

SOUTH AFRICAN BASS ANGLING ASSOCIATION
BY_LAW G TO THE CONSTITUTION



ASSOCIATION COLOURS AWARD AND MANAGEMENT

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1. Introduction

- 1.1. This document has been prepared to provide guidance to Team Management and anglers of selected Protea, Confederation and Association Teams who have been awarded colours. Following the selection of teams, a process has been highlighted in several SABAA Regulations to apply management control to the functioning of all selected teams during their year of angling activity.
- 1.2. This document has been prepared to provide a simple guideline for the Team Management to abide by without having to extract the relevant information from the said SABAA Regulations. The guidelines include aspects from attending National Trials to completing a team's year of competitive angling responsibilities.

2. Team Selection Process

- 2.1 Each Section/Discipline Committee of the Association holds yearly Divisional Championships and following the completion of the events, anglers attend National Trials on a merit basis. (Refer to the Selection Policy).
- 2.2 At the National Trials the Selection Committee conduct an evaluation of the performance, skills, expertise and professionalism of each nominee attending the trials (Refer to Selection Policy - Selection Criteria).
- 2.3 The Selection Committee conduct an interview with potential managers and captains to evaluate their suitability to be selected into the National, Confederation and Association Teams.
- 2.4 Following the trials, the Selection Committee forward their recommendations to the Association Management Committee, who will, following consultation and confirmation of the results, approve the selected teams.
- 2.5 The Chairman of the relevant Section/Discipline Committee will then initiate the process of team announcement and notification to all Provincial Chairpersons of the selected members from the relative provinces.

3. Team Management Approval and Notification/Announcement

- 3.1. A letter of congratulations is prepared by the relevant Section/Discipline Committee Chairmen and sent to the Team Manager together with a team list of the selected team. The Manager is responsible to notify each member of his/her team and is completely responsible for the management and control of this team during the preparation stages and the completion of the team's angling programme. The Captain must contact each of the team members to congratulate them and to start the process of preparation and participation. (Refer to the Association House Rules, Section/Discipline Committee Management Duties and Responsibilities, Team Manager and Captain Duties and Responsibilities Regulations).

- 3.2. A copy of the above letter together with the team list must also be sent to the Association's Colours Coordinator for his/her information.
- 3.3. The letter of congratulations sent by the Section/Discipline Committee Chairperson is the official notification of the team being recognised by the Association for all teams having Association status. Further notification is required for teams of higher status than Association level. Such ratification is conducted by the Association requesting the relevant Sports Body of the process of selection followed and the teams selected. All Protea Teams are required to be ratified by the South African Olympic Committee and Sports Confederation (SASCOC), via SASACC. All Confederation Teams are ratified by the South African Sports Angling and Casting Confederation (SASACC).
- 3.4. Each Team Manager will be provided with a portfolio of documents to inform him/her of their duties during the term of their appointment and also relevant informative documentation to assist in their managerial duties. The documentation will include but may not be limited to the following:

- 3.4.1. SABAA Teams

- 3.4.1.1. SABAA Colours Award and Management Guidelines document.
- 3.4.1.2. Team Manager and Captain Duties and Responsibilities Regulations.
- 3.4.1.3. SABAA Code of Conduct.
- 3.4.1.4. SABAA Team Management Report Template.
- 3.4.1.5. SABAA Indemnity Form.
- 3.4.1.6. Rules applicable to the event to be attended.
- 3.4.1.7. Contact list of SABAA Executive Members.
- 3.4.1.8. Team List with detailed contact information.
- 3.4.1.9. Planned programme of events for the year of their accountability.

- 3.4.2. Protea and Confederation Teams (additional documentation)

- 3.4.2.1. Declaration by the Association.
- 3.4.2.2. Application Form for participation in an International Event (NC 01).
- 3.4.2.3. Application Form for the Award of SASACC/Protea Colours (NC 02).
- 3.4.2.4. Team Event and Management Report to SASACC/SASCOC Template.

4. Functions and Time-Frame (guidelines) Following Team Approval

- 4.1. Notification of all team members of their selection is to be done immediately on receipt of the letter of congratulations from the Section/Discipline Committee Chairperson and within 2 days to prevent word of mouth misinformation.
- 4.2. A notification of selected teams is to be sent to the SABAA Colours Coordinator to allow registration of members within the Association Colours Register. This

Information is to include the detailed Team List which contains the identity number of each individual.

- 4.3. The Protea and Confederation team manager must complete the team approval documents to be sent to the SABAA Colours Coordinator for ratification by SASACC/SASCOC. The following documents must be included:
 - 4.3.1. Copy of Identity Card/Document.
 - 4.3.2. Copy of Passport.
 - 4.3.3. Letter of Invitation to take part in an International tournament from the hosting country.
 - 4.3.4. Completed copy of the NC 01 and NC 02 forms. Information is required not later than 3 months before participation to allow sufficient time for application to SASACC/SASCOC.
 - 4.3.5. SASACC and SASCOC will approve the selected teams according to their approval process which may be only days before the event.

