

CONSTITUTION OF SOUTH AFRICAN SCHOOLS NETBALL

VISION AND MISSION STATEMENT

VISION OF SASN

Netball opportunities for all in
South African Schools.

MISSION

We aim to compliment, encourage, and develop mass participation which entails learners participating at school level, intra school activities, inter School activities, tournaments, netball festivals and having fun.

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CONSTITUTION OF SOUTH AFRICAN SCHOOLS NETBALL

1. NAME

The names of the committee shall be the SOUTH AFRICAN SCHOOLS NETBALL hereinafter called SASN.

2. TERMINOLOGY, ACRONYMS, AND INTERPRETATION

2.1. Terminology

The terminology used in this Constitution and the By-Laws is intended to be as inclusive as possible, reflecting the fact that many issues are common across all levels of Netball as a sport.

Annual General Meeting means an Annual General Meeting of Members of the SASN convened in terms of the rules of the Constitution.

At risk with regard to a child, means that actual abuse or neglect does not have to occur, rather early interventions to protect a child at risk should be considered to prevent actual harm, abuse and neglect or a child who experiences or is abused and maltreated.

By-Law(s) means standing rules governing the regulation of the SASN's management of its internal affairs.

Chairperson means the chairperson of the SASN and the Executive Committee of the SASN.

Child, Minor or Young Person (Young People/Person) anyone under the age of 18.

Child Abuse refers to the acts of commission or omission that lead to a child experiencing harm.

Children's Act means the Children's Act, 2005 (Act 38 of 2005) and the Regulations.

Child safeguarding is about keeping all children safe from harm, abuse, violence, exploitation, and neglect. Having effective child safeguarding measures in place means that SASN is proactively working internally and externally to ensure that children are kept safe.

Code(s) of Conduct means the set of behavioural standards which the Provincial or SASN EXCO establishes as the expected minimum standards of behaviour expected of all role-players involved in any aspect of the game of Netball under the auspices of SASN.

Complaint A formal or informal expression of dissatisfaction with the actions or behaviour of any Member or Official or any member in the Provincial and National EXCO's, player or any member(s) of staff of SASN.

Conflict of Interest A conflict of interest occurs when an individual member's personal interests – family, friendships, financial, team, health or social factors could compromise his or her judgment, decisions, or actions which may not be in the best interest of SASN or a situation arises in which any individual member

or a group of members may be placed in a position to derive personal benefit from actions or decisions made in their official capacity as a member, members or as an office-bearer.

Constitution shall mean this Constitution.

Convene means to call together for a formal meeting.

Declaration of Interest refers to the process whereby any member declares all interests that:

- a. pertain to actual or potential service providers of the SASN;
- b. may give rise to or may in future give rise to a conflict of interest between the member and the SASN in any matter; and
- c. results in any member personally gaining from providing services of the school beyond his or her relationship with the SASN.

Decision refers to a written or oral decision of any regulatory body of SASN, the EXCO, a Disciplinary Committee, an Arbitral Tribunal appointed by the SASN EXCO or a provincial or regional EXCO or a member school in accordance with the Constitution and/or any By-Laws and or the Safeguarding policy, and/or the SASN Rules with regard to any matter involving Netball.

Duty of Care means the legal and moral responsibility any adult involved in SASN has to keep players safe.

Financial Year means a period not exceeding 12 months being a period commencing on 1 November and ending on 31 October in the following year.

Intellectual Property means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to the SASN any activity of or conducted, promoted or administered by the SASN. (Also colours and insignia).

Members shall mean the members of the EXCO of SASN and/or schools and provincial structures affiliated to SASN. For purposes of the Constitution and By-laws, every individual within a team, School affiliated to SASN or a provincial structure or organisation any official, umpire and coach within the jurisdiction of SASN shall be deemed to be a member of this Association.

Membership Period means a paid-up period of 1 (one) year at a time.

Netball the game of Netball.

Nomination Form means any document which clearly records the fact that a candidate eligible to be elected as a member of the EXCO has been proposed and seconded by persons eligible to do so, and which is signed by the candidate, proposer and seconder and the Provincial Secretary.

Official shall mean an official presiding in a capacity during any game as assigned to by the regional/provincial structure and/or SASN.

Office Bearer is an elected member of the EXCO holding a position of authority in the EXCO with a specific designation and/or portfolio.

Ordinary Resolution means resolution other than a special resolution.

Poll means voting conducted in written form (as opposed to a show of hands).

The President means:

- a. In relation to the whole of SASN as an organisation the elected country wide leader of SASN.
- b. In relation to the proceedings at an EXCO meeting, AGM, BGM, or any special general meeting, the person presiding at the meetings as Chairperson; and
- c. if that person is unable to perform his or her functions, the Vice President will preside.

Province shall mean a physical geographical area in which an affiliated SASN school is situated, and which defines the geographical boundaries of the teams of the schools it competes against.

Quorum refers to the minimum number of members who are eligible to bring out at a vote at the meeting and must be present at a meeting, this excludes apologies whether written or verbal.

Rules shall mean the Official Rules and By-Laws pertaining to all matters involving Netball that has to be adhered to by all members of SASN as determined by SASN from time to time.

Umpire shall mean an official who presides and watches the match players closely on the court during a match and enforces rules and maintains a fair game of play.

Safeguarding refers to the actions we take as SAN to ensure ALL children are safe from harm when involved in our structures and sporting activities.

Sanction is a restriction, condition or penalty imposed under the Disciplinary rule, whether by the Disciplinary Committee, an EXCO, an Arbitral Tribunal or Appeal Tribunal appointed by the EXCO. Note that a Sanction that amounts to a permanent suspension or removal from membership must be ratified by the EXCO and confirmed at a General Meeting.

School Team means a Netball Team representing a school in a region or province and who is affiliated to the said structure who is a member of SASN.

Social Media means media designed to be disseminated through social interaction, using highly accessible and scalable publishing techniques. Social media use, the internet, mobile technology devices and web-based technologies to communicate with one another and receive news, information and entertainment. Types of social media include e-mail, SMS, networks like web pages, Facebook, YouTube, WhatsApp other Apps and also blogs and podcasts.

Special General Meeting means any meeting of Members of the SASN other than an Annual General Meeting or a Bi-Annual General Meeting or any EXCO meeting.

Sport in context of the Constitution and By-Laws of SASN means the game of netball or any versions of the game that is recognised and governed by SASN

and the end-to-end requirements to deliver the Sport and also refers largely to sporting activities in Netball where any structure is involved, and/or there is supervision, coaching or competition.

Violence refers to all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse

Voting Members shall mean those Members in good standing, who are entitled to vote at meetings of Members of the SASN.

