

SOUTH AFRICAN BASS ANGLING ASSOCIATION

BY-LAW E TO THE CONSTITUTION



DUTIES AND RESPONSIBILITIES OF THE MANAGEMENT POSITIONS

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1. Executive Committee

- 1.1. The duties of the Executive Committee are to represent the Association, act on behalf of, and to give effect to its objectives and functions in accordance with the Constitution;
- 1.2. To resolve all matters referred to it for decision in relation to the interpretation of the Association Constitution, rules and regulations. To acknowledge and ensure any decisions taken by the Annual General Meeting are enforced and that the Constitution and other rules and regulations are updated as necessary;
- 1.3. To apply the provisions of the Constitution and the rules and regulations, and to take such action or act as it may be deemed necessary in the event of a violation of the Constitution, the rules and regulations thereof for any offense which be regarded as contrary to the objectives of the Association or detrimental to the welfare of the provincial member bodies, their individual members, and angling in general.

2. President

- 2.1. The President is the leader of the Association and has the overall responsibility for the administration of the Association. He will control, lead and direct the work and activities of the Association.
- 2.2. Represent the Association during the execution of all legal rights and obligations.
- 2.3. Prioritizes goals of the Executive Committee and Management Committee to ensure that the committee achieves its overall goals.
- 2.4. Responsible for accurate representation of members of the Association. Ensure that planning and budgeting for future activities are carried out in accordance with the wishes of the members.
- 2.5. Must have a thorough knowledge of the Constitution, rules and duties of officials and sub-committees. Ensure that officials comply with their responsibilities and duties.
- 2.6. Keep properly informed about the activities of the Association, as well as future directions and plans of the members.
- 2.7. Act at all meetings of the Association as Chairman. In his absence, the Vice-President acts as Chairman and if he is absent, the members present select from their number a Chairman for the meeting.
- 2.8. In the case of a tie in any of the voting processes at any meeting he has a casting vote.
- 2.9. Is responsible for setting the agenda for all meetings in cooperation with the Secretary.
- 2.10. Sign the minutes of General Meetings and Executive Committee meetings.
- 2.11. Sign-off the yearly financial reports.

- 2.12. Authorized to sign any contract approved by the Executive Committee.
- 2.13. Is also an ex-officio member of all Committees and Sub-Committees.
- 2.14. Prepare a written annual report to be presented at the Annual General Meeting.
- 2.15. The President, together with the Treasurer or Secretary, are the Association's official delegates to the meetings of international, national and Governments Governing Bodies to which the Association is affiliated.
- 2.16. Authorized to make announcements, press releases and other communications to the media, other institutions and/or organizations, unless these responsibilities are delegated to other officials.

3. Vice-President

- 3.1. Act as President if the President is not available. In such cases, he/she acts on behalf of the President in the official capacity and has all authority and powers of the President.
- 3.2. In the absence of the President, act on his request as Chairman at any meetings.
- 3.3. Responsible for such administrative duties as assigned by management.
- 3.4. In absence of the President responsible for the duties outlined in the task description of the President.
- 3.5. Must be able and willing to replace the President and be appointed as such if required.

4. Secretary

- 4.1. Functions as the primary administrator and performs the administrative duties of the Association, thus ensuring the Association functions effectively.
- 4.2. Is in charge of the secretariat and oversees the day-to-day activities for the promotion of the goals and objectives of the Association.
- 4.3. The efficient handling of incoming and outgoing correspondence and other communications.
- 4.4. Acts as the link between the Association and external stakeholders. e.g. International Governing Bodies, the Angling Confederation, the Sports Authority, etc.
- 4.5. As the first point of contact for inquiries, the Secretary must deal with a variety of diverse tasks as requested by the executive or management committee or SASACC or affiliated bodies
- 4.6. Must keep abreast of sports initiatives through the compilation and maintenance of information and documentation as well as regular visits to a range of useful websites.

