

EDEN TRIATHLON FEDERATION

RULES AND REGULATIONS

All Members of the Eden Triathlon Federation (“ETF”) shall comply with the following Rules and Regulations of ETF:

1 DUTIES TO BE ALLOCATED AMONGST THE ADDITIONAL MEMBERS SELECTED IN TERMS OF CLAUSE 15.1.2 (v) OF THE CONSTITUTION

- 1.1 To be responsible for the establishment of short- medium- and long-term planning, goal setting and development of the sport,
- 1.2 To do whatever is necessary to promote, market and develop the sport of triathlon, duathlon and aquathlon in Eden,
- 1.3 To plan/organise events/races to be held in Eden or to encourage event organisers to arrange events in the district,
- 1.4 To ensure that district championship races are held each year,
- 1.5 To do whatever is necessary to raise funds and obtain sponsorships for the discipline,
- 1.6 To be aware of all other events being held,
- 1.7 To be aware of the achievements of ETF Athletes,
- 1.8 To record good achievements of ETF Athletes,
- 1.9 To select teams for Championship events,
- 1.10 To provide the merit committee with suggestions for awards,
- 1.11 To provide the web-master with race results, articles and information for articles,
- 1.12 To provide the Treasurer with an annual budget of expected expenses and revenue,
- 1.13 To attend and table a progress report at Committee meetings,
- 1.14 To set sub-committees to enable the fulfilling of above-mentioned functions properly.

2 DISTRICT TEAM SELECTION COMMITTEES AND CRITERIA

2.1 Composition of Selection Committee

- 2.1.1 Three (3) selectors of whom two (2) will be non - Executive Committee members, whilst one (1) will be an Executive Committee member,

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2.1.2 All three members of the selection committee will be appointed by the Executive Committee,

2.1.3 At least one member of the selection committee shall be of the opposite gender,

2.1.4 The Executive Committee shall appoint the Convenor.

2.2 Functions and Powers of Selection Committee

2.2.1 The selection of athletes to represent ETF at selected championship events shall be done by the selection committee,

2.2.2 The selection committee shall put teams together at a meeting specially called for this purpose by the Convenor,

2.2.3 The selection committee shall use selection criteria set out in Clause 2.3 as a basis for team selection,

2.2.4 The list of athlete/s or team/s selected shall be presented to the Chairperson for approval,

2.2.5 The Executive Committee shall annually appoint managers for teams that represent ETF,

2.2.6 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 District colours,

2.2.7 The selection committee shall have the right to exclude from any future team any athlete selected for an ETF team who does not turn up, or withdraws without supplying a valid reason,

2.2.8 To ensure that all chosen athletes participate in prescribed regional racing kit,

2.2.9 The Convenor of the selection committee shall submit a list of selected athletes to the President of the Executive Committee. 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.

2.3 Selection Criteria

2.3.1 The selection of athletes for Provincial and National Championships shall be done by a Selection Committee, appointed by the Executive Committee.

2.3.2 An athlete shall only be considered for selection for Provincial and National Championships if the athlete:

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- 2.3.2.1 Is a member of a Club registered with Eden Triathlon Federation (ETF) 10 (Ten) days prior to the start of the ETF Leagues / Championship;
 - 2.3.2.2 Is in possession of a valid Triathlon South Africa Licence;
 - 2.3.2.3 Participated in 50% and more of the current season's ETF Leagues, subject to Clause 1.4;
 - 2.3.2.4 Has a finishing time in at least 1(One) of the ETF League events that falls within 20% of the SA first place time of the previous year in his/her age group.
- 2.3.3 An athlete may only be selected in the category, in which he/she has qualified.
- 2.3.4 If an athlete is not in a position to attend an event due to medical reasons, a valid medical certificate needs to be provided within 2(Two) working days after the event took place. If an athlete is unable to attend an event due to any other reason than a medical reason, the Executive Committee needs to be informed in writing at least 2(Two) working days prior to the event. The decision by the Executive Committee to accept such written reason shall be final and binding and shall not be subject to any dispute procedure or appeal.
- 2.3.5 If an athlete does not comply with the selection criteria as per Clause 1.2.3 and is of the opinion that he/she can achieve the standard required, such athlete may submit a written request and motivation to the Chairman of EFT. Selection of such an athlete shall be 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.
- 2.3.6 Athletes selected shall be advised by telephone/cellular, and if possible, by e-mail, in order to confirm participation.
- 2.3.7 Selected athletes must confirm in writing, their participation in the team within 2 (Two) days of receiving notification.
- 2.3.8 The selection process as well as the selection of a team by the Selection Committee shall not be subject to any dispute procedure of appeal.

