



BYE-LAWS

OF

CENTRAL GAUTENG AQUATICS

(CGA)

DATE	REVISION NUMBER	REVISION DESCRIPTION	DATE OF ACCEPTANCE
18 July 2016	0	General amendment to bring the bye-laws in line with the amendments to the amended proposed CGA Constitution	N/A
25 March 2017	1	Update for consideration by the constitution WG	N/A
8 April 2017	2	Updates for consideration by the CGA SGM	N/A
18 May 2017	3	Updated to reflect motions as agreed at the CGA SGM held on 4 th May 2017 and subsequent discussions with the Executive.	N/A
31 May 2017	4	Updated to incorporate additional sections 5, 6, 7, 8 and 9 per the accepted Notice of Motion at the CGA AGM held 30 th May 2017	
20 May 2018	5	Update to incorporate additional section	

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1. INTRODUCTION

These bye-laws are deemed to be part of the CGA Constitution and shall binding on all members in accordance with the CGA Constitution, Section 12.

These CGA bye-laws relate to CGA specifically and note shall be taken that SSA and/or AG bye-laws will take precedence.

2. CODE OF ETHICS

2.1 PREAMBLE

In support of Swimming South Africa (SSA) and Aquatics Gauteng (AG), it is the aim of Central Gauteng Aquatics (CGA) to promote the highest possible values within the sport of Aquatics.

2.2 SCOPE OF APPLICABILITY

This Code of Ethics shall apply to:

- 2.2.1 all CGA members
- 2.2.2 AG and SSA members, and other persons competing in or attending any event organised or managed by CGA
- 2.2.2 employees, consultants and contractually-connected persons and/or firms representing or serving CGA.

2.3 DEFINITIONS

Words used in this Code of Ethics shall have the same meaning as set out in the CGA Constitution, unless specified otherwise.

2.4 ETHICAL PRINCIPLES IN AQUATICS

2.4.1 Equality

No discrimination shall be tolerated, whether it be on the basis of gender, race, religion, political opinion or any other reason.

2.4.2 Dignity

All forms of harassment be they physical, psychological, professional or sexual are strictly prohibited.

2.4.3 Fair Play

2.4.3.1 Fair play is the basic guiding principle in the sport of Aquatics.

- 2.4.3.2 Betting on Aquatics and corrupt practices relating to the sport of Aquatics by any person subject to this Code, including improperly influencing the outcomes and results of an event or competition, are prohibited. Any person being subject to this Code is forbidden from having stakes, either actively or passively, in any entity or organization that promotes, brokers, arranges or conducts such activities or transactions.
- 2.4.3.3 Any person being subject to this Code shall exercise due care and diligence in fulfilling their roles for or on behalf of CGA and shall not disclose information received if such disclosure is made maliciously in order to damage the interests of CGA, AG and/or SSA.
- 2.4.3.4 No CGA staff or Executive member shall make adverse comments on a policy adopted by the CGA, AG or SSA Executive Committee once the decision has been taken.

2.4.4 Integrity

No Officer or Official of CGA shall:

- 2.4.4.1 directly or indirectly, solicit, accept or offer any concealed remuneration, commission, benefit or service of any nature connected with their participation in Aquatics or their function as an Officer or Official.
- 2.4.4.2 solicit or accept benefits, entertainment or gifts in exchange for, or as a condition of, the exercising of their duties, or as an inducement for performing an act associated with their duties or responsibilities except that gifts, hospitality or other benefits associated with their official duties and responsibilities may be accepted if such gifts, hospitality or other benefits:
 - a) are within the bounds of propriety, a normal expression of courtesy, or within the normal standards of hospitality;
 - b) would not bring suspicion on the Officer's or Official's objectivity and impartiality; and
 - c) would not compromise the integrity of CGA, AG and/or SSA.
- 2.4.4.3 be involved with any company, association, firm or person whose activity is inconsistent with the objectives or interests of CGA, AG and/or SSA.
- 2.4.4.4 If it is unclear, whether this kind of a connection exists in any given situation, the matter shall be submitted to the CGA Executive or appropriate higher authority (the highest of which is the SSA Ethics Panel) for a decision.

2.4.5 Neutrality

Officers and/or Officials shall remain politically neutral, in accordance with the principles and objectives of CGA, AG and SSA, the confederations, associations, leagues and clubs, and generally act with integrity and in a manner compatible with their function.

2.4.6 Conflicts of Interest

- 2.4.6.1 In discharging their duties to CGA, AG and/or SSA, all Officers and Officials shall act for the benefit of CGA, AG and/or SSA when making decisions that affect, or may affect CGA,

AG or SSA and to do so without reference to their own personal interests, either within CGA, AG, SSA or otherwise.