- 4.7. Organising General, Executive Committee and the Mancom meetings and ensure that relevant members receive notice of such meetings.
- 4.8. Drafting the agenda for the General, Executive Committee and Mancom meetings in accordance with the instructions of the President.
- 4.9. Checking the accreditation of members during meetings.
- 4.10. Is responsible for the attendance register at meetings.
- 4.11. Co-sign the minutes of General and Executive Committee meetings, after approval by the said meetings.
- 4.12. Is responsible for the recording the proceedings of all Annual General and Half-Year Meetings and meetings of Mancom.
- 4.13. The minutes of meetings must be distributed within 90 days after the occurrence of such meeting to all members of management and member associations who were entitled to attend the meeting. The Secretary will keep the records and the recordings of such meetings until acceptance and approval of the minutes at the following meeting of the relevant bodies.
- 4.14. Ensure that actions which have been decided on at meetings, are carried out.
- 4.15. Together with the President, Vice President and Treasurer, be responsible for representing the Association at international meetings when these are assigned to him.
- 4.16. Is responsible for the maintenance and availability of the Association's official address lists on a quarterly basis.
- 4.17. Is responsible for the preparation and distribution of the Association's Annual Calendar of Events on or before 30 November each year.
- 4.18. Perform any other duties as may from time to time be assigned to him by the Executive Committee.

5. Treasurer

- 5.1. Deposit all monies belonging to, or received by, the Association in a bank account nominated by the Mancom for the credit of the Association.
- 5.2. All payments must be made by cheque or electronic bank transfer after they are approved by the authorized Officers as approved by the General Meeting or as from time-to-time required.
- 5.3. Setting a budget of income and expenditure for the coming financial year for approval by the Annual General Meeting as a basis for the calculation and subsequent approval of the subscriptions for that financial year.

- 5.4. Responsible for the collection of membership fees and other fees owed to the Association.
- 5.5. Responsible for the maintenance and updating of accounting books and records of the Association.
- 5.6. Responsible for the proper administration of all money, funds and assets of the Association.
- 5.7. Responsible for the maintenance of a complete asset register.
- 5.8. Responsible for the banking, securities and investments of the Association.
- 5.9. Responsible for the short-term and life insurance needs and requirements of the Association.
- 5.10. Preparation of the annual financial statements for approval by the General Meeting and an audited version must be sent to the Secretary at least thirty (30) days prior to the Annual General Meeting.
- 5.11. Liaison with external auditors in connection with all aspects relating to the Annual Financial Statements.
- 5.12. Responsible for ad hoc tasks such as:
 - 5.12.1. Registration of the Association.
 - 5.12.2. Tax clearance certificates.
 - 5.12.3. Registration as a Non-Profit Organization.
- 5.13. Receive, review and approval of budgets for all Association Championships, National Trials and Association tournaments.
- 5.14. Reconcile all income and expenses of Association Championships and tournaments and give feedback to the appropriate host.
- 5.15. Is responsible for the planning and presentation of the annual Association Colours Evening and the Prize-Giving Functions.
- 5.16. Is responsible for the oral presentation of interim financial statements during the Half-Year Meeting and the audited financial statements at the Annual General Meeting.
- 5.17. Is the Association's official responsible for submitting SRSA- and NLDTF project forms, the registration of projects at the Confederation (SASACC), and preparing the statements of the actual costs and lodging reconciliations.

6. Registration Officer

- 6.1. The Registration Officer operates under the organizational structure of the Officials Committee in collaboration with the Chairman of the Officials Committee and the Associations Secretary.

