

REGULATIONS AND PROCEDURES

of the

**CAPE TOWN GYMNASTICS
ASSOCIATION**

22 OCTOBER 2013

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REGULATIONS AND PROCEDURES:

1. Powers of the Association

The powers of the Association are stated in the constitution as approved on the 22 October 2013, Article 4.

2. Jurisdiction

The District within the Province of the Western Cape is Cape Town Unicity,

3. General Assembly

Business at General Assemblies shall follow a prescribed agenda (annexure A)

4. The Board

The Board and its composition are stated in the constitution as approved on the 22 October 2013, Article 7. The Board is tasked to carry out the goals for the District, including, but not limited to, looking after policies in transformation and women.

The Board shall meet every two months and notice of the meeting must be circulated 7 days before the meeting. The agenda must be sent out at least 3 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 the Board within 14 days and the approved minutes shall be available to members on request and following approved channels of communication.

Any decisions that can not wait for the next Board meeting shall be made by the Executive Committee (constitution as approved on the 22 October 2013, Article 7.2). All decisions taken by the Executive Committee must be circulated to all members and ratified at the next Board meeting.

Board members that are absent from 2 consecutive meetings without a valid reason shall relinquish their position. The Board may co-opt members to fill vacancies on the Board when necessary.

5. CTGA Administrators

The CTGA Administrators are the link between the CTGA Board and the program management teams and Districts

The CTGA Administrators support the Board in implementing the strategies of the CTGA. They coordinate the programs of the disciplines in order to ensure the alignment of the programs with these strategies

If there is no CTGA administrator employed, the WCGA administrators and the CTGA Secretary will assist to fulfill this role.

6. Resignations, Suspensions and Expulsions

6.1. Resignations of affiliates must be tabled and approved by the General Assembly.

5.2. The Board is responsible for dealing with suspensions of members and affiliates. Should the suspension still be in force by the next General Assembly the suspended affiliate or member shall have

the right to proper notice and during the assembly have the right to defend itself/himself/herself against the suspension. The assembly shall ratify or lift the suspension.

A suspended affiliate or member may not participate in any activities of the Association or that of any affiliate.

5.3. In the case of suspension for non-payment of financial obligations the suspended member or affiliate may regularize its position by payment of the outstanding amount plus a fine of 10% of the amount.

6. Application and Registration Fees

The Board shall determine the fees for the following year not later than the end of January.

6.1. WCGA is entitled to increase the amount of SAGF registration fees by no more than 75% for category A, 50% for category B and C, and 0% for category D of the amount set down and to retain such increase to cover their own administration expenses.

6.2. If fees are not received by the WCGA office from clubs on the prescribed due date, the right to additional votes and participation in events of CTGA will be forfeited.

Technical Matters

1. Technical Assemblies

The Technical Assembly is the highest authority of each discipline. It assembles annually, either in each district or as a Province and shall have the powers to:-

- 1.1. establish policies and actions to be followed in carrying out the aims and objectives of each discipline
- 1.2. ensure that these policies are not in conflict with the objective of the Association and SAGF, its constitutions and the "Rules and Regulations" of the CTGA, WCGA & SAGF".
- 1.3. ratify or reject policies and/or actions of the program management made or taken during the preceding period.
- 1.4. ratify, amend and/or reject changes to technical regulations.
- 1.5. receive the annual report from the chairperson.
- 1.6. elect members of the program management team for the District and Province who are due for election.

2. 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 CTGA administrator / secretary / program manager in consultation with the program management team to all CTGA affiliates / District affiliates and to any other persons entitled to receive such notice, at least 4 (four) weeks prior to the commencement of a Technical Assembly.

Notice of the terms of any resolution to be proposed at a Technical Assembly and nominations for elections, shall be lodged with the administration officer at least 2 (two) weeks before the date fixed for such meeting. Nomination forms shall be signed and dated by the President or the Secretary of the CTGA affiliate / District. The administration officer shall forthwith inform the program management and send a copy of such notice to all CTGA affiliates at 1 (one) week before the meeting. Notification

of nominations, including curriculum vitae's, must also be sent out at least 1 (one) week before the meeting.

3. Composition

It is composed of

- 3.1. Two representatives from each CTGA affiliate / District provided that the discipline is operational in that club / district.
- 3.2. Program management
- 3.3. Appointed employees for the discipline
- 3.4. Board members and appointed employees of the Association

Each delegate must be properly appointed by the CTGA affiliate / District and shall advise the Association of the name/s of its delegates in writing at least 48 (forty eight) hours prior to the assembly (annexure C and D). Proxies must be lodged with the chairperson of the Technical Assembly not later than one (1) hour before the commencement of the Assembly.

4. Presiding

The respective discipline program manager shall chair the assembly. In the absence of this person the program management shall appoint one of its members to chair the assembly.