- 2.4.6.2 When performing an activity for CGA, AG or SSA or before being elected or appointed, the candidate, Officer or Official shall disclose to the relevant authority (the highest of which is the SSA Ethics Panel), any personal interests that could be linked with their prospective CGA, AG or SSA activities. That appropriate authority may draw the attention of the candidate, Officer or Official to any potential conflict(s) of interest that it identifies.
- 2.4.6.3 Officers or Officials, when dispatching their duties, shall avoid any situation that could lead to conflicts of interest. Potential conflicts of interest arise:
- a) if Officers or Officials have, or appear to have, private or personal interests that detract from their ability to perform their duties with integrity in an independent manner. Private or personal interests include gaining any possible advantage for the persons bound by this Code themselves, their family and direct relatives;
 - b) if the opinion or decision of an Officer or Official, acting alone or within an organisation, is influenced by, or may be reasonably considered as liable to be influenced by relationships that such Officer or Official has, has had or is on the point of having, with another person or organisation that would be affected by the person's opinion or decision;
 - c) if an Officer or Official is also involved in the executive day to day running of Continental/National federations of Aquatic sports. In the following, non-exhaustive list of examples, the circumstances in which a conflict of interests could arise are personal and/or material involvement (salary, shareholding, various benefits) with:
 - i) suppliers of the party concerned;
 - ii) sponsors, broadcasters, various contracting parties;
 - iii) organisations liable to benefit from the assistance of the party concerned (including subsidy, approval or election).
- 2.4.6.4 Officers and Officials shall not perform their duties in matters with an existing or potential conflict of interest. Should a conflict of interest, or the appearance of a conflict of interest arise, or if there is a danger of such conflict arising, the individual concerned must refrain from taking any further part in the handling of the matter. If it is unclear whether such a conflict of interest exists in any given situation, the matter may be submitted to the CGA Executive or relevant higher authority (the highest of which is the SSA Ethics Panel).
- 2.4.6.5 If an objection is made concerning an existing or potential conflict of interest of an Officer or Official, it shall be reported immediately to the CGA Executive or relevant higher authority for appropriate measures to be taken.
- 2.4.6.6 If an Officer or Official neglects to declare a situation of a potential conflict of interest, the CGA Executive member(s) may refer the matter to the relevant higher authority (the highest of which is the SSA Ethics Panel).

2.4.7 Resources

Any contribution made by sponsors, partners and other supporters of sports events must be consistent with the principles set out in this Code of Ethics. By virtue of their position, they must not be allowed to interfere with the running of the sport of Aquatics.

2.4.8 Confidentiality

Officers and Officials shall not disclose information entrusted to them in confidence by CGA, AG or SSA. The obligation to respect confidentiality survives the termination of any relationship which makes a person subject to this Code.

2.5 DUTY OF REPORTING AND CO-OPERATION

2.5.1 Persons bound by this Code shall immediately report any potential violation of this Code to the relevant authority.

2.5.2 At the request of the relevant authority, persons bound by this Code are obliged to contribute to clarifying the facts of the matter or clarifying possible violations.

3. CODE OF CONDUCT

3.1 SCOPE OF APPLICABILITY

This Code of Conduct shall apply to:

- 3.1.1 all CGA members
- 3.1.2 AG and SSA members, and other persons competing in or attending any event organised or managed by CGA
- 3.1.3 employees, consultants and contractually-connected persons and/or firms representing or serving CGA.

3.2 DEFINITIONS

Words used in this Code of Conduct shall have the same meaning as set out in the CGA Constitution, unless specified otherwise.

3.3 GENERAL CONDUCT

All persons to whom this Code of Conduct applies shall:

- 3.3.1 Ensure and maintain the highest level of professionalism in the sport, in the prevailing circumstances, whether in or out of administration, competition, officiating or within or outside the borders of the Republic of South Africa (RSA), whether as an amateur or a professional, or at any time whatsoever whilst in the membership of CGA.
- 3.3.2 Conduct themselves in a proper and professional manner, so as not to bring anyone, including the individual member, the Republic of South Africa, CGA, officials, sponsors or any entity associated with the sport, into disrepute or censure, and at all times shall act in the interests of the sport in accordance with the directives of CGA, where applicable.
- 3.3.3 Conduct themselves in such a manner in order to perform to the best of their ability at all times.
- 3.3.4 Comply with all decisions and instructions given and made by CGA, their duly appointed and authorised representatives, officials and/or proxies.
- 3.3.5 Comply with the rules and regulations of any event organiser in which the individual members are participating.
- 3.3.6 Use their best endeavours to ensure compliance with this Code, acknowledging that adherence hereto is vital to the maintenance and promotion of Aquatics as a code governed by SSA and CGA in and outside the Republic of South Africa.
- 3.3.7 In addition of the SSA's Coaches and Teachers and volunteers Code of conduct which needs to be signed by all Coaches and Teachers of aquatic disciplines the following will also apply:
 - 3.3.7.1 Other than through general advertising, (General advertising includes any information that is: Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of CGA/AG/SSA aquatic disciplines)

