



# GAUTENG NORTH TRIATHLON

## C O N S T I T U T I O N

(effective as from 1 October 2006)



# GAUTENG NORTH TRIATHLON

## CONSTITUTION

### INDEX

<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 GNT	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

# **GAUTENG NORTH TRIATHLON**

## **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 GAUTENG NORTH TRIATHLON
“Aquathlon”	An athletic event comprising swimming and running, to be completed in continuum
“Board”	The Management Committee of the Organisation as defined in Section 15.1
“Club”	A sports club affiliated to GNT
“Competition Year”	A period as dictated by the TSA registration year, and in the absence of such directive, from 1 October to 30 September
“Constitution”	The Constitution of GAUTENG NORTH TRIATHLON ( GNT)
“Duathlon”	An athletic 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
“ GNT”	GAUTENG NORTH TRIATHLON
“Triathlon”	An athletic 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 GNT shall be GAUTENG NORTH TRIATHLON referred to as “ GNT” .

2.2 The name GAUTENG NORTH TRIATHLON 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,

# **GAUTENG NORTH TRIATHLON**

## **CONSTITUTION**

- 3.3 The income and assets of GNT shall be applied towards the promotion of the objectives, for which it was established,
- 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 GNT, except for incentives as determined by the Board,
- 3.5 The liability of each athlete of GNT 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 per Athletics South Africa (ASA) demarcation and the Northern Province.

## **5 OBJECTIVES AND POWERS**

- 5.1 The objectives of GNT 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 GNT 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 GNT is based in Pretoria/Tshwane.

## **7 ATHLETE REGISTRATION WITH GNT**

- 7.1 Anyone wishing to register with GNT 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 Board,
- 7.2 Every application for registration with GNT shall be lodged with the Secretary of GNT, together with a registration fee payable with the application,
- 7.3 The admission of any applicant to register shall be at the discretion of the Management Committee. No reason need be given to any applicant, who is rejected.
- 7.4 Any Athlete whose registration has been rejected shall have the right to appeal to TSA.
- 7.5 Registration of an athlete shall distinguish between a competitive athlete and an interested athlete.
- 7.6 GNT 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 registered with GNT:
- 8.1.1 if the Athlete's resignation is submitted in writing to the Secretary of GNT by his Club.
- 8.1.2 if the Athlete's registration is cancelled by the Board in terms of sub-clause 8.2 below.

# **GAUTENG NORTH TRIATHLON**

## **CONSTITUTION**

- 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.
- 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 GNT**

- 9.1 The principle constituent bodies on GNT 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 within two months of each financial year-end of GNT,
- 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 GNT. 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.

# **GAUTENG NORTH TRIATHLON**

## **CONSTITUTION**

### **12 QUORUM AT GENERAL MEETINGS**

- 12.1 A minimum of 2 (two) Clubs and 25% (twenty five per cent) of registered Athletes shall constitute a quorum at a General Meeting,
- 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 GNT 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 audited financial statements 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

# **GAUTENG NORTH TRIATHLON**

## **CONSTITUTION**

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.
- 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 GNT 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 GNT for a 2 (two)-year period. The election of office-bearers as referred to in Section 13.2.7 shall take place every alternative year.
- 15.1.10 The President shall serve the Board for not more than 4 (four) consecutive years whereafter 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.

# **GAUTENG NORTH TRIATHLON**

## **CONSTITUTION**

- 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 GNT.
- 15.2.2 The Excom shall be composed of:
- 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 Only an athlete who is a member of a Club is eligible for registration 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 GNT 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 GNT) together with the appropriate registration fee (as determined annually by the Board), to the Secretary.
  - 16.3.3 pay an annual affiliation fee to GNT (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 GNT. 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 GNT, is eligible to affiliate with GNT
- 16.6 Affiliated clubs will be allowed to display the GNT logo with the following inscription : "Affiliated Member of GAUTENG NORTH TRIATHLON".
- 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 GNT through Club membership, if such athlete is predominantly domiciled within the jurisdiction area of GNT.

## **17. CHAMPIONSHIPS**

# **GAUTENG NORTH TRIATHLON**

## **CONSTITUTION**

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 GNT, must be sanctioned by GNT 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 GNT.