2.3.9 AGE CATEGORIES

- 2.3.9.1 The age categories of athletes will be determined by TSA's policies, which is currently as set out in Clause 6

3. DISCIPLINARY PROCEDURE

- 3.1 The DISCIPLINARY PROCEDURE is as follows:

- 3.1.1 When disciplinary action is being considered, the athlete and the Club of the athlete shall receive notification of the following:

- 3.1.1.1 The specific circumstances leading to the consideration of the disciplinary action;

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- 3.1.1.2 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);
- 3.1.1.3 Information on the probable penalties.
- 3.1.2 Notification shall be given in writing unless exceptional circumstances dictate that notification may be given verbally.
- 3.1.3 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.
- 3.1.4 Whenever possible, a disciplinary measure should be the result of a decision by a discipline committee of three (3) people from among the Executive Committee and/or District Team Managers.
- 3.1.5 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.
- 3.1.6 When, due to circumstances, 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.
- 3.1.7 The Penalty imposed shall reflect the seriousness of the offence.
- 3.1.8 The athlete has the right to appeal a disciplinary action in accordance with the Appeal Procedure contained in Clause 3.3 of the Rules and Regulations. It is recognised however that an appeal may not be possible prior to an athlete's removal from an event.

3.2 **CONCERN OR COMPLAINT**

- 3.2.1 If an athlete has a CONCERN OR COMPLAINT relating to a member of the District Team staff or fellow District 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.
- 3.2.2 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.

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- 3.2.3 The time periods may be abridged by mutual consent.
- 3.2.4 The committee may hear oral submissions through a telephone conference or in person.
- 3.2.5 Where the ad-hoc committee determines that sanctions are appropriate, the party sanctioned has the right to the appeal process.

3.3 APPEALS AND DISPUTES PROCEDURE

- 3.3.1 The principles underlying the appeals procedure are those of fairness and natural justice.
- 3.3.2 All dispute referrals must be made within a reasonable period of time.
- 3.3.3 An Appeal will only be heard if there are sufficient grounds for appeal, such as the individual or committee appealed against:
 - 3.3.3.1 making a decision, for which it did not have authority or jurisdiction,
 - 3.3.3.2 failing to follow procedures laid out in the Constitution or approved policies of ETF,
 - 3.3.3.3 making a decision that was influenced by bias,
 - 3.3.3.4 failing to consider relevant information or taking into account irrelevant information in making the decision,
 - 3.3.3.5 exercising its discretion for an improper purpose and/or
 - 3.3.3.6 making a decision that was unreasonable.
- 3.3.4 Any Club or person affected by a decision of an authorised individual or committee (excluding that of the selection committee) of ET may appeal that decision by filing a written notice of appeal to the Executive Committee, stating the grounds upon which the appeal is based, accompanied by a fee in a sum determined by the Executive Committee from time to time, within fourteen (14) days of receiving notification of the decision.
- 3.3.5 the decision of the Executive Committee shall be final and binding and may include a decision to refund the appeal fee.

4. DISPUTE RESOLUTION PROCEDURE

- 4.1 In event of a dispute arising between Members or between Members and ETF, on any issue relating to ETF or its administration, either party may declare a dispute by written notice to the other, with a copy to the Secretary.