No coach, owner, officer, volunteer, representative, or employee of an aquatic discipline club, or a CGA/AG/SSA employee, may either through direct contact with an athlete or by the encouragement of others, recruit or otherwise encourage an athlete who is already a member of a CGA/AG/SSA aquatic discipline member club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing CGA/AG/SSA aquatic discipline member club or contact is initiated by the athlete, the athlete's parent or authorized representative.

3.4 MEDICAL & DOPING CONTROL FOR ATHLETES

All Athletes who are members of CGA, or are competing in CGA organised or managed events shall:

- 3.4.1 Be solely responsible for noting the conditions of doping control as set by SSA, SASCOC, FINA and/or WADA.
- 3.4.2 Undergo such medical or other testing as may reasonably be required by SSA, AG, CGA, SASCOC, FINA, or a duly appointed authority, in order to determine whether the athlete has transgressed any provision regarding banned or prohibited substances.
- 3.4.3 Not take any prohibited or banned substance as determined by SSA, SASCOC, FINA and/or the International Olympic Committee (IOC), WADA or any organiser, and in this regard, confirm that any such transgression, whether intentional, negligent or innocent, constitutes a breach of this Code, as a consequence of which the athlete shall be liable to accept the appropriate sanction.
- 3.4.4 Be responsible for the submission of all doping control forms, within the stipulated time period.

3.5 BEHAVIOUR

- 3.5.1 Unless authorized by CGA, AG or SSA and/or its duly authorised representatives, the members shall not smoke, consume alcohol, or imbibe any substance banned by SSA, FINA, IOC, IPC or the event organizers, or any substance declared illegal by any due authority.
- 3.5.2 Members shall act in accordance with the directions and in the interests of sponsors as approved by CGA, AG or SSA and to provide the sponsors with the appropriate exposure whilst a team member, or at any time whilst receiving any benefit from such sponsor. In this regard, members agree to, as is reasonably required, appear in advertisements for such sponsors for no remuneration, unless authorised by CGA, AG or SSA.
- 3.5.3 Members may not advertise, be associated with, or endorse any product or service which is illegal, immoral, or contrary to the interests of any official sponsors of CGA, AG or SSA or its events or competitions and/or any products, services, promotions, commercials, advertisements, or the like which are not sanctioned by CGA, AG or SSA or its events, products, services, promotions, commercials, advertisements or the like not sanctioned by CGA, AG or SSA.
- 3.5.4 Members must not display any mark or logo at any time, other than those permitted by FINA as they relate to swimwear, which is not that of the CGA, AG or SSA, their official sponsors or the like.

3.6 INTERACTION WITH THE MEDIA

- 3.6.1 A member may not make comment, issue, authorize, offer or endorse any public criticism or statement having or designed to have an effect prejudicial to the best interested of the sport, SSA, AG or CGA team members, other competitors, organisers or any other person or body whatsoever.
- 3.6.2 Whilst as a member of a team or a competition, an individual may not to act as a journalist, contributor to articles, or give interviews to the print or electronic media without having obtained the prior written permission of CGA, AG or SSA.
- 3.6.3 A member shall be entitled to undertake interviews to the media as arranged by the CGA, AG or SSA Media Liaison Officer or the delegated representative. In this regard members are only permitted to comment about their own personal performances and prospects.

3.7 INDEMNITY

- 3.7.1 A member hereby indemnifies, and will at all times hereafter indemnify CGA, AG or SSA and its appointed Team Officials from all actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against CGA, AG or SSA or incurred or become payable by injury and hereby agree (without obligation upon CGA, AG or SSA to do so) that CGA, AG or SSA may act as the agent in incurring such expenses, and/or do whatsoever is reasonably necessary for his/her benefit in connection with or arising out of any such loss, damage or injury
- 3.7.2 It is incumbent upon members to familiarize themselves with the contents of this Code. Failure to do so will in no way constitute or cause any member to be exempt from the provisions of this Code of Conduct.
- 3.7.3 Any breach of any provision of this Code shall be deemed to be a serious offence in terms of the Constitution and, as a consequence will be subject to sanction as provided by the Constitution, these bye-laws and/or any CGA approved disciplinary policy & procedure.