- 6.2. Obtain the necessary technological support systems and software required for the registration, maintenance, management and monitoring of membership data in accordance with the requirements of the Association and government stakeholders.
- 6.3. Responsible for the development of procedures, systems and documentation relating to the registration of members, for presenting the analysis of the data in the prescribed format and the distribution of the registration documentation and instructions to the Member Provinces for each registration period.
- 6.4. Registration and management of registration data on an ongoing basis as a result of additions/alterations requested.
- 6.5. Working closely with Secretary on general issues, the Treasurer on financial matters, the Registration Officers of member provinces for coordinating purposes and the Chairman of the Officials Committee to ensure that all participants in Association events are registered members.
- 6.6. Capturing applications for membership and the processing of the registration database/software. Coordinate the payment of the required fees to the Treasurer along with the submission of the relevant registration materials.
- 6.7. Responsible for the confidentiality of records, and to ensure that no unauthorized person gains access to the data.
- 6.8. Responsible for maintaining the following Association databases in the prescribed format:
 - 6.8.1. Name and address list of Association Officers.
 - 6.8.2. Name and address list of Provincial Office Bearers.
 - 6.8.3. Name and address list of registered member clubs.
 - 6.8.4. Name and address list of individual members.
 - 6.8.5. Is responsible for the allocation of member registration numbers in accordance with the approved registration number system.
 - 6.8.6. Is responsible for providing individual member registration information and angling club details to the Confederation (SASACC) in the format required.
 - 6.8.7. Submit a written report to the Annual General Meeting.

7. Records Officer

- 7.1. Responsible for the development and maintenance of a system for keeping the Association angling records as prescribed by the Annual General Meeting.
- 7.2. Responsible for the maintenance of Association angling records according to the approved recording system.
- 7.3. Responsible for checking new record applications, the registration of new records and the issuing of certificates for records.
- 7.4. Distribute the updated and most recent angling records available to all provincial delegates at the Association's Annual General Meeting and ensure that updated records are on the Associations' web page.

- 7.5. Keep detailed records and update records lists of freshwater angling records during organized competitions and open competitions. Separate records must be kept for the senior, ladies, junior and specialist sections.
- 7.6. Records in each of these categories will be held in three separate classes, light tackle (line with a diameter of 0.22mm and thinner), medium tackle (line with a diameter of 0,30mm and thinner) and heavy tackle (line with a diameter greater than 0.30 mm and line of any synthetic nature irrespective of the diameter).
- 7.7. Registered individual members' record claims must be submitted by the Provincial Records Officer at the Association's Records Officer. Applications for the registration of record claims must be made within 90 days of the catch and submitted on the prescribed form in accordance with the prescribed procedures set out in the rules.
- 7.8. Submit a written report to the Association Annual General Meeting. Record applications as part of the records officer's report to the Association Annual General Meeting for ratification.
- 7.9. Is responsible for the compilation of an electronic official Association Records Register.

8. Conservation Officer

- 8.1. Examine and make recommendations to the Section/Discipline Committees on the suitability of angling resorts for National Championships and National Trials. Must keep a record of the fish production capacity of dams where competitions take place. For this purpose, the Conservation Officer must obtain the results of catches of club and provincial competitions and must be provided with this information by the provincial conservation officers on a monthly basis. Must consider other relevant information about dams with a view to evaluate and recommend them as National Championship venues.
- 8.2. In conjunction with the host provinces make recommendations to the Executive Committee with respect "bag limits" in the case of international competitions.
- 8.3. Responsible for the obtaining and distribution of national legislation and provincial ordinances applicable to the fish number, size and other restrictions on angling in the different provinces.
- 8.4. Close liaison with the various conservation organizations, Department of Water Affairs and other relevant organizations.
- 8.5. Responsible for monitoring and capturing the catch results at national, provincial and club levels.
- 8.6. Use available opportunities to address communities and engage in environmental stewardship and awareness with a focus on existing schools and development projects. Communicate national resource targets to the public through personal contact or by actively seeking publicity opportunities.