2.2. **Acronyms**

AGM – Annual General Meeting
BGM – Bi-Annual General Meeting
EPG – Eminent Persons Group
EXCO- Executive Committee
IFNA – International Federation of Netball Associations
JOC – Joint Operations Committee
MID – Mildly Intellectually Handicapped
POPIA – The Protection of Personal Information act, 2013 (Act 4 of 2013)
PRO – Public Relations Officer
SASN – South African Schools Netball
SGN _ Special General Meeting
SID – Severely Intellectually Handicapped

2.3. **Interpretation in this Constitution and By-Laws**

- 2.3.1. Unless the contrary intention appears:
- a. In context, words importing the singular number include the plural number and vice versa.
 - b. words importing persons including natural persons and juristic persons;
 - c. an expression used in a particular part or paragraph of the Constitution and By-Laws that is given a special meaning for the purposes of that paragraph, unless the contrary intention appears, the same meaning as in that Part or Division.
- 2.3.2. In the event of any dispute over the intention, meaning and effect of any word, phrase, or clause of this Constitution and/or any by-law, the interpretation of the Chairperson in consultation with the Executive Committee or legal counsel or an arbiter appointed by the EXCO of the SASN shall be final and binding on all provincial structures and their members.
- 2.3.3. The By-laws of the SASN shall be made to enlarge upon, extend, and developing the provisions of the Constitution and its interpretations thereof and shall be attached to the Constitution as an appendix thereto.
- 2.4. To control the operation of the **SASN**, the Constitution and By-laws shall be equally binding on all members.

3. **COLOURS AND INSIGNIA**

- 3.1. The colours and insignia of SASN shall be Green and Gold.

4. **HEADQUARTERS**

- 4.1. The headquarters of SASN shall be at such a place where the President of SASN ordinarily resides or at such other place as the EXCO may decide from time to time.

5. OBJECTIVES AND POWERS OF SASN

The objectives and powers of SASN through the EXCO shall be:

- 5.1. To promote the game of Netball in all schools of South Africa and to control it in terms of this Constitution, the adopted law and regulations as laid down by the rules of the International Federation of Netball (IFN) and by-laws of SASN as adopted by Netball South Africa (NSA).
- 5.2. To act as the National Schools' Netball Code Committee.
- 5.3. To act as the coordinating body of all Provincial Schools' Netball Committees.
- 5.4. To affiliate with any organisation which SASN shall deem necessary from time to time.
- 5.5. To implement meaningful development programmes which recognise the development of all persons equally.
- 5.6. To control the establishment and organisation of national netball tournaments and festivals.
- 5.7. To be sensitive to and incorporate, when and where possible, the Netball activities of Learners with disabilities and learning barriers in SASN programmes.
- 5.8. To raise funds as it may deem fit, to administer such funds, and to make such authorised payments from such funds as may be necessary to carry out the objectives of SASN.
- 5.9. To monitor and campaign actively against the use of prohibited drugs, sport enhancing drugs and other stupefying substances by learners and officials involved in the sporting activities of SASN and to take appropriate disciplinary measures, where applicable.
- 5.10. To open and operate bank accounts.
- 5.11. To invest SASN's money in any manner authorised by the rules of the SASN so long as it is a registered financial institution.
- 5.12. To appoint agents and employees to transact any business of SASN on its behalf for reward or otherwise.
- ~~5.13. If need be, to build, construct, erect, maintain, alter, and repair any premises building or other structure of any kind and to furnish equip and improve the same for use by SASN.~~

- 5.14. Accept donations, sponsorship and gifts and donations *in natura* in accordance with the objects of SASN.
- 5.15. Print and publish any information and advertisements by any media, including social media and including newsletters, newspapers, articles, or leaflets for the promotion of SASN.
- 5.16. To use participation in Netball as a means of enhancing the physical, intellectual, social, ethical, and aesthetic development of learners, as well as promoting understanding and tolerance of cultural diversity and equity.
- 5.17. To formulate and prescribe by-laws, rules of conduct and etiquette to be observed by all members of SASN Netball and to take all steps necessary to ensure that these are observed.
- 5.18. To ensure that the highest code of conduct, ethics, and discipline consistent with the control of the activities of players and officials are in place and adhered to and that the finest degree of sportsmanship and the good spirit shall be observed by all members of SASN that are involved in Netball and all spheres of SASN.
- 5.19. Provide gifts and prizes in accordance with the objects of SASN.
- 5.20. Organise social events for Members and the promotion of SASN.
- 5.21. To enter into any legal contract after due diligence has been undertaken by the EXCO on behalf of SASN and in certain matters after consultation with Provincial structures that the EXCO considers necessary or desirable to further objectives and aims of SASN.
- 5.22. To undertake all such things as are necessary and appropriate for the attainment of these objectives, the Constitution and by-laws.
- 5.23. To appoint a Patron or Patrons or SASN Ambassadors after approval with a simple majority at an AGM and who shall hold office at the pleasure of the EXCO.

6. NATIONAL FEDERATIONS

- 6.1. SASN shall seek associate membership of the NSA. As such, the support and guidance of the NSA shall be acknowledged and SASN shall co-operate with the National Federation to the mutual advantage of both entities.

7. NATIONAL AND PROVINCIAL GOVERNMENT REPRESENTATION

- 7.1. The provincial and national governments, according to the School Sport Policy, are the enablers of school sport and work with the Sport Code committees who are the implementers of the sport.

8. PROVINCIAL BOUNDARIES AND NAMES

- 8.1. The boundaries and names of the Provincial Netball Committees affiliated to SASN shall conform to the boundaries and names of the Provincial Departments of Education.

9. AUTHORITY

9.1. SUPREME AUTHORITY AND POWERS

- 9.1.1. The supreme authority of SASN shall be the collective membership of SASN represented by the EXCO and empowered to carry out such delegated functions and duties as set out in the Constitution and By-Laws and when assembled in a duly constituted meeting.

9.2. COMMITTEES' AUTHORITY

- 9.2.1. Any Special Committee(s) provided for in the Constitution shall have only administrative authority unless delegated powers to by the EXCO or the AGM or BGM which are subject to final ratification by the EXCO.

9.3. LEGISLATIVE AND ADMINISTRATIVE AUTHORITY

Legislative, governance and administrative power of SASN shall be vested in:

- 9.3.1. the Bi-annual General Meeting.
- 9.3.2. the Annual General Meeting.
- 9.3.3. the General Council Meeting.
- 9.3.4. the Special General Meeting.
- 9.3.5. the Executive Committee.

9.4. PROVINCIAL COMMITTEES

- 9.4.1. The Provincial Netball Code Committee constituted primarily for the promotion and administration of inter-school leagues/competitions and selections of Provincial teams in its area of jurisdiction, shall be members of SASN and shall be accountable to SASN.

9.4.2. Provincial Committees Office Bearers:

- 9.4.1.1 Chairperson
- 9.4.2.2 Vice-Chairperson Primary
- 9.4.2.3 Vice Chairperson Secondary
- 9.4.2.4 Secretary
- 9.4.2.5 Treasurer
- 9.4.2.6 Coaches Convener
- 9.4.2.7 Umpires Convener
- 9.4.2.8 PRO/Statistician
- 9.4.2.9 Special Projects (Development; LSEN: Mini Netball etc.)
- 9.4.2.10 Extra elected office bearers/co-opted persons depending on needs and expertise needed

10. MEMBERSHIP OF THE PROVINCIAL NETBALL CODE COMMITTEE

- 10.1. The Provincial Netball Code Committee shall be members of SASN. Should a provincial committee not be duly elected and constituted by all Districts within the province, it shall not be recognised as a member with any voting rights at the meeting but may attend with observer status.
- 10.2. The email addresses of all schools in a District shall be submitted to the Secretary of SASN by 28 February of each year.

- 10.3. All paid-up persons affiliated with the Provincial netball structure shall be deemed members of SASN. This includes all affiliated schools of any province.
- 10.4. Each affiliated Provincial structure shall forward the names of their committee to SASN before 1 February each year.
- 10.5. SASN shall affiliate with NSA by 28 February each year.