3.8 TEAM SELECTION AND PARTICIPATION

- 3.8.1 The CGA Team Management has the sole responsibility to ensure that all team members namely competitors, coaches and officials adhere to this Code of Conduct.
- 3.8.2 In the case of a withdrawal from an event or competition, this must be undertaken prior to the Manager's/Technical Meeting, and only after consultation with SSA, AG and/or CGA and the respective team management.
- 3.8.3 When selected to represent any team associated with SSA, AG and/or CGA, whether on an international, national, regional, provincial or local basis, shall agree to achieve and maintain their optimal fitness and health in order to perform to the best of their ability.
- 3.8.4 At all times, make a full declaration to SSA, AG and/or CGA of any factors, which may affect their performance due to physical, mental reasons or for any reason whatsoever.

- 3.8.5 Agree to conduct themselves in such a manner so as not to endanger their health, fitness or well-being, and agree to ensure that their health and well-being is maintained at all times before, during and after a tour and/or competition.
- 3.8.6 Be responsible for advising SSA, AG and/or CGA and the respective team management of any medication with regard to allergies, and such like conditions.
- 3.8.7 Not take or use any type of medication without first consulting SSA, AG and/or CGA and the respective team management.
- 3.8.8 Undergo such medical or other physical examination as may reasonably be required by SSA, AG, CGA and/or SASCOC.
- 3.8.9 Dress Code
 - 3.8.9.1 Members accept that SSA, AG and/or CGA and the team management shall have the sole discretion to determine what clothing shall be worn during the duration of the competitions and functions.
 - 3.8.9.2 Members must comply with the dress code determined by SSA, AG, CGA and/or the South African Sports Confederation and/or Olympic Committee (SASCOC), including, but not limited, to the wearing of the appointed uniform and/or clothing and/or kit for travelling, training and competition and for designated functions, awards, ceremonies etc.
 - 3.8.9.3 Members must wear clothing, kit etc. that has been approved by SSA, AG, CGA or the event organiser.
 - 3.8.9.4 Members must appear at all presentations, television interviews, in the clothing provided by CGA, AG and/or SSA and/or as directed by the Team Management.
 - 3.8.9.5 Members are responsible for all clothing and equipment provided to them.
- 3.8.10 Travel and Accommodation
 - 3.8.10.1 Members accept and agree that SSA, AG, CGA or SASCOC, where applicable, will undertake all travel and accommodation bookings.
 - 3.8.10.2 Members are expected to settle all outstanding financial obligations due to SSA, AG and/or CGA, one week before the individual member/team depart from South Africa.
 - 3.8.10.3 Members are responsible for any deviations from the original schedule set by SSA, AG and/or CGA with regard to travel, cost.
 - 3.8.10.4 Members accept the decision of the team management with respect to mode of travel and accommodation arrangements

3.8.10.5 Members are responsible for all additional personal expenses, such as private telephone calls, room service etc.

3.8.10.6 Members should, wherever possible, travel to and from competitions in accordance with the manner and directions of SSA, AG, CGA and/or its duly appointed representatives, and in this regard, shall as far as is practically possible, travel together as a team.

3.8.10.7 Members agree that at all times, whilst travelling to and from and while on tour, or at meetings, to stay in the accommodation provided or arranged by CGA, AG and/or SSA.

3.8.10.8 Members agree to be subject to and comply with all directions and orders of CGA, AG and/or SSA or the appointed team management.

3.8.10.9 Members are responsible for advising CGA, AG and/or SSA and the team management of any religious or dietary needs.

3.8.11 Minors

In the case of minors, their parent(s) and/or guardian(s) and/or legal guardian(s) shall agree in writing that SSA, AG and/or CGA or their duly authorized representative/s shall have the authority in 'loco parentis' to exercise any control over such minor team member, in the interests of the health and well-being of the member.

3.8.12 Discipline

3.8.12.1 Notwithstanding anything to the contrary contained herein or in the CGA, AG or SSA Constitutions, CGA and/or their duly authorized representatives, shall have the power to sanction or hold a disciplinary enquiry over any team member, and to terminate such a team member's membership and/or participation in any tour or team, and to order such a member to return at the members own cost, notwithstanding SSA's, AG's or CGA's right to recover any damages suffered by it and/or its sponsors as a result of such termination.

3.8.12.2 Any member having been subject to sanction or disciplinary enquiry shall have the right to appeal against any decision of the disciplinary action.