- 8.7. Ensure the enforcement of all statutes and regulations, recreational, environmental laws and regulations. Identify needs, develop methods and implement plans to track violations, investigate complaints, collect and preserve evidence.
- 8.8. Assist and support with the implementation and enforcement of the laws and ordinances to control illegal angling and where possible report and/or take legal action against individuals and organizations that are engaged in any illegal activities. Encourage members to report any illegal activities.
- 8.9. Continue to develop relationships with the Wildlife Trusts and local authorities. Promote the development of fisheries and an environmentally friendly angling policy within the framework of the Wildlife Trusts. Further campaigns against regulations which will have a negative effect on the fish.
- 8.10. Approach Government institutions to make funds available for the removal of barriers and/or redundant structures in rivers and dams that prevent possible fish movement.
- 8.11. Engage with actions against any policy of authorities at any level which can/will have adverse effect on water quality. Take strict measures to prevent any form of pollution and if it has already occurred, to neutralize remove/pollution. Include local representatives to advise on the impact of agricultural, industrial, sewage or any other form of pollution to the attention of the community and the authorities so that they take action.
- 8.12. Engage in projects related to preservation projects to remove alien water plants and water animals.
- 8.13. Develop and maintain a Geographic Information System (GIS) of the location, advantages, disadvantages, strengths, problems and possible solutions, catches, etc. of all freshwater angling venues on record.
- 8.14. Develop a report in the appropriate format and provide instructions in this regard through the Officials Committee, Provincial Management and Clubs on a monthly basis. Provide statistics on data, in accordance with the decisions of the General Meeting.
- 8.15. Compile a written report for the Association Annual General Meeting.

9. Colours Officer

- 9.1. Responsible for the development, implementation and maintenance of the Association Colours Policies. Such policies define the procedures, the pantone colours, sports code specifications, handing over procedure, the formal and competition wear, code of conduct and appropriate action when a member fails to comply.
- 9.2. Make recommendations on the official suppliers of the Association colours.
- 9.3. Responsible for the preparation and control of the application documentation for National and Confederation colours to the President and Secretary of the Confederation (SASACC).

- 9.4. Responsible for the authorization and placing of orders for the National and Association clothing with the official clothing suppliers. No colours may be purchased on account in the name of the Association. All orders must be made on a "cash on order" basis.
- 9.5. Responsible for keeping the Association Colours Register up to date from Provincial Colours registers and from the Official Team Managers Report Form by the team managers of all National, SASACC and Association Teams. These must be submitted to the Colours Officer within 21 days after the completion of the team's participation.
- 9.6. Is responsible with the Treasurer for the issuance of colours certificates which will be presented to the recipients of National Protea, Confederation and Association colours on the National Colours Evening.
- 9.7. Is responsible for obtaining, verification and presentation of Team Management Reports to the Confederation (SASACC).
- 9.8. Is responsible for the safekeeping of all the trophies of the Association.
- 9.9. Compile a written report for the Association Annual General Meeting.

10. International Coordinator

- 10.1. The International Coordinator is the official representative of the Association in the Region 5 Executive Council. In this role, he/she is the Association's delegate to the annual Region 5 Executive Board meeting.
- 10.2. Responsible for secretarial tasks when South Africa hosts the Region 5 Executive Board meetings.
- 10.3. Responsible for the finalization of the Region 5 calendar of events in cooperation with the participating countries.
- 10.4. Responsible for the finalization of the Region 5 tournaments invitations and all the tournament arrangements if South Africa are hosting the event.
- 10.5. Responsible for the amendment of the Region 5 Constitution and internal rules, according to the decisions taken at the Region 5 Executive Board meetings.
- 10.6. Compiling, maintenance and distribution of the Region 5 Angling Rules whereby the annual Region 5 tournaments are fished by the various participating countries.
- 10.7. Acting as Project Manager of the LOC when South Africa hosts any international tournaments. Responsibilities include the following:
 - 10.7.1. Responsible for the preparation and submission of the "Bidding and Hosting" applications to the Confederation (SASACC).
 - 10.7.2. Responsible for the tasks defined in Article 1 of the Sports and Recreation Act, 1998, as far as it concerns the presentation of international sporting events.

- 10.7.3. Responsible for team invitations to tournaments to provide the details of participating countries, the plan of the tournament in cooperation with the host and to determine costs to prepare budgets.
- 10.8. Is responsible for the obtaining of the necessary invitations and tournament details, to enable teams of the Association to take part in the various world championships under the control of the FIPSeD.
- 10.9. Compile a written report for the Association Annual General Meeting.