11. ELECTION OF OFFICE BEARERS OF THE EXCO

- 11.1. Elections for the National Executive Committee shall take place every two (2) years at the Bi-annual General Meeting to be held in the third (3rd) term.
- 11.2. A candidate may be nominated for more than one office on the EXCO, provided that each nomination complies with the prescribed nomination procedures.
- 11.3. Before the commencement of the elections, the executive shall appoint an electoral officer to conduct the elections who are not nominated for any office and who will be assisted by two other appointed members of different provinces to conduct the elections, to count the ballot papers and ensure that nominations are done correctly, ensure that the votes tally and announce the elected office bearers.
- 11.4. For an elected EXCO member to contribute at a high level, they ideally need to have:
 - 11.4.1. A strong passion for and understanding of the sport, and ideally connections into the netball community.
 - 11.4.2. An understanding of the role of the EXCO and how a high performing EXCO works to fulfil its governance role.
 - 11.4.3. A broad base of skills, but also preferably in particular have business acumen, listening and communication skills.

12. LIST OF NATIONAL OFFICE BEARERS THAT MUST BE ELECTED TO THE EXCO

- 12.1. President
- 12.2. Vice-President
- 12.3. Convener Secondary Schools
- 12.4. Convener Primary Schools
- 12.5. Secretary
- 12.6. Treasurer
- 12.7. Convener of Coaches
- 12.8. Convener of Umpires
- 12.9. Convener of Special Projects
- 12.10. Public Relations Official
- 12.11. Convener for Disability and LSEN

13. NOMINATION PROCEDURE OF CANDIDATES FOR ELECTION AS MEMBERS OF THE EXCO

- 13.1. **A Member of the EXCO**
Only a natural person may be nominated for appointment as an EXCO member.
- 13.2. The Secretary of SASN shall notify members in writing of the nominations fourteen (14) days before the Annual General Meeting (AGM).

- 13.3. The retiring office-bearers shall be eligible for nomination and re-election.
- 13.4. Any Member is entitled to nominate a maximum of eleven (11) candidates for election to the Netball Executive Committee and a maximum of nine (9) candidates for the Sub Committees – five (5) for selections, four (4) for grading, provided that such nominations are in writing and reaches the Secretary at least thirty (30) days before the BGM.
- 13.5. A person is not eligible for election to membership of the EXCO unless a member has nominated him or her for election by delivering notice in writing of that nomination, signed by the nominator; and the nominee to signify his or her willingness to stand for election, The Secretary of the Provincial Netball Structure on an official letterhead shall sign such written nomination before it is submitted to the EXCO Secretary by the due date.
- 13.6. Any nomination not complying with the prescribed provisions shall be null and void.
- 13.7. Members of the Executive Committee may also nominate office-bearers.
- 13.8. Only candidates considered in good standing shall be eligible for nomination. This means that a person will be prohibited from sitting on the EXCO:
 - 13.8.1. if he or she is an undischarged bankrupt, or their affairs are under insolvency laws;
 - 13.8.2. have been convicted of an offence involving fraud or dishonesty.
 - 13.8.3. an unrehabilitated insolvent.
 - 13.8.4. of unsound mind and is subject to an order of a competent court declaring the person to be mentally ill or disordered.
- 13.9. A person who is eligible for election or re-election to the EXCO may vote for him/herself.
- 13.10. No campaigning shall be allowed, or no campaign material shall be displayed outside or on the premises before or during the entire election process. If a province nominates a person for a position, it is mandated that they vote for the same.

14. ELECTION OFFICERS

- 14.1. The AGM shall appoint an Election Officer with two deputy electoral officers to assist the election officer during the confirmation of nominations, distributing ballot papers and the counting of votes, who shall be members with voting powers but not nominated candidates at an AGM of SASN for the election of the full EXCO or by EXCO for incidental EXCO vacancies
- 14.2. The election officer shall draw the attention of all eligible voters to the provisions of the Constitution about the Constitution and of those clauses relevant to the election of members of the EXCO.
- 14.3. An election officer shall exercise all other powers conferred upon him or her by the Constitution.

15. POLL FOR EXCO MEMBERS

- 15.1. The poll shall be by secret ballot.
- 15.2. The deputy election officers officer shall issue one officially marked ballot paper to each person eligible to vote.
- 15.3. The election officer shall reject any spoilt ballot papers before he/she and the deputy election officer count and tally the votes recorded for every candidate.

16. PROCEDURE AFTER ELECTION OF EXCO MEMBERS

- 16.1. After the election of duly elected and confirmed EXCO members:
 - 16.1.1. the election officer observed by the two deputy election officers shall place all documents, including nomination documents and all ballot papers, used in the election in envelopes and seal such envelopes;
 - 16.1.2. the election officer shall hand the sealed envelopes to the EXCO Secretary, who shall keep the sealed envelopes in safe custody for a period of at least three months from the date of the election.

17. ELECTORAL DISPUTES

- 17.1. If there is a dispute about the election of EXCO members, the election officer, and the two deputy election officers, assisted by any two other members elected from the floor during the AGM (which may not include nominated candidates) must determine the dispute and their ruling will be final.

18. TERM OF OFFICE OF THE EXCO MEMBERS

- 18.1. An EXCO member will hold office for a term commencing after the Annual General Meeting following the date of his/her election as a member of the EXCO and ending at the Annual General Meeting after the election has taken place.

19. INCIDENTAL VACANCY ON EXCO

- 19.1. The Executive Committee shall declare a position vacant if proof is produced that the office-bearer:
 - 19.1.1. is deceased, or
 - 19.1.2. has resigned, or
 - 19.1.3. has been absent from three (3) consecutive meetings without leave, or
 - 19.1.4. has been found guilty of a criminal offence, or
 - 19.1.5. is guilty of any misconduct, or
 - 19.1.6. is not in good standing.

20. FILLING OF INCIDENTAL VACANCIES ON THE EXCO

- 20.1. Any incidental vacancy on the EXCO shall be filled in accordance with an election in terms of the Constitution by calling for nominations from SASN member structures according to the procedures in the Constitution.
- 20.2. Any member in good standing nominated to fill a casual vacancy on the EXCO will hold that position only for the balance of the term of the member who he/she was voted in to replace.

21. OFFICE-BEARERS

- 21.1. The office-bearers shall perform the customary duties associated with their office as well as being responsible for such other duties as may be allocated to them from time to time by a General Meeting and/or Executive Meeting. The term of office shall be for two (2) years.
- 21.2. No member of the EXCO may hold more than one office in the EXCO.
- 21.3. An office-bearer of the EXCO ceases to hold office as such if he or she ceases to be a member of the EXCO or any member structures of SASN.