3.8.13 Indemnity

Once the individual member has been selected to represent CGA, AG and/or SSA in any capacity, he/she expressly agrees that CGA, AG and/or SSA shall not, under any circumstances whatsoever, be under any liability whatsoever for any loss, damage or injury of whatsoever kind arising directly from any act, neglect or default on the part of CGA, AG and/or SSA and connected with his or her membership of the team.

4. COMMITTEES

4.1 GENERAL

4.1.1 In order to meet the objectives of CGA, Technical Committees are elected to cover the various facets of each discipline within the sport, including team selection.

4.1.2 Specialised Committees may be formed to address specific issues related to the sport.

4.2 TECHNICAL COMMITTEES

4.2.1 A Technical Committee will be established for each Aquatic Discipline, namely Diving, Open Water Swimming, Swimming, Synchronised Swimming, Masters and Water Polo.

4.2.2 The purpose of a Technical Committee is to administer and co-ordinate the specific discipline within the District, in support of the objectives of CGA as contained in the CGA Constitution and in accordance with standards set by SSA, AG and CGA.

4.2.3 The Technical Committee must ensure that they maintain an up-to-date knowledge of all matters related to their specific discipline, shall be responsible to ensure effective communication with all relevant parties and advise of any criteria and/or rules which may be applicable to that discipline.

4.2.4 The Technical Committee shall comprise of a Chairman and, at least, four (4) additional members, as determined by the needs of the specific discipline. If the discipline is unable to meet this requirement then it shall be declared to the Executive Committee who may apply alternative arrangements.

4.2.5 The Technical Committee shall remain in place for one season, commencing on the date of their election and until the conclusion of the next election process. All TC members shall have a vote and the chairman shall have a casting vote.

4.2.6 The quorum for a Technical Committee meeting shall be fifty (50) percent of its members.

4.2.7 The chairman of the technical committee will be elected as the CGA AGM and will be responsible for the conducting of other elections as per 4.2.8 below.

4.2.8 The Technical Committee will be elected at a meeting of representatives of Affiliate Members from the specific discipline, which must be held within 30 calendar days after the CGA AGM.

4.2.9 Only Affiliate Members who are actively involved in the respective discipline may nominate and/or vote at elections for that specific Technical Committee.

4.2.10 For any Technical Committee, where they consist of five (5) or more member, not more than forty (40) percent of that committee may be capitated members of any single Affiliated

Member. If there are less than five (5) or more members, in accordance with 4.2.4, membership should be declared and approved by the Executive Committee.

- 4.2.11 A Technical Committee may co-opt additional members for a specific purpose or to undertake a specific activity. Co-opted members can serve for a maximum period in line with the Technical Committee that co-opted them (i.e. on a season-to-season or limited-duration task basis).
- 4.2.12 No CGA Executive Officer may sit on any Technical Committee. CGA Executive officer(s) may attend and observe meetings of any Technical Committee, but they may not have any voting rights in relation to Technical Committee matters.
- 4.2.13 The role of the Executive Committee regarding Technical Committees is to support them in the achievement of their duties. If the Executive Committee is of the opinion that a Technical Committee is not performing effectively, efficiently and/or economically viable it may intervene to the extent necessary to resolve the shortcomings, but only in consultation with the Affiliate Members of that discipline.
- 4.2.14 The duties of a Technical Committee include:
 - 4.2.14.1 Providing strategic guidance with respect to growth and transformation within their discipline
 - 4.2.14.2 Maintaining surveillance with regard to developments within their discipline
 - 4.2.14.3 Ensuring long-term participant development planning that is aligned to and integrated with the strategic objectives of CGA and SSA.
 - 4.2.14.4 Planning the programme of events for their discipline, incorporating the needs of disabled athletes.
 - 4.2.14.5 Deciding upon all technical matters concerning the discipline. The general and special rules of the discipline, competitions and/or events (not those set out by FINA), shall be determined at the Technical Committee level and ratified by the CGA Executive.
 - 4.2.14.6 Technical Committees may appoint or form a management committee from the elected members, if deemed necessary for effective event management. All decisions taken by the management committee must be communicated to the Technical Committee at its next meeting.
 - 4.2.14.7 A full record of Technical Committee meetings shall be kept in the form of Minutes which shall be retained by the Technical Committee and a copy forwarded to the CGA Secretariat, and all Affiliate Members of that discipline, prior to the next meeting of the Executive Committee.

4.2.14.8 Each Technical Committee shall meet at regular intervals subject to the individual needs of its specific discipline. The Executive Committee may instruct a Technical Committee to commit to meeting on a more regular basis should it be deemed necessary to fulfil its duties and responsibilities more effectively.