11. Development & Transformation Officer

- 11.1. Responsible for the formulation of policy and to ensure that the provisions of the National Sport and Recreation Act, as amended, and applicable to the Association and its members, is applied and enforced.
- 11.2. Responsible for the formulation, implementation and maintenance of the Association Transformation and Development Plan for submission to the Confederation (SASACC) for inclusion in the Confederation's Development Plan for submission to the SASCO.
- 11.3. Responsible for the formulation, implementation and maintenance of the Association's Strategic Plan for submission to the Confederation (SASACC) for inclusion in the Confederation's Strategic Plan for submission of the plan to the SASCO.
- 11.4. Ensure that the development and transformation policies adopted at the Association's General Meeting, are implemented at all organizational levels of the Association. Emphasis will be on government priorities which aims to get more people involved in the sport of competitive and recreational freshwater angling.
- 11.5. Responsible for the preparation of the development and transformation activity budget and, in conjunction with the Treasurer, apply for funding from the National Lottery Board, SRSA and Provincial Sports Councils.
- 11.6. Responsible for the preparation of a development and transformation calendar and the submission of such calendar to the Associations Secretary for inclusion in the Associations calendar.
- 11.7. Compile a written report for the Association Annual General Meeting.

12. National School Sport Coordinator

- 12.1. Responsible for the preparation and maintenance of the Association Schools Program and to advise provincial members on the implementation of the Association Schools Program.
- 12.2. In conjunction with the Section/Discipline Committee Chairman be responsible for the implementation and fulfilment of all Schools projects.

- 12.3. Responsible for the development of detailed programs and strategies to be implemented with respect to the following priorities as well as giving assistance to members in achieving their objectives:
 - 12.3.1. Introducing workshops and clinics.
 - 12.3.2. Addressing schools to inspire learners to participate in the program.
 - 12.3.3. School classroom programs.
 - 12.3.4. School Angling league.
 - 12.3.5. Talent identification and development of such identified anglers.
- 12.4. All participants in the program must form part of the Angler Development Program developed and fall under the guidelines set out in the Association Plan.
- 12.5. Assist teachers in becoming qualified as coaches to implement the program in a viable and cost effective manner.
- 12.6. New clubs should be established (and be registered with their respective provinces) within which new members will be enrolled. Teachers must be trained to meet basic administrative requirements (and be encouraged to become involved with administration at provincial level).
- 12.7. Responsible for the preparation of a School Sport budget and, in conjunction with the Federation Treasurer, apply for funding for projects from the National Lottery Board, SRSA and Provincial Sports Councils.
- 12.8. Responsible for the preparation of a national school calendar and the submission of the calendar to the Association's Secretary for inclusion in the Association calendar.
- 12.9. Compile a written report for the Association Annual General Meeting.

13. Coach Coordinator

- 13.1. The Coach Coordinator is responsible for the compilation and maintenance of the Association Coaching Framework, which will use as reference the Confederation coaching framework. The framework aims to bring coaching within the Association compliant to the SASCOG guidelines and standardize training. Such framework documents will have to be periodically submitted to the SASACC Coaching Coordinator.
- 13.2. The framework will focus on the following components:
 - 13.2.1. Long-term Angler Development Programme.
 - 13.2.2. Long-term Coach Development Programme.
- 13.3. As part of the long-term coach development program coaching manuals for the different levels and areas of training must be developed and maintained.
- 13.4. As part of the long-term angler development program coaching manuals for the different levels and areas of training must be developed and maintained.