22. DUTIES OF OFFICE-BEARERS

22.1. PRESIDENT

- a) Chair meetings.
- b) Monitor and support
- c) Liaise with sponsors and other parties in conjunction with the PRO and any other delegated member of the EXCO.
- d) The official spokesperson for SASN.
- e) Liaise with NSA and Governmental structures.
- f) Develop and maintain a comprehensive database
- g) Ensure adherence to POPIA by the SASN structures and act as designated Information officer.
- h) Ensure that COVID-19 protocols are adhered to during and before physical meetings.
- i) Ex-Officio member of all sub-committees
- j) Ex- officio the Disciplinary committee

22.2. DEPUTY PRESIDENT

- a) Chair meetings and attend meetings in the absence of the President
- b) Maintain all statistics
- c) Serve as the EPG liaison officer to NSA
- d) Assist with registration at events
- e) Assist with the formulation of policies and protocols
- f) Accompany the President to meetings (where possible).
- g) Is the appointed COVID-19 Officer for the EXCO, AGM SGM and BGM.
- h) Ensure adherence to POPIA when it comes to personal details of members

22.3. CONVENERS: PRIMARY AND SECONDARY SCHOOLS

- a) Assist in monitoring and support of Primary and/or Secondary School activities
- b) Undertake the monitoring of the authenticity of players and documents at SASN events.
- c) Monitor and oversee the implementation of Leagues
- d) Authenticate all league results and forward them to the President and Secretary.
- e) Liaise with provincial structures
- f) Manage the various Tournaments
- g) Report writing
- h) Attend External Meetings with President (When required)
- i) Keep records of Player of the match/Tournament
- j) Monitor the player participation at national tournaments.

- k) Collate and monitor all EPG league issues and forward them to the Deputy President
- l) Ensure adherence to POPIA when it comes to the personal details of members.
- m) Monitor adherence to COVID-19 safety regulations at tournaments

22.4. SECRETARY

- a) Manage, co-ordinate and distribute all correspondence, notices, and communications (electronic, e-mail, by cell phone using WhatsApp and hard copy).
- b) Exercise general control over the logistical arrangements reports, administration, minutes, and meetings of SASN
- c) Oversee the process of game verification at national tournaments
- d) Good liaison with provinces and SASN EXCO
- e) Cause minutes to be made of all proceedings at meetings of the EXCO and where applicable sub-Committees and General Meetings of members
- f) Attend External Meetings with President (When required)
- g) Draft a Tournament manual
- h) Draft the Meeting agendas in collaboration with the President
- i) Unless otherwise decide by the EXCO have custody of all books, documents, records, and registers of the EXCO and SASN or cause that such documents are kept in safe custody but other than those that specific office bearers must keep and maintain.
- j) Ensure adherence to POPIA when it comes to personal details of members and others.

22.5. UMPIRES' CONVENER AND COACHES' CONVENER

- a) Monitor Development and Capacity building programmes
- b) Liaise with NSA Conveners and provincial structures
- c) Placement of Umpires for Events
- d) Selection processes
- e) Coaches' evaluation
- f) Report Writing
- g) Attend External Meetings with President (When required)
- h) Maintain the Selection and Umpires Policy.
- i) Upkeep of databases and ensure adherence to POPIA when it comes to personal details of members
- j) Monitor adherence to COVID-19 safety regulations at tournaments

22.6. TREASURER

- a) Present financial reports, updates, and procedures.
- b) Be responsible for the receipt of all sums of money paid to or received by, or by him or her on behalf of, the SASN and must issue receipts for those sums of money in the name SASN.
- c) Invoice member structures for fees.
- d) Unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and accounting records of SASN.
- e) Ensure the collection and administer funds
- f) Draw up budgets in collaboration with members of the EXCO
- g) Assist in fundraising and evaluating fundraising proposals
- h) Keep inventory and asset registers
- i) Liaise with Provincial Treasurers
- j) Attend External Meetings with President (When required)
- k) Report Writing to SASN and external stakeholders

- l) Orders and sales
- m) Ensure adherence to POPIA when it comes to the personal details of members.

22.7. PRO

- a) Monitor and support all provincial PRO's
- b) Facilitate the JOC
- c) Liaise with Media after liaising with President.
- d) Website and Social Media pages
- e) Send out and attend to invitations for events and bring such invitations to the attention of the EXCO
- f) Attend External Meetings with President (When required)
- g) Liaison Officer at Events
- h) Brand Manager of SASN
- i) Branding – list of requirements
- j) Ensure that the integrity of the brand is upheld
- k) Results must be updated regularly
- l) Ensure adherence to Privacy Policy of SASN on Website and POPIA when it comes to personal details and images on social media
- m) Monitor adherence to COVID-19 safety regulations at events

22.8. LEARNERS WITH SPECIAL EDUCATION NEEDS (LSEN) AND LEARNING BARRIERS

- a. Monitor and support all disciplines of LSEN
- b. Communicate with all disciplines of LSEN through provincial structures
- c. Encourage all disciplines to be part of the upliftment programmes in Districts, Provinces etc.
- d. Attend External Meetings with President (When required)
- e. Assist in monitoring and support of LSEN activities.
- f. Do the monitoring of the authenticity of players and documents at SASN events
- g. Monitor and oversee the implementation of Leagues
- h. Liaise with provincial structures
- i. Manage/oversee the various Tournaments
- j. Report writing
- k. Keep a record of players of the match/Tournament
- l. Monitor the player participation at national tournaments.
- m. Collate and monitor all EPG league issues and forward them to the Deputy President
- n. Ensure adherence to POPIA when it comes to personal details of parents, members, and players
- o. Monitor adherence to COVID-19 safety regulations at tournaments

22.9. SPECIAL PROJECTS

- a) Monitor and support Projects offered by SASN
- b) Initiate and implement new initiatives each year and work with the PRO
- c) Farm Schools and Rural Schools (TRANSNET)
- d) Mini Netball/ Preschononet programmes
- e) Attend External Meetings with President (When required)
- f) Work with the Primary and Secondary Conveners to keep track of the Player of the match/Tournament.
- g) Monitor the player participation at national tournaments
- h) Ensure adherence to POPIA when it comes to personal details of parents, members, and players

- i) Monitor adherence to COVID-19 safety regulations at tournaments and where there are two events simultaneously be the compliance office.

22.10. THE EXCO COMMITTEE MEMBERS AS A COLLECTIVE

- a) Attend meetings punctually.
- b) Arrive prepared with agenda and relevant papers.
- c) Stick to the agenda.
- d) Work as a team and maintain confidentiality.
- e) Support and encourage quieter members.
- f) Discourage domination by one or few.
- g) Act on tasks identified from the previous minutes or arising at the meeting being attended.
- h) Vote on issues.
- i) Assist with projects.
- j) Aim towards constructive discussion and decisions,
- k) Adhere to the decisions of the EXCO
- l) Visibility in the provinces
- m) Ensure adherence to POPIA when it comes to personal details of parents, members, and players
- n) Monitor adherence to COVID-19 safety regulations at tournaments, meetings, and events

23. BI-ANNUAL GENERAL MEETING (BAGM)

23.1. A quorum of a BAGM shall be 50% plus one of the voting members, this includes members of the EXCO.

23.2. At BAGMs all resolutions shall be passed by a simple majority of those present and entitled to vote. In the event of a tie of votes cast, the Chairperson of the meeting shall have a second and/or casting vote.

24. DATE OF THE BAGM

24.1. The Bi-Annual General Meeting (BGM) of SASN shall be held once every two years during September/October.

25. NOTICE OF THE BAGM

25.1. At least sixty (60) days' notice of the BAGM shall be given to all members of SASN, Government and the National Federation and calling for Agenda items.