4.2.14.9 Develop an annual costed business plan for circulation to Affiliate Members and the Executive Committee, prior to the commencement of each season.

This plan should include, but is not limited to:

- a) A schedule of events for the season
- b) Roles and responsibilities of Technical Committee members
- c) Development plans for the discipline, mapped to CGA objectives
- d) Details of the anticipated financial implications of the proposals

4.2.14.10 The plan for the next season should be prepared by the serving Technical Committee for submission to the Executive Committee for approval two calendar months prior to the end of each season. After the annual election process, the incoming Technical Committee must review the plan and agree, or propose amendments thereto, and re-submit to the CGA Executive for consideration and adoption.

4.2.14.11 Deal with applications for records for their respective disciplines.

4.2.15 The powers of the Technical Committees are to:

4.2.15.1 To carry out the functions which may be specifically delegated to it by the Executive Committee.

4.2.15.2 Continually analyse the requirements for improvements of the rules, and to consider proposals from members of their discipline.

4.2.15.3 Appoint sub-committees, if required.

4.2.15.4 Evaluate and recommend candidates nominated by its affiliate members for training as technical officials.

4.2.15.5 Ensure programs are provided for the training and on-going accreditation of all technical officials.

4.2.15.6 Establish the programmes for all district events, ensuring that they are consistent with likely entry requirements of other competitions, either at district, provincial, national or international levels.

4.2.15.7 Nominate senior technical officials, team managers, chaperones and coaches to the organisers of national, provincial and championship events for their discipline, as and when required.

4.3 SELECTION COMMITTEES

- 4.3.1 A Selection Committee will be established for each Aquatic Discipline, namely Diving, Open Water Swimming, Swimming, Synchronised Swimming, Masters and Water Polo.
- 4.3.2 The purpose of a Selection Committee is to administer and co-ordinate the selection of athletes to represent the District in provincial, national and international events and make recommendations, including alternates, to the Executive Committee for final selection.
- 4.3.3 A Selection Committee shall be elected on an annual basis, within 30 calendar days after the CGA AGM, by the Affiliate Members of that discipline at the same meeting that members of the Technical Committee are elected.
- 4.3.4 Only Affiliated Members who are actively involved in the specific discipline may vote at such elections.
- 4.3.5 No person may serve on more than one Selection Committee and the majority of any selection committee cannot be capitated members of any single Affiliated Member.
- 4.3.6 The Selection Committee shall comprise the Chairman of the Technical Committee for the discipline and, at least, two (2) additional members, as determined by the Technical Committee of the specific discipline. These additional members do not have to be members of the Technical Committee, but shall be capitated members of CGA within that discipline and shall not be members of the Executive Committee.
- 4.3.7 In the event that one or more selection committee members are not available at the meeting where selection is to take place, the discipline Technical Committee may appoint the necessary number of persons to fill the vacancies, if required, subject to adherence to 4.3.5 and 4.3.6 above.
- 4.3.8 The Selection Committee must ensure that they maintain an up-to-date knowledge of all matters related to their specific discipline, shall be responsible to ensure effective communication with all relevant parties and advise of any criteria and/or rules which may be applicable to that discipline.
- 4.3.9 The quorum for a Selection Committee meeting shall be fifty (50) percent of its members.

4.4 SPECIALISED COMMITTEES

- 4.4.1 Specialised Committees may be formed to cater for the specific needs of groups of interested parties who may not otherwise be sufficiently represented at the Executive Committee level. Such interested parties may include, but are not limited to:
 - a) Coaches
 - b) Teachers
 - c) Technical Officials

- 4.4.2 Specialised Committees may represent, or be, organisations registered as Nonprofit or Public Benefit Organisation and so will be subject to the respective legislative and regulatory requirements. If not so registered, the Committee may be formed by a collection of interested parties but must be properly constituted, in terms of a formal Constitution and be represented by capitated individual members of CGA.
- 4.4.3 A Specialised Committee will only be granted full membership by CGA, and so afforded representation and voting rights at Executive Committee and General Meetings, if they have applied for it at any General Meeting, or an Annual General Meeting, and have been accepted.
- 4.4.4 Pending the outcome of such an application, the CGA Executive may co-opt a representative from the Specialised Committee onto the Executive Committee at their discretion. If co-opted in this manner, the representative shall be afforded the same privileges as other members, including full voting rights.
- 4.4.5 Specialised Committees will be subject to the requirements of the CGA Constitution and these Bye-laws, where applicable. This specifically includes the requirements relating to financial and reporting requirements.