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- 4.2 The respective Chairpersons of the Members in question, or the Chairperson and the Chairperson of the Member, as the case may be, shall immediately communicate with each other in the most practical manner, including if necessary by meeting each other (and if necessary as facilitated by the Secretary) and attempt to resolve the matter within 14 days of declaration of the dispute. Should the matter be resolved, a written record of the resolution arrived at, duly signed by both of the parties, shall be binding on the parties to the dispute and ETF.
- 4.3 If the dispute has not been resolved in the manner referred to in Clause 4.2 within 14 days of declaration thereof, any party thereto may give written notice of non-resolution to the other party or parties to the dispute and to the Secretary.
- 4.4 If the dispute is between Members, the Secretary shall refer the dispute to the President within 7 days of receipt of notice thereof. The Chairperson shall in his/her sole discretion determine an appropriate procedure for the resolution of the dispute, which may include requiring the parties to submit information or written submissions, appear before him/her and present oral or written evidence and advise the parties accordingly. The Chairperson shall thereafter determine the dispute within 21 days of referral of the dispute to him/her.
- 4.5 If the dispute is between Member(s) and ETF, ETF, represented by the Chairperson and the Member(s), represented by its/their Chairperson(s), shall attempt to agree on a person to consider and determine the dispute. In the event that they are unable to agree within 7 days of the declaration of the dispute, either party may refer the matter to the Western Cape Arbitration Forum (See Clause 23 of the Constitution)
- 4.6 No party to a dispute referred to in this clause shall be entitled to be represented by a legal professional, acting as such, in such a dispute.

5. AWARDING OF COLOURS AND HONORARY COLOURS

Awarding of colours and honorary colours for all race distances and disciplines

5.1 ET Colours (with the white shield)

5.1.1 Elite Athletes

5.1.1.1 ET elite athletes shall qualify for ETF colours with the white shield.

Elite

5.1.1.2 An U23 elite or elite, who is selected and represents ETF at the WCTF and National Championships, (or who competes at a TSA selection race where there is no National Championship) twice, not necessarily in succession, shall be awarded ETF colours. Colours will be awarded after participation at the National Championships for the second time.

5.2 ETF Colours (with the light blue shield)

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5.2.1 Other athletes

- 5.2.1.1 ET junior age group and AWAD athletes shall qualify for ETF colours with the light blue shield.

Age group

- 5.2.1.2 An age group and junior athlete, who is selected and represents ETF at the National Championships, (or who competes at a TSA selection race where there is no National Championship) twice, not necessarily in succession, shall be awarded ETF colours. Colours will be awarded after participation at the National Championships for the second time.

5.2.3 Team Managers

- 5.2.3.1 Subject to the discretion of the Executive Committee, Team Managers (appointed by the Executive Committee for the various teams) will qualify for the shield of the highest athlete status in the team (i.e. where there are no Elite athletes, the manager will qualify for the light blue shield and not the white shield).

5.2.4 Administrators

- 5.2.4.1 In order to qualify for ETF colours (White shield with white lettering) an administrator must have served on the ETF Executive Committee for a period of at least (4) four years, not necessarily in the same portfolio. This will be awarded at the discretion of the Executive Committee.

5.3 Honorary Members

- 5.3.1 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 Executive Committee 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.
- 5.3.2 The Executive Committee may submit awards for honorary colours to honorary members to the AGM.
- 5.3.3 The colours for the honorary life members shall be the official emblem of ETF with the following wording added to the blazer badge: "Honorary Life Member".

6 AGE CATEGORIES

6.1 Elite

- 6.1.1 The elite status of any athlete aged 18 years and older will be determined by TSA's policies.

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6.1.2 Athletes aged 18 to 19, **with age determined on 31 December**, may participate in the standard (Olympic) distance.

6.2 Senior Age Groups

6.2.1 The categories for age group competitors are: (**Eligibility determined by age on 31 December on race day**):

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

6.3 Junior Age Group

6.3.1 The categories for junior age group competitors are: (**Eligibility determined by age on 31 December on race day**):

Junior A 16 – 19 years (16 – 17 and 18 – 19)
Junior B 12 – 15 years (12 – 13 and 14 – 15)

6.3.2 Athletes may not participate outside their age categories.