26. BUSINESS TRANSACTED AT THE BAGM

26.1. The following business shall be transacted at the BGM:

- 26.1.1. Credentials, voting power and apologies.
- 26.1.2. Reading the Notice Convening the Meeting.
- 26.1.3. Adopting and confirmation of the Minutes of the last General Council Meeting and consideration of matters arising from it.
- 26.1.4. Adopting the minutes of the last BAGM and consideration of matters or any report back arising from it.
- 26.1.5. Adopting the Financial statement and the adoption of it with or without modification.
- 26.1.6. To appoint an Auditor. The Auditor/s shall examine and audit all the books and accounts of SASN annually, and have the power to call for all books,

papers, accounts, receipts etc., of SASN and report thereon before the Annual General Meeting or the Special General Meeting.

- 26.1.7. To receive and hear the Presidential Report.
- 26.1.8. To consider and approve any proposed amendments to the Constitution and any by-laws or rules of the game, for which due and proper notice of such has been given.
- 26.1.9. Transaction of any special or general business if notice of such has been received by the Secretary thirty (30) days before the BGM and circulated to the membership.
- 26.1.10. Election of office-bearers of the EXCO (every two years).
- 26.1.11. Election of Special Committee (s).
- 26.1.12. Adopting new policies, codes of conduct, by-laws and rules that affect the organisation of SASN and all its member structures, officials and players.
- 26.1.13. To agree on the annual membership affiliation fees.
- 26.1.14. Appoint an officer/s or agent of the EXCO to have custody of the SASN' s records, documents and securities who must ensure that such records in whatever format, are safeguarded in terms of POPIA.

27. ABSENCE OF PRESIDENT AND DEPUTY PRESIDENT TO CHAIR MEETINGS

- 27.1. In the absence of the President and Deputy President to chair a meeting, the Executive Committee shall vote and appoint a Chairperson for that meeting from amongst its members and this will be reflected in the minutes of the meeting with apologies noted for the President and Deputy President.

28. ADJOURNMENT OF AN ANNUAL GENERAL, BI-ANNUAL GENERAL MEETING OR SPECIAL GENERAL MEETING

- 28.1. The Chairperson shall if directed to do so by a duly constituted Annual/ Bi-Annual General Meeting, adjourn the meeting to a place and time determined by the meeting.
- 28.2. Only in the event of a Bi-Annual General Meeting being adjourned for a period of thirty (30) days or more, shall notice of such meeting be required.
- 28.3. No business shall be transacted other than the unfinished business remaining from the meeting which was adjourned.

29. ANNUAL GENERAL MEETING (“General Meeting”/AGM)

- 29.1. A General Meeting of SASN shall be called at least once a year and at least thirty (30) days written notice shall be given and apart from the objects of SASN and shall be to involve the broad membership in the discussion and formulation of national policies, strategies, interests, and programmes;
- 29.2. to receive reports on the activities of the Provincial affairs;
- 29.3. to ensure effective and accountable management is maintained; an
- 29.4. to enhance national cohesion and direction in schools' Netball.
- 29.5. At the AGM any matters arising or unfinished business of the BGM may be transacted if need be.

30. SPECIAL GENERAL MEETING (SGM)

30.1. PROCEDURE FOR CONVENING SUCH A MEETING

A Special General Meeting shall be convened:

- 30.1.1. by the EXCO as and when it deems such a meeting necessary, or
- 30.1.2. by the EXCO upon receipt of a written request signed by at least 50 per cent plus one (50% + 1) of the committee members in a Province/Region or more than one committee of Provincial Netball in good standing and stating in writing the purpose for which the meeting is required and set out in sufficient detail to be able to understand what each resolution sought is about;
- 30.1.3. Such a request shall be signed by the Secretary of each of the requisitioning Provincial Netball Committees requesting the Special General Meeting;
- 30.1.4. Matters that may come before a Special General Meeting include the following but is not restricted thereto:
 - a) to alter or annul any of the rules and regulations;
 - b) to add a new rule or regulation;
 - c) to expel any EXCO Member or any other member;
 - d) to express no confidence in any EXCO Member and determine an appropriate solution;
 - e) to propose, without notice, a motion on matters of extreme urgency, which shall not include the alteration or annulment of any of the rules and regulations of the game of Netball.

30.2. NOTICE OF A SGM

- 30.2.1. The Secretary shall give each member at least thirty (30) days' notice within seven (7) days of receipt of the written request.

30.3. AGENDA

- 30.3.1. The only business to be transacted at a Special General Meeting shall be the business detailed in the agenda convening the meeting.

30.4. RESOLUTIONS OF A SGM

- 30.4.1. At Special General Meetings all resolutions shall be passed by a simple majority of those present and entitled to vote. In the event of a tie of votes cast, the Chairperson of the meeting shall have a second and/or casting vote.

31. MINUTES OF AGM, GM, SGM AS WELL AS EXCO MEETINGS

- 31.1. The minutes of all Meetings will be taken by the Secretary of SASN. An assistant to the secretary to assist with taking the minutes may be appointed at each meeting. In the absence of the Secretary, the Chairperson of the meeting will appoint a member of the EXCO to cover this role.
- 31.2. The President must ensure that the minutes of a general meeting, EXCO or other sub-committee meeting are checked and signed as correct by the President of the general meeting or Committee meeting to which those minutes relate or by the President of the next succeeding general meeting or Committee meeting, as the case requires.

31.3. When minutes have been entered and signed as correct under this clause, they are, until the contrary is proved, evidence that:

31.3.1. The general meeting or Committee meeting to which they relate (in this clause called "the meeting") was duly convened and held;

31.3.2. all proceedings recorded as having taken place at the meeting did take place at the meeting; and

31.3.3. all resolutions, appointments or elections purporting to have been made at the meeting have been validly made.

32. REPRESENTATION AT MEETINGS

32.1. ATTENDANCE BY OFFICIALS

32.1.1. Office-bearers shall be entitled to attend the AGM, GM, SGM as well as EXCO Meetings.

32.2. DELEGATES AND CREDENTIALS

32.2.1. Four (4) duly accredited delegates shall represent each member. The credentials shall be on an official letterhead signed by the Chairperson of the Provincial Netball Committee and shall be submitted seven (7) days prior to the meeting.

32.3. GOVERNMENT AND FEDERATION REPRESENTATION

32.3.1. The Government and Federation members shall be entitled to attend any meeting of SASN in an ex officio capacity as observers.

33. GUEST SPEAKERS/OBSERVERS

33.1. EXCO can invite any member or person to a meeting of the SASN to be a Guest Speaker or as an observer. Such a member/person may be excused from the meeting when so required or as determined by the President or presiding officer.

34. CO-OPTING MEMBERS WITH SPECIALIST SKILLS

34.1. EXCO and other Sub-Committees may find it useful to co-opt a member who is not a committee member, but has relevant skills, to undertake particular tasks such as bookkeeping and secretarial work or is a specialist in officiating at matches or any related matters of concern.

35. QUORUMS

35.1. IN ALL MEETINGS EXCEPT EXCO AND SGM

35.1.1. The presence of fifty per cent plus one (50% + 1) of the Provincial Netball Committees entitled to participate and vote in the AGM, the GM or an SGM, shall constitute a quorum.

35.2. QUORUM OF AN EXCO MEETING

35.2.1. The quorum of Executive Committee Meetings shall be fifty per cent plus one (50% + 1) of the office-bearers who are eligible to vote at an EXCO meeting.