18.2 To sanction an event GNT 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 GNT.

18.3 Any athlete, being a non-club member, may only enter and participate in an event organised and/or sanctioned by GNT 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 GNT as they deem expedient.

20.2 All Athletes, as members of the GNT team, shall participate at National Championships (and any other selected event) in the official team dress and competitive clothing of GNT. 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, that 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 GNT is participating, shall be allowed to wear and/or participate in any of the present or previous colours or clothing of GNT.

### **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 GNT. These are set out on Appendix E (attached).

# **GAUTENG NORTH TRIATHLON**

## **CONSTITUTION**

### **22. COLOURS**

- 22.1 The official colours of GNT 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 *GAUTENG NORTH TRIATHLON (Elite Junior and Elite Senior) colours*:- Red Barberton Daisy on a white background set in a shield,
  - 22.1.4 *GAUTENG NORTH TRIATHLON (Junior and Age-group) 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,
  - 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 “GAUTENG NORTH TRIATHLON” above the emblem with the legend “TRIATHLON” or “DUATHLON” or “AQUATHLON”,
  - 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 GNT'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 GNT 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 GNT**

- 25.1 The dissolution of GNT may only be affected by the AGM provided that the following are met:

**GAUTENG NORTH TRIATHLON**

**CONSTITUTION**

- 25.1.1 an interim committee be appointed to finalise the affairs of GNT,
- 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 GNT be transferred to TSA.

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

SIGNED

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

# GAUTENG NORTH TRIATHLON

## 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 GNT, 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 GNT,
  - 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 GNT 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 GNT teams and to select athletes to represent GNT at national and selected championship events,
  - A.1.13 to decide upon the nature, award and protection of GNT and other Colours,
  - A.1.14 to provide for the official list of records of performances and athletes selected to represent GNT brought to the attention of GNT,
  - 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 GNT each season,
  - A.1.19 to do such things as may appear to be in the interest of GNT 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.
  - A.1.21 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.

# GAUTENG NORTH TRIATHLON

## 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 GNT in terms of the Constitution,
- B.2.1.2 To implement rules and regulations in connection with matters that fall within the jurisdiction of GNT,
- 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 GNT athletes, to recognise GAUTENG NORTH TRIATHLON 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 GNT at least once a year in terms of Section 10,
- B.2.1.13 To submit to the AGM an annual report and audited financial statements for the previous financial year.
- B.2.1.14 Annually appoint the elected members to the positions and allocate portfolios accordingly.

# **GAUTENG NORTH TRIATHLON**

## **CONSTITUTION**

### **B.2.2 Financial**

- B.2.2.1 to manage the financial affairs of the GNT 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 GNT and to transact the financial business of GNT,
- 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 GNT.

### **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 GNT, 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.
- B.2.3.2 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 GNT, 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 GNT, calls and shall preside at all meetings of GNT,
- B.3.2 Is the spokesperson for GNT 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 GNT 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,

# **GAUTENG NORTH TRIATHLON**

## **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 GNT Athletes,
- B.4.8 To record good achievements of GNT 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 GNT 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 GNT 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 GNT's financial affairs,
- B.6.2 The Treasurer shall account for the funds of GNT, and keep proper records of said funds, receipts, books and disbursements necessary, as laid out by the Board. The Treasurer will present an accounting statement whenever required by the Board and will prepare a duly audited statement of the financial position of the society, for the annual general meeting. A copy of the annual audit will be submitted to the secretary for the inclusion in the record of GNT,
- B.6.3 Invests the funds of GNT, having consulted various financial experts and informed the President,
- B.6.4 Collection of registration and other fees and depositing thereof into GNT'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.

# GAUTENG NORTH TRIATHLON

## 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 GNT 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.

# GAUTENG NORTH TRIATHLON

## 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 GNT 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 GNT,

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 GNT 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 GNT 10 (ten) days prior to the GNT 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 GNT Provincial Championships and

D.3.2.2 participated in any other event organised within the jurisdiction area of GNT and sanctioned by GNT 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.

## **GAUTENG NORTH TRIATHLON**

### **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.

# GAUTENG NORTH TRIATHLON

## 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 reasonably 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 GNT 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.