5. Collection of Formal and Participation Apparel Requirements

- 5.1. The Team Manager is responsible for:
 - 5.1.1. The collection of the clothing catalogue.
 - 5.1.2. Placing an order for the team members at least 8 weeks before participation.
 - 5.1.3. Arranging payment of orders by each team member to the supplier.
 - 5.1.4. Informing the SABAA Colours Coordinator of the order.
 - 5.1.5. Collecting clothing when available from the supplier.
- 5.2. The SABAA Colours Coordinator is responsible to monitor orders with the approved Clothing Supplier for Protea, Confederation and Association apparel. No other clothing supplier is to be used without prior written approval from the SABAA Management Committee.
- 5.3. The approved Clothing Supplier is to supply apparel that complies with the approval of SABAA, in respect to both colour coding, logo colour and size, and any sponsorship logos approved by SABAA.
- 5.4. The SABAA Colours Coordinator is responsible to obtain a catalogue and provide it to each Team Manager. The SABAA Colours Coordinator will notify the Clothing Supplier of each and every approved team. Any Changes to a Team are to be notified to the SABAA Colours Coordinator immediately for notification to the Clothing Supplier.
- 5.5. It is the duty of the Team Manager to liaise only with the Colours Coordinator as the single point of contact. The Colours Coordinator is the single point of contact with the Clothing Supplier unless the Colours Coordinator delegates this duty to the Team Manager.
- 5.6. Arrangements for fitting of samples are to be made by the SABAA Colours Coordinator and the Clothing Supplier.

- 5.7. All formal apparel is to be ordered and received in time for the SABAA Colours Evening in July each year.

6. Tournament Event Arrangements

- 6.1. The SABAA International Coordinator is responsible to finalize dates and venues of upcoming tournaments, either for an Inland or International event. This should form part of the SABAA COE (Calendar of Events) at least 1 year in advance.
- 6.2. The SABAA International Coordinator will liaise with both the SABAA Colours Coordinator and the Section/Discipline Committee Chairpersons to monitor the progress being made in all necessary arrangements for fulfilling the Federations administrative obligations to both Local Hosts and International Hosts.
- 6.3. The SABAA International Coordinator is responsible to apply to SASACC/SASCOC for permission to apply to host an international tournament in line with the SASCOC/SRSA Hosting application requirements. After approval of the application to apply to host, SABAA can apply to host the event with the International Body. This must be done at least 1 year in advance.
- 6.4. The SABAA International Coordinator is responsible for applying the Government “Safety and Security Regulations” applicable to sports events when hosting international events.
- 6.5. The SABAA International Coordinator is responsible for all arrangements required when South Africa is hosting an international event.
- 6.6. The Team Manager and Captain are responsible for applying a training programme in preparation of the forthcoming events. This will be classed as a “High Performance Training Programme” to meet the requirements of the Department of Sport and Recreation S.A. (SRSA). This programme will be evaluated by SABAA as applicable.
- 6.7. The Team Manager is responsible for all arrangements of his/her team in attending the forthcoming events and to;
 - 6.7.1. prepare a budget;
 - 6.7.2. arrange payment of monies by team members into the SABAA bank account;
 - 6.7.3. prepare a team program for all activities to include the SABAA Colours Evening, all training programmes, and all the planned tournament events.

7. Team Management Report of Events

- 7.1. Report-back requirements by SABAA, SASACC and SASCOC determine that the team management must complete the report templates and submit them to the Section/Discipline Committee Chairperson for action and escalation.
- 7.2. It is the SRSA’s responsibility, through their sports organization, SASCOC, to monitor the holding and attending of Sports events to which Protea Colours are awarded.

- 7.3. Following the official approval of the Protea Team colours via the NC 02 process, the Team Manager will within 15 days of the approved tournament submit a SASCOC Managers Report to SASCOC via the Section/Discipline Committee Chairperson and SABAA Colours Coordinator who will forward the same to the Association on the approved template provided.
- 7.4. It is a requirement of SABAA to provide a team management report to SASACC & SASCOC, compiled by the Team Manager of each team obtaining Protea or Confederation Colours.
- 7.5. The team management of Protea, Confederation and Association teams must complete this report within 15 days after participation on the SABAA Managers Report template and submit it to the SABAA Management Committee via the Section/Discipline Committee Chairperson. The Management Report covers at least the following aspects:
 - 7.1.1. Financial Report of the event/s.
 - 7.1.2. Preparation conducted for the event, including training and traveling arrangements.
 - 7.1.3. Performance of the team and each individual team member.
 - 7.1.4. Results of each event, with medals achieved.
 - 7.1.5. Recommendations to be taken note of by the Association.

8. References

In compiling these guidelines, the following documents were used as reference and contain more detail on the matters:

- 8.1. SRSA National Sports Policy Draft 7 dated 28th May 2011.
- 8.2. SASCOC Colours Regulations.
- 8.3. SASACC Regulation 6: National Colours Regulations.
- 8.4. SASACC Regulation 7: National Protea Team Dress Code.
- 8.5. National Protea Team/SASACC Team Management Report.
- 8.6. SABAA Team Management Report.
- 8.7. SASACC High Performance Programme.
- 8.8. SABAA Constitution.
- 8.9. By-Law F: SABAA Code of Conduct.
- 8.10. By-Law B: SABAA Selection Policy.
- 8.11. Declaration by SABAA.
- 8.12. By-Law A: SABAA Household Rules.
- 8.13. By-Law H: SABAA Duties and Responsibilities of Management Team Members.