35.3. QUORUM OF A SGM

35.3.1. A quorum of a Special General Meeting shall be 50% + 1 of voting members.

35.4. ABSENCE OF QUORUM

35.4.1. Should a quorum of any meeting of SASN not be present within half an hour of the stipulated time, such a meeting shall stand adjourned for a further half an hour. Should a quorum still not be present and the end of the last-mentioned half an hour, the members present shall form a quorum and proceed with the business of the meeting, having been satisfied that due notice of such meeting was given to all Members entitled to receive it.

36. VOTING DURING MEETINGS

36.1. IN EXCO MEETINGS

36.1.1. Each member of the Executive Committee of SASN shall have only one (1) vote and the Chairperson shall, in addition, and only in the event of a tied vote, have a casting vote.

36.2. IN OTHER MEETINGS

36.2.1. Each delegate mentioned in Clause 14.1 above shall have only one (1) vote, which shall not be exercised by proxy.

36.2.2. Each Netball Executive member shall one (1) vote with the Chairperson having a casting vote in the event of a tie.

36.2.3. Provinces must have had their AGM before the national AGM. The minutes, attendance register, the notice of a provincial AGM meeting and the approved financial report of the province eligible to vote should be submitted to the EXCO Secretary at least 14 days before the SASN AGM.

36.3. NO VOTE FOR EX OFFICIO PERSONS ATTENDING AN AGM

36.3.1. A member of the Government and Federation attending a meeting in an ex officio capacity shall have no vote but shall be entitled to participate in the meeting as an observer.

36.4. METHOD OF VOTING

36.4.1. Except as provided for the taking of a resolution in any SASN meeting, voting shall be by reaching consensus, ascertained by a show of hands or if properly proposed and seconded by the accredited delegates of not

less than two (2) Members present that the vote is by a written poll. This resolution must be minuted and shall be conclusive proof of such a resolution taken.

36.5. SIMPLE MAJORITY

36.5.1. A simple majority vote (50% +1) of those present at a meeting and entitled to vote, shall determine the result of the vote, with exception of the provisions for the adoption or changes to the SASN or a provincial constitution which shall be two-thirds of those present entitled to vote and the rescission of a resolution.

37. CONFLICT OF INTEREST OF ANY MEMBER

37.1. The declaration of personal interests must be a standing item on the agenda of any meeting of the SASN.

37.2. At the beginning of each meeting of the EXCO or any other meeting, of SASN or its committees, all members should be required to declare whether any of them has any conflict of interest in respect of a matter on the agenda. Any such conflicts should be proactively managed as determined by the President, Deputy President and Secretary.

37.3. Should any member of the EXCO or any sub-committee or from any delegation disclose that he/she has an interest in any matter before the meeting the President and the rest of the members present must decide without the participation and presence of the member who made the disclosure, whether or not the interest is trivial or irrelevant or of significance which precludes the member's further participation in the discussion of the particular matter and any resolution regarding the matter.

37.4. Failure to declare any conflicts of interest and any subsequent contravention of the recusal provisions will be considered an omission and may warrant disciplinary action.

38. REGISTER OF MEMBERS AND PLAYERS OF THE SASN

38.1. Keeping the provision of POPIA and other privacy legislation in mind, the Conveners: Primary and Secondary Schools on behalf of the SASN assisted by such persons as designated by the EXCO or an AGM, must keep and maintain in an up to date condition, in a secure electronic format to which only restricted access is allowed by authorised persons, a confidential register of the players and members of the SASN and their email addresses and other personal information as may be required by SASN to carry out any of its legal obligation and business.

38.2. The register must be so kept and maintained at a place as the members at a general meeting may decide.

38.3. The Office bearer responsible must cause the name of a person who dies or who ceases to be a member to be deleted from the register of members or the member's name to be moved to a list of inactive/deceased members.

38.4. The EXCO and its Office-Bearers shall, in collecting personal information of any person for the Register, seek the consent of the individual concerned in

writing through the completion of a registration form with the POPIA consent indicated on such form and always comply with any applicable privacy legislation and POPIA.

- 38.5. Any entry on the Register shall be available for inspection by Members for any legitimate business of SASN or any of its structures upon reasonable written request but the requester has no right to copy or print out any part of the register for that purpose without the person whose details are requested has given prior consent thereto-to on the SASN registration form.

39. TERMINATION OF MEMBERSHIP

- 39.1. Membership of SASN or any of its structures may be terminated upon receipt by the Secretary of a notice in writing from a member of his or her resignation from a SASN membership structure.
- 39.2. Such member still remains liable to pay to the SASN structure the amount of any subscription due and payable by that person to the SASN at the time of resignation.
- 39.3. Any Member structure may have its membership of SASN terminated if any fees (including Membership Fees) or other payments to SASN are due and outstanding and not paid within a calendar month after it has become due.

40. SUSPENSION OR EXPULSION OF MEMBERS OF SASN (To be read in conjunction with the By-laws on Disciplinary procedures)

- 40.1. If the EXCO considers that a member should be suspended or expelled from membership of any structure of SASN because his or her conduct is detrimental to the interests of the SASN or the membership structure concerned, the Disciplinary Committee of EXCO must communicate, either orally or in writing, to the member the undermentioned.
 - 40.1.1. Notice of the proposed suspension or expulsion and of the time, date and place of the Disciplinary Committee meeting at which the question of that suspension or expulsion will be deliberated and decided.
 - 40.1.2. Particulars of that alleged conduct, not less than 30 days before the date of the Disciplinary Committee meeting.
 - 40.1.3. All disciplinary committee and appeal procedures are held on camera and no participant in the process may discuss the matter in any form with any person not involved or on any social media platform, especially where minors are involved.
 - 40.1.4. All findings of the disciplinary committee or appeal body are confidential and must be treated as such by all involved and the record sealed by the President.
- 40.2. At the Disciplinary Committee meeting, the Disciplinary Committee may have afforded the member concerned a reasonable opportunity to be heard by, or to make representations in writing to, the Committee, suspend or expel or decline to suspend or expel that member from membership of the structure from SASN and must, forthwith after deciding whether or not to suspend or expel that member, communicate that decision in writing to that member.

- 40.3. Subject to the findings of a Disciplinary Committee a member may have his or her membership suspended or ceases to be a member 14 days after the day on which the decision to suspend or expel a member is communicated to him or her in writing.
- 40.4. A member who is suspended or expelled must if he or she wishes to appeal against that suspension or expulsion, give notice and written reasons for the appeal, to the Secretary of the EXCO of his or her intention to do so within the period of 14 working days after the date of the finding to expel/suspend the member.
- 40.5. When notice of appeal is given to the EXCO Secretary an Appeal Committee appointed by the EXCO, constituted of members as resolved by the EXCO which can be in the form of an e-meeting (Zoom, Teams etc.), must either confirm or set aside the decision of the Disciplinary Committee to suspend or expel the member, after having afforded the member who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to the EXCO to be considered during an SGM.
- 40.6. The member who gave the notice of appeal is not suspended or does not cease to be a member unless and until the decision of the Committee to suspend or expel him or her is confirmed under this clause by the SGM.
- 40.7. Pending a decision of the Appeal Committee of an appeal brought by a member, the member shall not be entitled to participate in any business of SASN in any structure or any capacity until the matter has been resolved in his or her favour by the SGM.
- 40.8. Membership, which has been terminated in terms of this Constitution, may be reinstated at the discretion of a two-thirds majority at a subsequent General Meeting where the meeting will go in Committee and any person with a personal interest in a matter is required to leave the meeting for the duration of the discussion, provided the suspended expelled member's membership fees are paid up to date and/or the member concerned have apologised in writing and shows remorse. This excludes any matter regarding immoral behaviour, child safeguarding issues and or any behaviour where an individual has been under the influence of any illegal substance or the reputation and good name of the SASN has been impeded severely by the said member.
- 40.9. Any member which ceases to be a Member of SASN shall forfeit all rights in and claims upon SASN and its property, and shall not use any property of SASN, including any intellectual property or its logo and/or colours. Where a school, region or province ceases to be a Member it shall also forfeit all rights to be present or represented at any subsequent Annual General Meeting.