# GAUTENG NORTH TRIATHLON

## 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 GNT,
  - 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 GNT 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.

# GAUTENG NORTH TRIATHLON

## CONSTITUTION

### APPENDIX F

#### **F AWARDING OF COLOURS AND HONORARY COLOURS**

##### F.1 GAUTENG NORTH TRIATHLON Colours (with the white shield)

###### F.1.1 Elite Athletes

- F.1.1.1 GNT senior elite and junior elite athletes shall qualify for GNT colours with the white shield.
- F.1.1.2 An elite athlete who is selected by TSA and represents the National team at a World Championship event shall earn GNT colours.
- F.1.1.3 An elite athlete, who is selected and represents GNT at national or other selected event, shall qualify for GNT colours by earning five (5) points. Points may be earned when:
  - F.1.1.3.1 An elite athlete who is selected and starts the race but is forced to withdraw, as well as an elite athlete who completes the race and finished outside the first 10% of the time of the first GNT elite athlete in the category will earn a half point.
  - F.1.1.3.2 An elite athlete who completes the race and finished inside the first 10% of the time of the first GNT elite athlete in the category will earn a full point.
- F.1.1.4 Points for each discipline, i.e. duathlon or triathlon, shall be accumulated separately.

##### F.2 GAUTENG NORTH TRIATHLON Colours (with the light blue shield)

###### F.2.1 Age group Athletes

- F.2.1.1 GNT junior and age group athletes shall qualify for GNT colours with the light blue shield.
- F.2.1.2 An athlete who wins the GNT Provincial Championships automatically qualifies for GNT Colours.
- F.2.1.3 An athlete who is selected and represents GNT at the National Championships and finishes either first, second or third, automatically qualifies for GNT colours.
- F.2.1.4 An athlete who is selected by TSA and represents the national team at a World Championship and finishes inside the first 10% (ten percent) of the winner's time, automatically qualifies for GNT colours.
- F.2.1.5 An athlete who is selected and represents GNT at the National Championships, shall qualify for GNT colours when earning three (3) points. Points may be earned when:
  - F.2.1.5.1 An athlete who finishes inside the first 10% (ten percent) of the winner's time, will earn 1 (one) point.
  - F.2.1.5.2 An athlete as a member of the GNT team to the National Championships, will earn 1 (one) point.
- F.2.1.6 Points for each discipline, i.e. duathlon or triathlon, shall be accumulated separately.

###### F.2.2 Team Managers

Team Managers (appointed by the Board for the various teams) may earn GNT colours (with the light blue shield) if they have managed teams over a 5 (five) year period. This will be awarded at the discretion of the Board.

###### F.2.3 Administrators

In order to qualify for GNT colours (White shield with white lettering) an administrator must have served on the GNT Board for a period of at least five (5) 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.

# GAUTENG NORTH TRIATHLON

## 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 Junior A athletes aged 17 to 19, **with age determined on 1st January**, may elect to participate in the Junior elite category.

##### G.2 Senior Age Groups (including Junior A)

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

- |                   |                   |
|-------------------|-------------------|
| (a) 17 - 19 years | (g) 45 - 49 years |
| (b) 20 - 24 years | (h) 50 - 54 years |
| (c) 25 - 29 years | (i) 55 - 59 years |
| (d) 30 - 34 years | (j) 60 - 64 years |
| (e) 35 - 39 years | (k) 65 plus       |
| (f) 40 - 44 years |                   |

##### G.3 Junior Age Groups

G.3.1 The categories for junior age group competitors are: (**Eligibility determined by age on 1st January**).

Junior A 17-19 years (age 1 January)

Junior B 14-16 years (age 1 January)

Junior C 11-13 years (age 1 January)

Junior D 10 and under (age 1 January)

G.3.2 Athletes may not participate outside their age categories. Under exceptional circumstances a Provincial member may apply on behalf of a mature 16 year old Junior B athlete to the Junior Committee to race in the Junior A national championships.

G.3.3 Proof of ability is required which includes previous participation over the standard Junior A distance. The Junior Committee however discourages participation of 16 years olds in the standard events and reserves the right to refuse permission.