5. Proceedings

If, within half an hour from the time appointed for the holding of a Technical Assembly, a quorum is not present, the assembly shall stand adjourned. The assembly shall reconvene after another 30 minutes. If at such reconvened meeting a quorum is not present, the members present shall constitute a quorum. 50% plus one of the CTGA affiliates / district delegates entitled to vote and present (by means of their delegates or proxies) shall constitute a quorum.

The business at the Technical Assembly shall follow a prescribed agenda. All propositions contained in the agenda must be put to the vote except that any proposition from a CTGA affiliate / district not present will be withdrawn unless another CTGA affiliate / district or the program management shall adopt it as its own and, subject to acceptance by a majority of the delegates present, submit it for consideration.

At all Technical 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 club / district delegates present in person or by proxy 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.

6. Voting

6.1. Only appointed CTGA affiliates / District representatives shall have voting rights based on the number of registrations for that discipline from the previous year.

- 2 basic votes

1 (one) additional vote per every completed 50 registrations up to 200 (two hundred) registrations, thereafter 1 (one) additional vote for every completed 500 (five hundred) registrations up to 12 000 (twelve thousand) registrations, thereafter 1 (one) additional vote for every completed 1000 (one thousand)

6.2. For the election of the District / Provincial program management chairperson a ballot shall be compulsory. Voting may also be done by means of a postal or electronic voting. In the event of a tie of votes the Board will have the casting vote.

6.3. In the case of an equality of votes, whether on a show of hands or on a ballot, the chairperson of the meeting shall be entitled to a deciding vote.

7. Program Management

The programme management for all disciplines falling under the control of the CTGA shall consist of one Chairperson per district

The Program management will be required to correspond with each member regularly over the year and to meet together every quarter at least.

8. Election and Tenure

Elections shall take place every 2 (two) years in the even years.

8.1. Any 2 (two) CTGA affiliates may nominate a person to serve on the PM (annexure E). If more than 1 (one) candidate is nominated a ballot shall be held for those positions.

8.2. Each candidate's nomination form must be supported by a curriculum vitae (annexure F).

9. Functions of the Program Management

9.1. Provide the Technical direction for the discipline by drawing up a 2 (two) year plan. This plan must be approved by the Board. The plan must include all development, competitions, training programs, training camps, training for coaches and judges, budgets and selection criteria.

9.2. Approve their respective Code of Points by submitting changes, amendments and additions to technical regulations for Board approval.

9.3. Thus have the right to take technical decisions, subject thereto that any such decision must be approved at the next Technical Assembly.

9.4. The PM is responsible for the submission and administering of budgets together with the administration officer / secretary to be approved by the Board.

9.5. Appoint sub-committees or task teams to investigate or deal with any technical matter.

9.6. Convene forums to deal with technical issues like levels program, judging and selection when and if the need arises.

9.7. The minutes must be circulated to all members of the PM and the CTGA within 14 days. The approved minutes shall be available to members on request and following approved channels of communication.

PROTOCOL

1. INTERNATIONAL CONTACTS

1.1 DEFINITION

International Contacts: 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.

1.2 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. SPONSORSHIP AND SPONSORS

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.

3. THE MEDIA

3.1 MEDIA STATEMENTS:

POLICY: Press releases and interviews regarding provincial or national matters and events may only be given to the media by the president of the WPGA or his appointee. An exception to this concerns information in connection with district, provincial or national competitions or courses which promotes or advertises these events. Such information may be given by the PM, the local organiser or its appointee.

3.2 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.

3.3 PROCEDURE

An application in writing to the Board of the SAGF 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.

4. ELIGIBILITY OF GYMNASTS & COACHES

4.1 POLICY:

Only gymnasts who are registered and train at a CTGA affiliate in the Cape Town Unicity may take part in CTGA competitions for placing and medals. Selection to represent the CTGA requires that they be resident in the Cape Town Unicity.

4.2 ELIGIBILITY OF COACHES

Only coaches, who hold the necessary qualification according to the rules of the technical committee concerned, will be eligible for selection as the coach for any event arranged by the SAGF, WCGA or CTGA

5. PARTICIPATION IN NATIONAL EVENTS

5.1. SELECTION OF GYMNASTS

Gymnast(s) will be selected to represent CTGA according to standards and selection procedures as set out by the relevant program management.

5.2. SELECTION OF COACHES

Coach (es) will be selected to represent CTGA according to criteria and procedures as set out by the relevant technical committees.

5.2.1. Personal Coaches

Personal coaches may apply to the Program Management to accompany gymnasts who have been selected to a district team subject to the following

- The accreditation rules of the said competition allows for an additional coach.
- The coach accepts that they have to work under the appointed coach.
- Have to abide by all team rules and attend all official team activities.
- Self fund their trip.

5.3. SELECTION OF JUDGES

Judge(s) will be selected to represent CTGA according to qualification, profile and rotation. This is a standard ongoing procedure which is established and controlled by the technical committees.

5.5. REPLACEMENT OF INDIVIDUALS UNABLE TO ACCEPT SELECTION

5.5.1 In the case of paragraphs 5.1. and 5.2. only those persons selected according to the set criteria will be given the option to accept or decline participation.