41. EXECUTIVE COMMITTEE (EXCO) OF SASN

41.1. COMPOSITION AND MEETINGS

41.1.1. SASN will be managed through the Executive Committee consisting of the elected office bearers.

41.1.2. Only the elected office bearers will have the right to vote at meetings of the EXCO.

41.1.3. Meeting of the Executive Committee shall be convened by the EXCO Secretary as per the year programme for meetings approved at the last meeting before the following year and the EXCO shall meet as required but not less than 4 times a year.

41.1.4. The quorum for the transaction of business at Executive Committee meetings shall be 6 (six) office bearers plus one.

41.1.5. Every decision at a meeting of the Executive Committee shall be determined by a majority vote of the members present with every voting member having one vote only. In the event of equal votes, the Chairperson of the meeting shall have a casting vote.

41.1.6. The EXCO shall be responsible for considering any membership application and shall decide if the application should be accepted. The decision shall be in accordance with a non-discriminatory equity policy.

41.1.7. The EXCO may delegate certain functions and decision making to a sub-committee, subject to ratification by the EXCO. Any sub-committee must act only in accordance with the authority delegated to it by the EXCO.

41.1.8. No EXCO member shall use his/her position for financial or personal gain.

41.2. FUNCTIONS OF THE EXCO

41.2.1. The Executive Committee, without deviating from the duties and powers assigned to it in other parts of this Constitution and deriving its authority from the meetings listed in the Constitution, shall carry out all its instructions and resolutions of such meetings and shall act strictly in terms of the Constitution and By-Laws of SASN.

41.3. MEETINGS OF THE EXCO

41.3.1. The EXCO shall meet, adjourn or otherwise regulate and constitute its meetings as it deems fit.

41.3.2. The Chairperson or at least fifty per cent plus one (50% + 1) of the other members of the Executive Committee, by written request to the Secretary, may cause a meeting of the EXCO to be held.

41.4. LEGALITY OF EXCO RESOLUTIONS

41.4.1. All lawful resolutions of the EXCO shall be binding on all Members of SASN until set aside by one of the meetings listed in the Constitution.

41.5. DUTIES AND POWERS OF EXCO

Notwithstanding the provisions above, the Executive Committee shall have the following specific powers:

41.5.1. SUB-COMMITTEES OF SASN AND THEIR STATUS

To appoint a Special Committee and/or instruct a Standing Committee or a Sub-Committee to perform such duties as the Executive Committee deems to be in the interests of SASN, on the undertaking that the Executive Committee shall have the right to accept, reject or alter the recommendations and/or decisions of such Committees. Such a Committee may include members of the Executive Committee. The appointed members must have special knowledge or experience of an aspect of Netball. The conveners of such committees may not hold the position of a coach of a provincial team for that year. Each member of these sub-Committees shall sign a confidentiality agreement. Should this agreement be contravened, the clause regarding disciplinary action shall take effect as set out in the constitution and by-laws.

41.5.2. EMPLOYMENT OF PERSONS

To employ any person (natural, corporate, or otherwise), upon such conditions as shall be decided by the Executive Committee.

41.5.3. MAKING BY-LAWS AND RULES

- a) The EXCO is empowered to make, amend, or otherwise deal with By-laws as deemed necessary from time to time.
- b) All Bylaws are effective immediately and until revoked, are binding on all members and member structures of SASN.
- c) Ignorance of the Bylaws and rules may not be pleaded as an excuse for infractions or any misconduct.
- d) Bylaws may be amended, disallowed, revoked, or otherwise dealt with at a General Meeting or EXCO Meeting.

41.5.4. NATIONAL AND INTERNATIONAL EVENTS

To host and arrange national and international competitions and events in conjunction with other appropriate organisations.

41.5.5. APPROVAL OF REPRESENTATIVE SIDES

To approve the selection of representative teams subject to the provisions contained in the By-Laws, Rules and Regulations of SASN,

41.5.6. LEGAL MATTERS

Attend to all legal matters on behalf of the SASN and consult with legal counsel.

41.5.7. MEDIA LIAISON

Only the SASN President or a specific mandated member is permitted to address the media with regards to the issues surrounding SASN. Any member commenting to the media in any negative way shall be liable for misconduct.

42. FINANCE AND PROPERTY

42.1. BANK ACCOUNT(S)

42.1.1. A current account in the name of SASN shall be opened and properly and lawfully maintained and administered at a recognised banking financial institution chosen by the Treasurer and subject to the determination and approval of the EXCO.

42.2. INCOME

42.2.1. All monies lawfully received by the Treasurer shall become the property of SASN and shall forthwith be deposited into the approved bank account.

42.2.2. Any surplus funds not required for immediate use may be deposited in an investment account with a recognised and lawful banking/financial institution as approved by the EXCO

42.3. AFFILIATION FEES BY MEMBERS

42.3.1. The Affiliation Fees to SASN by its member structures shall be as resolved by the members at the Annual General Meeting.

42.3.2. Fees will be paid: Annually by 28 February of each year.

42.3.3. Any member who withdraws from SASN during a playing season shall forfeit all fees paid.

42.4. UTILISATION OF FUNDS AND PROPERTY

42.4.1. The income, property and monies of SASN, from whatever source derived, shall be used solely to achieve the objects of SASN as set out in this Constitution and the SASN By-Laws and operating procedures and no portion of such income, property and monies shall be paid or transferred by way of dividend, bonus or otherwise by way of profit to Members with the proviso that nothing contained in this Clause shall prevent SASN from making grants or paying a per diem allowance or honorarium to a member for giving effect to its objects or from making payment to a member of the Executive Committee for allowed out-of-pocket expenses, for which receipts must be produced and previously authorised by the EXCO or from paying remuneration to any person (natural or corporate) for any service previously authorised by and actually rendered to SASN.

42.4.2. All property and income of SASN will apply solely to the promotion of the objects of SASN and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to any members/ member structures, except in good faith in the promotion of the said objectives of SASN.

42.5. **RECEIPTS**

42.5.1. The Treasurer who shall issue official receipts shall acknowledge all funds received. Receipts may be generated and issued electronically.

42.6. **PAYMENTS AND SIGNATORIES**

42.6.1. All accounts due by the SASN shall be paid by electronic funds transfer (EFT). All payments and other expenditure shall be authorised by the EXCO which shall designate from its ranks three (3) signatories, of which all three shall transact and authorize EFT's.

42.7. **FINANCE BOOKS**

42.7.1. The Treasurer shall keep a record of income and expenditure, which shall be kept up to date and made available at meetings of SASN on request.