5. HONORARIA

- 5.1 Any CGA member in good standing may recommend the payment of an honoraria from time to time to compensate individuals or organisations for exceptional assistance provided on a voluntary, or no-fee, basis.
- 5.2 The motivation for such payments shall be documented, and retained by CGA for such time as applies to the retention of financial records.
- 5.3 Such payments shall only be made with the prior approval of the CGA Executive and subject to the following additional requirements:
 - 5.3.1 If such a payment is recommended to be made to a member of the CGA Executive, then the payment must have the prior approval of a General Meeting.
 - 5.3.2 If such a payment is recommended by the CGA Executive to be made to any other person or organisation, to a value exceeding R1000, then prior approval of a General Meeting is required.
 - 5.3.3 The value of R1000 is cumulative during the season to which the payment relates
- 5.4 Any payments of honoraria shall be recorded individually in the CGA statement of accounts and/or financial records for the year in which they were paid.

6. COLOURS, AWARDS AND REGALIA

- 6.1 The awarding of CGA Colours is the sole responsibility of the CGA Executive Committee, subject to any of the requirements of the CGA Constitution and relevant policies and procedures, including those of affiliate and/or associate members.
- 6.2 The CGA Executive Committee shall decide which colours will be recommended for a particular competition or function, based on the level of competition.
- 6.3 The awarding of such Colours shall be in accordance with a documented policy which shall be made available to any person via the CGA web site and/or upon request to the CGA office.
- 6.4 The specification of CGA Colours regalia shall be as follows:
- 6.4.1 The colours of CGA shall be red and white.
 - 6.4.2 The badge of CGA shall be a lion proper couchant (crouched, with legs and belly on the ground, looking forward, tail lying on the ground) on black material with the words 'CENTRAL GAUTENG'. This design shall also be the official design used for other official purposes including, but not limited to, medals and ribbons.
 - 6.4.3 The official tie shall be of black material with a red and white stripe angle wise sloping upwards. The words 'CENTRAL GAUTENG' will be in red at the bottom of the tie and the lion, proper couchant as above between the stripes at the top.
- 6.5 CGA may also award Honours in accordance with a documented policy which shall be made available to any person via the CGA web site and/or upon request to the CGA office.
- 6.5.1 The honours badge shall be on a black background and shall be as indicated in 6.4.2 but with a white laurel wreath surrounding the lion with the word "Honours" in white underneath the design.
- 6.6 Persons who represent CGA at SA National Championships and other prestigious events may wear CGA regalia of a design approved by the CGA Executive Committee and only with the prior approval of the CGA Executive Committee. This includes:
- 6.6.1 The official regalia for competitors may include a tracksuit consisting of the official District colours, that is, red and white.
 - 6.6.2 The official regalia for other persons may be a blazer and badge.
 - 6.6.2.1 The blazer shall be of plain black material.
 - 6.6.2.2 The badge shall be as indicated in 6.4.2 on plain black material.

6.6.2.3 The colours badge shall be as indicated in 6.4.2 but with a red laurel wreath surrounding the lion.

6.7 A Meritorious Service award may be awarded, on the recommendation of the CGA Executive Committee at an AGM, to any individual who may have rendered 10 years' outstanding service to the sport in CGA, or in any other special circumstances, on the recommendation of the CGA Executive Committee and/or any Technical Committee.

6.7.1 The Meritorious Service badge shall be on a black background and shall be as indicated in 6.4.2 but with a white laurel wreath surrounding the lion with the word "Meritorious Service" in white underneath the design.

6.8 The Honorary Life Members badge shall be as indicated in 6.4.2 but with a white laurel wreath surrounding the lion with the words "Honorary Life Member" in white underneath the design.

7. DISPUTES AND DISCIPLINARY MATTERS

7.1 The jurisdiction and control of all disputes or disciplinary matters concerning an employee of CGA, contractor or service provider, shall be the responsibility of the CGA Executive and shall be dealt with in accordance with the Basic Conditions of Employment Act No. 75 of 1997, and other relevant legislation, regulations and guidelines.

7.2 Other disputes or disciplinary matters concerning any person or entity and relating to any aspect of an aquatic discipline shall fall under the jurisdiction and control of the Technical Committee of the aquatic discipline concerned, other than in the following circumstances:

7.2.1 If the matter involves an allegation made against a member of the CGA Executive Committee, other than the President and Vice-President, then the jurisdiction and control of the matter will be escalated to the CGA Executive.

7.2.2 If the matter involves an allegation made against the President or Vice-President of CGA, then the jurisdiction and control of the matter will be escalated to the Executive of Aquatics Gauteng.