5.5.2. In the case of paragraphs 5.3 the option to accept or decline participation will be given to the individuals selected according to the selection criteria.

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

5.6. SELF FUNDED EVENTS

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

No refunds for officials costs or entry fees will be given after the closing entry date for any with draws due to injury, illness or any other reason.

6. ANTI-DOPING

The CTGA has adopted the FIG Anti-Doping policy. It is the individual gymnast's responsibility to apply via their club along the correct communication channels for Therapeutic Use Exemption for any prohibited substances they may use. All gymnasts are to follow the rules of WADA

7. CHANNEL OF COMMUNICATION

The channel of communication is as follows:

Member < > Club < > District < > Province < > Program Management (if technical) < > Federation (SAGF) < > SASCOC/Sport and Recreation South Africa < > FIG

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

PLEASE NOTE THAT ANY WILFUL BREACH OF THE SPIRIT OR LETTER OF THESE REGULATIONS MAY SUBJECT THE DEFAULTING MEMBER TO DISCIPLINARY ACTIONS AVAILABLE TO THE BOARD UNDER CLAUSE 5.5 OF THE SAGF CONSTITUTION.

8. DISPUTE RESOLUTION

8.1 In the event of any dispute between committees or affiliates that the Association cannot resolve, such dispute will be referred to WCGA for resolution. All parties must agree to accept and abide by the decision of the person or body appointed for purposes of resolving any such dispute

8.2 During a dispute those involved may seek assistance from the Sport Council who can refer the case to the appointed Western Cape Mediation & Arbitration Board as commissioned by the Department of Culture Affairs and Sports

ANNEXURE A

CAPE TOWN GYMNASTICS ASSOCIATION

GENERAL ASSEMBLY

_____ (AGA/BGA)

(Date)

_____ (Time)

AGENDA

1. Opening
2. Notice of the Assembly
3. Confirmation of Delegates' Credentials
4. Minutes
- 4.1 Approval of minutes of previous AGM
5. Admission, Resignations, Suspensions and Expulsions
6. Board Report
7. Finances
8. Resolutions
9. Election of the Board
10. Election of Honorary Positions
11. Closure

ANNEXURE B

<p>Circular</p> <p>Number:</p> <p>Date:</p>
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All Clubs / Districts
All Board Members

Notice of Technical Assembly

Notice is hereby given for the Technical Assembly of _____
Discipline

To be held on the _____, at
Date

_____, _____.
Time Place

Items for the agenda must be submitted to the offices of the Cape Town
Gymnastics Association by 12am on _____.
Date

Sincerely,

Administration Officer

ANNEXURE C

CAPE TOWN GYMNASTICS ASSOCIATION

I. CREDENTIALS FORM

The following person(s) will represent the CLUB/ at the
Technical Assembly to be held on _____ and _____
Date Time

NAME	CAPACITY
1.	
2.	
3.	
4.	

Club / District : _____

Name: _____

Signed : _____
President/Secretary

Date : _____

Please return this form to the CTGA by 12H00 ON _____

ANNEXURE D

CAPE TOWN GYMNASTICS ASSOCIATION

PROXY FORM

“ I _____ of _____
(Club)

a member of the CAPE TOWN GYMNASTICS ASSOCIATION, hereby appoints

_____ of _____

to vote on behalf of my CLUB at the Technical Assembly of _____
Discipline _____ to be held on _____ Date _____.

Signed: _____ Date: _____

This form is to be used In favour of the resolution _____*
 Against the resolution _____*

(* Place an X in the desired box)”.

Unless otherwise instructed, the proxy will vote as he/she thinks fit.

THIS FORM MUST BE LODGED WITH THE CHAIRPERSON OF THE TECHNICAL ASSEMBLY NOT LATER THAN ONE (1) HOUR BEFORE THE COMMENCEMENT OF THE TECHNICAL ASSEMBLY on _____, AT THE VENUE.

ANNEXURE E

CAPE TOWN GYMNASTICS ASSOCIATION

NOMINATION FORM I

_____ **GYMNASTICS**

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)

_____ **GYMNASTICS PROGRAM MANAGEMENT**

Proposer: _____ *Seconder:* _____

District/Club: _____ *District/Club:* _____

Name: _____ *Name:* _____

Signature: _____ *Signature:* _____
President/Secretary *President/Secretary*

Date: _____ *Date:* _____

I, _____ *accept the nomination indicated above.*
Name

Signature of Nominee

Date

FORMS MUST BE SUBMITTED BEFORE 12h00 ON _____
Date

ANNEXURE F

CAPE TOWN GYMNASTICS ASSOCIATION

NOMINEE'S QUALIFICATION FORM

_____ ***GYMNASTICS***

(Please email to CT 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 12H00 ON _____

ANNEXURE G

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

No.	Name	Designation	M / F	Race	Age	Level

MOTIVATION / REASONS FOR PARTICIPATION

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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 Program Management	

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:	