- 13.5. Ensure that the Association Coaching Framework is approved by the Association Annual General Meeting, to be implemented at all organizational levels of the Association. Emphasis will be placed on government priorities which aim to ensure more people engage in angling at all levels and to improve results.
- 13.6. Responsible for the preparation of Coaching Framework Activity budget and, in conjunction with the Treasurer, to apply for funding from the National Lottery Board, SRSA and Provincial Sports Commissions.
- 13.7. Responsible for setting up a coaching framework calendar and the submission of such calendar to the Association's Secretary for inclusion in the Association's calendar.
- 13.8. Responsible for close collaboration with the Development Officer and the School Sport Co-ordinator. This will be required to ensure that the guidelines contained in the long-term angler program are consistently applied and met.
- 13.9. Responsible for establishing, maintaining and implementing the "High Performance Plan" (HPP) of the Association. The HPP aims to identify talented anglers, develop them according to the guidelines of the long-term angler development program, at a high level of competition to expose and to prepare elite anglers for international tournaments in order to enhance performance. Provide the necessary HPP documentation, instructions and guidelines to the chairmen of the various Section/Discipline Committees for the development of a HPP in the format required by SASACC and SASCO. Consolidate the various HPP in an Association into an integrated High Performance Plan. The program must provide for the needs of anglers, coaches and the Association itself.
- 13.10. Supply management, administrative and logistical support to the Head Coaches of the various Section/Discipline Committees and anglers who are involved in the HPP programs in achieving the HPP vision and performance goals.
- 13.11. Responsible for the consolidation of the HPP budget inclusive of the Coaching Framework activities budget and budgets of the respective head coaches. Based on the estimates, and in collaboration with the Association Treasurer, apply for funding.
- 13.12. Lead HP activities and ensure that the outcomes are achieved as described in the HPP.
- 13.13. Work with anglers, coaches and other key stakeholders to develop a unified and supportive environment, in which all parties work together to achieve the objectives of the HPP.
- 13.14. Management of anglers' support including financial and other aspects.
- 13.15. Consult the Confederation Coaches Commission to ensure that training and programs within the Association meet SASCO requirements.
- 13.16. Compile a written report for the Association Annual General Meeting.

14. Athletes/Anglers Representative

- 14.1. All agreements between anglers and the Athletes Representative must comply with the Constitution and the Rules and Regulations of the Association.
- 14.2. Should be an active participant in Association Executive Committee meetings and be present as the Athletes representative at the Annual General Meeting and any other forum in which decisions are taken on behalf of the anglers.
- 14.3. Responsible for duties or tasks assigned to him by the anglers and provincial athletes representatives.
- 14.4. Anglers can consult with the Athletes Representative to assist them with the planning, construction and negotiations regarding their participation program and negotiations related to sponsorship contracts.
- 14.5. Will be an information source for the Association regarding angler's opinions and suggestions in terms of planned or implemented programs, policies, procedures, regulations, etc.
- 14.6. Will be the spokesman for the Associations' anglers, be sensitive to issues and must be able to communicate effectively.
- 14.7. Responsible for developing a system and implement it to identify and protect the rights of anglers.
- 14.8. Ensure that inputs related to all policies and programs remain focused on the anglers.
- 14.9. Prepare agendas for and organize Athletes Representative Committee meetings during national championships and/or on provincial level.
- 14.10. Representing the anglers of the Association at other angling meetings of the Confederation (SASACC) should it be required.
- 14.11. In terms of the disciplinary process the Association Athletes Representative is responsible for representing anglers and Provincial Athletes Representatives during a dispute process.
- 14.12. Responsible for assessing all disputes referred to him from members before escalating the matter to the Association Mancom or the Confederation Athletes Representative.

15. National Selection Committee

- 15.1. The President of the Association is ex officio the Convener of the National Selection Committee. In the absence of the President, the National Selection Committee will appoint a Convener. In the case of the Sections/Disciplines, excluding the Seniors Section, the Chairman of the respective Section/Discipline Committee will act as the Convener. The selectors for the Seniors Section will be members from the National Selection Committee.
- 15.2. The National Selection Committee of the Association is the responsible body for policy formulation with respect to the following:

- 15.2.1. The criteria for the invitation and/or participation in the national trials;
 - 15.2.2. The rules and regulations contained in the By-Law of the Constitution under which the trials are decided on;
 - 15.2.3. Policy regarding the selection of representative teams;
 - 15.2.4. The establishment of standards for the allocation of Colours;
 - 15.2.5. Policies regarding the regulation and allocation of Colours and ensures that the Association's Colours policies are consistently applied;
 - 15.2.6. The establishment of measures to discourage the misuse and abuse of Colours;
 - 15.2.7. The establishment of Codes of Conduct and rules regarding the use of Colours;
 - 15.2.8. The establishment of resolutions to deal with disputes over the allocation of Colours and to pass judgment on disputes relating to the allocation of Colours;
 - 15.2.9. To promote the image, standard and reputation of Colours nationally and internationally.
- 15.3. The National Selection Committee should establish effective control and punitive measures to prevent the abuse and misuse of National, Confederation and Association Colours and protect the dignity of the Colours.
 - 15.4. The National Selection Committee is responsible for all arrangements regarding the presentation of the national trials and the determination of the relevant angling venues. In the case of independent Section/Discipline Committees, this function is delegated to the Section/Discipline Committee Chairman and his committee.
 - 15.5. The chairman of the various selection committees is responsible for the appointment of selection committee members for their national trials.
 - 15.6. Ensure that the National, Confederation and Association teams are selected in accordance with the Association's approved team selection policy.
 - 15.7. After the selection of the teams, the Convener of the Selection Committee must submit the teams to the SABAA President for approval. After approval of the teams, the Chairman of the Section/Discipline must announce the respective selected teams in accordance with the prescribed procedures as contained in the selection policy. All the relevant documentation must be provided to the team managers. The team lists must also be provided to the International Coordinator and the Colours Official.
 - 15.8. If a National Selector is part of a team's management or as an angler is involved in one of the National Trials, such National Selector is not allowed to be selector in the relevant angling Section/Discipline where he is participating.
 - 15.9. The Convener of the National Selection Committee can divide the functions of the selectors of committee as needed and even create internal portfolios to complete certain functions.

16. Section/Discipline Committees

- 16.1. The purpose, authority and duties of the Section/Discipline Committees is to complete certain tasks and responsibilities on an ongoing basis within the Association. Apart from these powers and duties as defined in the Bylaws of the Constitution, a Section/Discipline

Committee has no executive powers and may not act without specific authority from the Association Mancom, as they are subordinate to the Executive Committee.

16.2. Duties of Section/Discipline Committee Members are:

16.2.1. Chairman

- 16.2.1.1. The Chairman of the Section/Discipline Committee, along with other Section/Discipline Committee members is responsible for the administration of the Section/Discipline Committee.
- 16.2.1.2. Acting as Chairman during all Section/Discipline Committee meetings.
- 16.2.1.3. Call for an Annual General Meeting during which the election of the committee will take place.
- 16.2.1.4. All public relation tasks are the responsibility of the Chairman of the Section/Discipline Committee in consultation and in cooperation with the relevant officials of the Association.
- 16.2.1.5. Responsible for organizing the National Trials and such other competitions and tournaments as are deemed necessary. Responsibilities include the identification of the appropriate competition venue, the appointment of a host province (where applicable), compilation of the championship budget, invitations to participating provinces, welcoming and prize-giving functions, arrangement of angling officials and infrastructure. The final arrangements and programs of the championships, competitions and tours must be submitted to the Mancom of the Association for final approval.
- 16.2.1.6. Responsible for organizing the national trials. Responsibilities include the identification of the appropriate competition venue, the appointment of a host province (where applicable), compilation of the budget, invitations to eligible anglers, team management interviews, arrangement of the National Selectors, angling officials and infrastructure.
- 16.2.1.7. Responsible for organizing international tournaments related to the specific angling discipline should the International Coordinator not be in a position to complete this function.
- 16.2.1.8. Responsible for the preparation and submission of "Bidding and Hosting" Applications to the Confederation (SASACC) (if applicable).
- 16.2.1.9. Responsible for the tasks defined in Article 1 of the Sports and Recreation Act, 1998, so far as the presentation of international sporting events is concerned. (if applicable).
- 16.2.1.10. Responsible for, in cooperation with the coach coordinator of the Association, for the High-Performance Program (HPP). Responsible for establishing, maintaining and implementing the "High Performance Plan" (HPP) of the Association. The HPP aims to identify talented anglers, develop them according to the guidelines of the long-term