7.2.3 If the Technical Committee of the aquatic discipline concerned considers that their powers of sanction are insufficient in the circumstances, they may voluntarily escalate the matter to the CGA Executive.

7.3 Where a dispute or disciplinary matter occurs at an aquatics event held under the auspices of CGA, the Technical Official responsible for the conduct of the event shall have the authority and discretion to exclude any person(s) from the remainder of the event, as they may consider appropriate in the circumstances.

- 7.3.1 If a decision is made to exclude any person(s) from an event in accordance with para. 7.3, a written report shall be submitted by the technical Official concerned, to the entity having the jurisdiction and control of disputes or disciplinary matters as indicated in para. 7.2, within 7 calendar days of the incident.
- 7.4 Any allegation of a dispute or potential disciplinary action made verbally to any person must be confirmed in writing to the CGA President within 7 days of the incident, who shall then ensure that the matter is referred to the entity with jurisdiction and control it as indicated in para. 7.2.
- 7.5 Investigations or enquiries into any dispute or disciplinary matter must be conducted independently, effectively and expeditiously, giving due respect to all parties involved and in accordance with the documented policies and procedures of the entity with jurisdiction and control over the matter.
- 7.6 Any report of any aspects of such matters made to the media, or any attempt to take such matters outside the sphere of CGA's jurisdiction by resorting to the media, prior to the conclusion of all related proceedings, shall constitute misconduct on the part of the person(s) concerned. In this respect, media refers to public or restricted circulations in all its forms, including, print and broadcasts on television, radio and social media.
- 7.7 Any individual, affiliate or associate member taking legal action against CGA in respect of any dispute or disciplinary matter, prior to the conclusion of any investigation or resolution process, including any appeal against a finding or sanction, will immediately have their membership suspended.
- 7.7.1 A suspension in these circumstances shall not be imposed, or shall be lifted, immediately, if the District, or Provincial, President of the entity having jurisdiction or control of the matter is satisfied that the investigation, or proceedings, have not been conducted effectively, or expeditiously, and so, taking all factors into account, the individual, affiliate or associate member may have been unfairly excluded from competing, or performing other functions.

8. SANCTIONS

- 8.1 Any individual or affiliate member may be sanctioned by CGA if found to have violated any aspect of the CGA Constitution, byelaws, documented policies, procedures or rules and/or bringing the sport into disrepute in some other manner.
- 8.2 For each separate violation, the individual or affiliate member concerned may receive no sanction, or may have one of the following sanctions imposed:
- 8.2.1 In respect of a matter dealt with by a Technical Committee:
- Verbal Advice by the Chairman of the entity with jurisdiction or control of the matter
 - Written warning from the Chairman of the entity with jurisdiction or control of the matter

8.2.2 In respect of a matter dealt with by CGA or AG:

- Verbal Advice by the President of the entity with jurisdiction or control of the matter
- Written warning from the President of the entity with jurisdiction or control of the matter
- Fine (not exceeding R1000)
- Suspension from specific activities for a specified time period
- Expulsion from CGA for a specified time limit, or lifetime

8.3 Sanctions shall be enforced immediately upon the decision being made by the relevant committee and advisement of such sanctions, to the individual or affiliate member, by the TC Chairman or respective President of the executive of CGA or AG, as appropriate.

8.4 The entity with jurisdiction and control shall notify the Member of the sanctions imposed through the CGA secretariat.

9 APPEALS

9.1 An individual or affiliate member receiving a sanction imposed by virtue of para. 8.2 may appeal to the next level of administration in writing to the president of CGA (or AG or SSA, if applicable) no later than 14 working days after the sanction has been imposed.

9.2 The notice of appeal shall include details of whether the appeal is against the finding of the enquiry and/or sanction imposed, the rationale for the appeal and the details of any additional person(s), document(s) or additional evidence that they wish to rely upon.

9.3 When submitting the notice of appeal, the appellant must deposit the sum of R1000 with the secretariat of CGA.

9.4 The appeal shall be heard in accordance with the documented policies and procedures of the entity tasked with administering it.

9.5 During the period in which an individual or affiliate member is waiting for an appeal process to be concluded, the member may not participate in any CGA, AG or SSA activities, unless permission has been granted by the president receiving the appeal.

9.6 The appeal hearing may alter any or all of the findings and/or sanctions imposed at the initial hearing and may retain, or return, the deposit in part or whole at its sole discretion.

9.7 At the conclusion of the appeal hearing, the president of the entity hearing it shall be responsible for ensuring that all parties concerned are informed of the outcome, including the findings and/or sanctions, together with details of any deposit retained or returned to the appellant, in writing, within 7 working days of the conclusion of proceedings.