SABA – see technical rules

Group	Run
u.9 girls	800
u.9 boys	800
u.11 girls	800
u.11 boys	800
Special needs	400
Senior master men & ladies	400
Master ladies	800
Master men	800
Senior vet ladies	1,000
Senior vet men	1,000
Vet ladies	1,000
Vet men	1,000
Junior vet ladies	1,000
Junior vet men	1,000
Open ladies	1,000
Open men	1,600
u.19 boys	1,600
u.17 boys	1,600
u.15 boys	1,600
u.19 girls	1,000
u.17 girls	1,000
u.15 girls	1,000
u.13 girls	1,000
u.13 boys	1,200

Track officials

1. Meeting manager x 1
2. Assistant officials x 2
3. Track referees x 2
4. Starter x 1
5. Assistant starter x 1
6. Timekeepers Group 1 x 3
7. Timekeepers Group 2 x 3
8. Placing officials x 5
9. General officials- runners x 3
10. Time recorders x 3
11. Computer officials x 2
12. Announcers x 1
13. Competitors steward x 3
14. Corner official – 200m x 1
15. General helpers x 2

SWIMMING EVENT

Sequence determined by SABA –see technical rules

Group	Swim
u.9 girls	50m
u.9 boys	50m
u.11 girls	50m
u.11 boys	50m
Special needs	50m
Senior master men & ladies	50m
Master ladies	50m
Master men	50m
u.13 girls	100m
u.13 boys	100m
Senior vet ladies	100m
Senior vet men	100m
Vet ladies	100m
Vet men	100m
Junior vet ladies	100m
Junior vet men	100m
Open ladies	100m
Open men	100m
u.19 girls	100m
u.19 boys	100m
u.17 girls	100m
u.17 boys	100m
u.15 girls	100m
u.15 boys	100m

Pool officials

1. Meeting manager x 1
2. Assistant officials x 2
3. Referee x 1
4. Starter x 1
5. Turn judges x 2
6. Chief timekeeper x 2
7. Timekeepers Groups x 3 per lane
8. General officials- runners x 2
9. Time recorders x 3
10. Computer officials x 2
11. Announcers x 1
12. Competitors steward x 3
13. General helpers x 2

PRIZE GIVING & GALA EVENING

1. Welcome & arrangements
2. Guest speaker
3. Entertainment
4. Starter

5. Prize giving

a) Medals

▪ Special needs	Person 1
▪ u.9	Person 1
▪ u.11	Person 1
▪ u.13	Person 2
▪ u.15	Person 2
▪ u.17	Person 2
▪ u.19	Person 3
▪ Senior open	Person 3
▪ Junior veteran	Person 3
▪ Veteran	Person 4
▪ Senior veteran	Person 4
▪ Masters	Person 4
▪ Senior masters	Person 4

b) Trophies

▪ Kotzenburg trophy	Athlete with highest running points
▪ Victor Hesse trophy	Athlete with highest swimming points
▪ Sanlam trophy	Athlete with highest total points
▪ Chris Jansen trophy	Senior Victor Ludorum
▪ Archie Markgraaff trophy	Senior Victrix Ludorum
▪ Deon Velthuyzen trophy	Junior Victor Ludorum
▪ Dave van der Walt trophy	Junior Victrix Ludorum
▪ Future Life High school trophy	High School with highest points
▪ Future Life Primary school trophy	Primary School with highest points
▪ Presidents medals trophy	Province with most medals
▪ National Junior Shield	Junior team competition
▪ Stan Walker trophy	Senior team competition
▪ Les Cox Trophy	Total team competition

6. Presentation of SA Biathlon management

7. Awarding of SA Colours

8. SA participation certificates – number of SA Championships

9. Flag handover

10. Word of thanks

LOC Chairperson

11. Opening dance

12. Main Course 7 desert

13. Dance & party

BY-LAW 9: SCHOOLS COMPETITIONS

The Schools competition will be a High Schools and a Primary Schools competition.

High Schools: Age groups are **u/13 (if in high school end of season), u/15, u/17, u/19, senior (if still in high School at end of season), special needs**

Primary Schools: Age groups for this competition are **u/9, u/11, u/13, u/15 (if still in primary school end of season), special needs**

Format of the Competition

1. Schools compete at provincial league events and provincial championships
2. School with the highest points total based on criteria (the highest year to date individual points), win that specific league or championship meeting
3. A school can participate in all league meetings in their respective regions:
4. The total points for a school is of the Highest points by their athletes in any league meeting over the season.
5. A school and athlete must participate in a minimum of 1 league meetings (with a minimum of 1 500 points) to qualify for the Interprovincial & National Championships with only the average best team total counting for the provincial league competition
6. A province can enter 3 high and 3 primary schools in the 3 regional Interprovincial championships held during February. (South, Central & North - based on above criteria). Host province to be informed of schools participating at the Interprovincial – complete spreadsheet
8. The winning Primary and High schools of the respective Interprovincial Championships are invited to the SA Championships as well as the respective provincial winning schools as they qualify automatically as Provincial winners. (i.e. a school might not be the Provincial winner but win the Interprovincial Championships and thus qualify to compete at the SA Championships)
9. Provinces to inform SA Biathlon of provincial high and primary school winners – part of entries to the SA Biathlon Championships – complete spreadsheet.
10. SA Biathlon can invite extra schools to the SA Championships on their discretion.

PRIMARY SCHOOLS

1. Team can consist of **only boys, only girls or boys and girls mixed**
2. 9 highest scores based on the category requirements below will be taken into account
3. Age groups are **u/9, u/11, u/13, u/15** (if still in primary school at the end of the season), **special needs if in one of the age groups (max. 2 000 points)**
4. Minimum **1 x u/9, 3 x u/11, 3 x u/13**, the highest points from 2 other athletes in any of the age groups
5. u/15 athletes can only be part of the extra athletes.
6. Schools are not disqualified if team is less than 9 athletes – can still participate.
7. A school team can consist out of 12 team members.

HIGH SCHOOLS

1. Team can consist of **only boys, only girls or boys and girls mixed**
2. 9 highest scores based on the category requirements below will be taken into account
3. Age groups are **u/13** (if in high school at end of season), **u/15, u/17, u/19, senior** (if still in high school at end of season), **special needs if in one of the age groups (max. 2 000 points)**
4. Minimum qualifying criteria per category: **3 x u/15, 3 x u/17, 1 x u/19**, the highest points from 2 athletes in any of the age groups
5. u/13 and senior athletes can only be part of the extra athletes.
6. Schools are not disqualified if team is less than 9 athletes – can still participate.
7. A school team can consist out of 12 team members.

Special needs athletes

Can participate in the school competition in their respective age groups – max. of 2 000 points per special need athlete