angler development program. The anglers must participate at high level competitions to expose and to prepare them for international tournaments in order to enhance performance. Provide the necessary HPP documentation, instructions and guidelines for the angling discipline (Section/Discipline committee) for the development of standardized and uniform HPP in the format required by SASACC and SASCOC. The program must provide for the needs of anglers and coaches.

16.2.1.11. Compile annually a written report for the Association Annual General Meeting.

16.2.2. Vice-Chairman

16.2.2.1. In the absence of the Chairman he acts as the Chairman at all Section/Discipline Committee meetings.

16.2.2.2. Responsible for administrative duties as assigned by the Section/Discipline Committee.

16.2.2.3. In the absence of the Chairman, responsible for the duties outlined in the duties description of the Chairman.

16.2.3. Secretary

16.2.3.1. Is responsible for the recording of Annual General Meetings and Section/Discipline Committee meetings. With the support of the Chairman, compile the agendas for meetings and to distribute notices thereof, compile agendas and minutes of all Section/Discipline Committee meetings and distribute them to the Associations' Secretary, members of the Section/Discipline Committee and the Provincial Representatives.

16.2.3.2. Is responsible for all communication to the member provinces regarding Section/Discipline committee matters.

16.2.4. Treasurer

16.2.4.1. Is responsible for the collection and proper administration of all funds and fund related aspects of the Section/Discipline Committee.

16.2.4.2. All funds shall be paid into the Section/Disciplines bank account.

16.2.4.3. Compile on a half-yearly basis an income and expenditure statement and provide it to the Treasurer of the Association for ratification.

16.2.4.4. Ensure that all payments for and on behalf of the Section/Discipline Committee are done through and with the support from the Treasurer of the Association after formal requests have been made to him.

17. Duties of the Officials Committee

17.1. Chairman of the Officials Committee:

- 17.1.1. Acting as the Chairman at the Section Annual General Meeting and other management meetings of the Section Committee.
- 17.1.2. Call for an Annual General Meeting at an appropriate time during which the selection of the committee will take place. The committee shall consist of at least the following officials:
 - 17.1.2.1. Chairman
 - 17.1.2.2. Vice-Chairman
 - 17.1.2.3. Secretary
 - 17.1.2.4. Treasurer
 - 17.1.2.5. Three (3) additional members
- 17.1.3. Compiling, maintenance and distribution of the Association's Official Angling Rules for all the disciplines.
- 17.1.4. Compiling, maintenance and distribution of the Region 5 angling rules, according to the annual Region 5 tournaments in the various participating countries.
- 17.1.5. Is responsible for ensuring that all angling rules of the various disciplines are in line with the international angling rules, if practiced internationally.
- 17.1.6. The controlling and management of all competitions, with the support of the registered officials, hosted by the Association, its affiliated member bodies and the Section/Discipline Committees.
- 17.1.7. The Chairman of the Officials is responsible for coordinating the activities of the officials' delegation to the National Trials. He must ensure that all infrastructure such as scales, computers, etc. are arranged and will be available at the championships.
- 17.1.8. The appointment of qualified officials on a merit basis to serve at such competitions or tournaments.
- 17.1.9. Monitor the functions of the appointed officials to ensure that they act according to the stipulated angling rules and decisions.
- 17.1.10. Ensure the compiling of proper competition results and provide copies to the participating teams as well as the Association Mancom and the Executive in charge of such competitions or tournaments.
- 17.1.11. Presenting officials' courses and examinations to establish a qualified official's corps on an annual basis.
- 17.1.12. The compilation and maintenance of an official list of qualified officials and their level of their training.
- 17.1.13. Compile annually a written report to the Association Annual General Meeting.