42.8. **PETTY CASH**

42.8.1. The Secretary/any office bearer of EXCO may be allowed petty cash to an amount as decided by the EXCO from time to time to transact small expenditures less than R2000 on behalf of the EXCO. The secretary shall retain all vouchers and keep a record of his/her expenditure supported by the necessary receipts of expenditure in a petty cash book for control by the Treasurer.

42.9. **FINANCIAL YEAR**

42.9.1. The end of the financial year shall be 31 October each year.

42.10. **PRIOR APPROVAL OF EXPENDITURE**

42.10.1. An EXCO member shall not commit SASN to any expenditure without the agreement of EXCO first and receiving written authorisation signed by the President to do so.

42.11. **EXPENDITURE OF VERY LARGE SUM**

42.11.1. Should SASN receive funds more than fifty thousand rands (R50 000.00) from any source, the Executive Committee shall implement the provisions of the clause referring to **the Utilisation of Funds and Property** of the Constitution before it disburses any such funds.

43. **GRIEVANCES, DISPUTES AND MEDIATION**

43.1. The grievance procedure set out in this clause applies to disputes between

43.1.1. a member and another member; or

43.1.2. a member and the SASN; or

43.1.3. if the SASN provides services to non-members, those non-members who receive services from the SASN and the SASN.

- 43.2. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation. The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 working days.
- 43.3. The mediator must be a person chosen by agreement between the parties in dispute as approved by the EXCO.
- 43.4. A member of the EXCO can be a mediator.
- 43.5. The mediator cannot be a member who is a party to the dispute.
- 43.6. The mediator, in conducting the mediation, must give the parties to the mediation process every opportunity to be heard; allow due consideration by all parties of any written statement submitted by any party, and ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 43.7. The mediator must not determine the dispute.
- 43.8. The mediation must be confidential and without prejudice.
- 43.9. If the mediation process after 60 working days, does not result in the dispute being resolved, the EXCO must appoint an arbitrator at the parties' expense whose decision will be final and binding to all parties.

44. OFFICIAL STAMP

- 44.1. SASN shall have an official stamp for official business to be affixed to official documents as needed.
- 44.2. The EXCO shall determine when and by whom the official stamp is to be used and make provision for its safe custody.

45. AMENDMENTS TO THE CONSTITUTION AND BY LAWS

- 45.1. This Constitution and the By-Laws may be amended, rescinded or added to from time to time by a special resolution carried at a Special General Meeting or an Annual General Meeting or Bi-Annual Meeting.
- 45.2. However, an amendment, rescission or addition is valid only if it is adopted and approved by a two-thirds majority of members entitled to vote at any of the afore-mentioned meetings.

46. PROCEDURE TO AMENDMENT TO THE CONSTITUTION AND BY LAWS

- 46.1. Any proposed alteration, repeal or addition to this Constitution and or any By-law shall be accepted only if it is in writing, signed by the proposer and seconder who must be members in good standing, and in the hands of the Secretary of the EXCO 21 working days before the relevant General Meeting.
- 46.2. No amendment, repeal or addition to the Constitution and/or By-laws shall be effective unless it is carried by a majority of two-thirds of Full Member Structures present at a general meeting and entitled to vote.

46.3. A proposal on which due notice has been given, if unsuccessful, cannot be resubmitted nor any other motion having a similar effect be moved within three (3) months from the date of rejection with explanatory notes attached with the reason it is being re-proposed for consideration by the general meeting.

46.4. CONDITIONS FOR AMENDMENT

46.4.1. This Constitution and By-Laws shall be amended, rescinded or added to only at a BGM or an SGM of SASN provided that the proposed amendment, rescission or addition has the proper written approval of the Executive Committee and the Notice given complies with the provisions of Clauses 46 and 47.

46.4.2. Additions to, or alterations of the constitution shall be submitted to the Secretary not less than 21 working days before the date of the general meeting or with a request for a special meeting of members such notice must also contain the nature and grounds for the amendment, rescission or addition, and

46.4.3. in the event of a proposal for amending the constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 working days before the general meeting.

46.4.4. No resolution involving an amendment to the constitution or by-laws may be proposed or amended from the floor of any meeting.

47. DISTRIBUTION OF COPIES OF THE LATEST CONSTITUTION AND BY-LAWS

47.1. All members, provincial EXCO's as well as members of SASN's EXCO and government entities and EXCO sub-committees shall be entitled to a copy of the latest Constitution and By-laws and may access it on the official website of SASN.

47.2. No copy of the Constitution shall be placed on the website of SASN unless it is the correct copy in force at the date of issue and that the By-laws in force at that time is attached.

48. INTERPRETATION

48.1. In the event of any dispute over the intention, meaning and effect of any word, phrase or clause of this Constitution, or any By-Law the interpretation of the President in consultation with the Executive Committee shall be final and binding.

48.2. In the event of any question or matter arising, which is not provided in the constitution any policy and/or the by-laws of SASN it shall be dealt with by the Executive Committee, whose decision shall be final.

49. PERIOD OF NOTIFICATION

- 49.1. Any period of the notification mentioned in this Constitution and or any By-Law shall exclude both the day on which the notice is given and the day of the meeting or the day on which any requirement is to be complied with.

50. CONSTITUTIONS AND BY-LAWS OF PROVINCIAL NETBALL COMMITTEES

- 50.1. Provincial Member Structures shall have the power to adopt their own Constitutions and By-Laws provided that:

50.1.1. such Constitution and By-Laws be submitted before it is adopted, to the EXCO for its approval, and

50.1.2. if the said Constitution and/or By-Laws conflicts with the Constitution and By-Laws of SASN, the member shall be notified in writing of such conflict and such member shall not adopt such Constitution unless the sources of conflict have been removed.

51. ELIGIBILITY

51.1. LEARNERS

51.1.1. SASN shall provide the sport of Netball only for bona fide Primary and Secondary learners who attend school on a full-time basis.

51.1.2. To be eligible for the age group competitions learners shall have to comply with the effective dates as prescribed by the SASN Age Group Policy. They must play in the age groups unless the principal puts in writing why there should be a deviation, and this is approved by the province.

51.1.3. No Secondary learner may participate in the Primary competitions, e.g. the age of Thirteen and under.

51.2. OFFICIALS

51.2.1. All office bearers shall be actively involved in schools' netball within the province and/or District.

51.2.2. All officials are bound to uphold the disciplines and statutes of the Association.

52. INDEMNITY

52.1. SASN shall indemnify every office-bearer from any costs, losses, and expenses which he/she may incur or become liable for in the discharge of his/her official duties unless such costs, losses and expenses have been caused by his/her own negligence, dishonesty, or bad faith.

52.2. Schools, Districts, Regions and Provinces must indemnify themselves through their respective consent forms regarding the Children's Act and or POPIA around the issue of personal information and the sharing photos on social media to promote the sport of Netball

52.3. All officials attending any SASN related events shall familiarise themselves with all the Acts and legislative requirements regarding the safety of minors.

- 52.4. EXCO shall obtain third party insurance in case of any claim lodged against it or cover any legal expenses and or claims.
- 52.5. EXCO and SASN cannot accept responsibility, nor can they be held responsible for any injury to players, officials or spectators. Any claims should be covered by the insurance but normally this should be covered in parent consent forms or if players are 18 and older they must consent to this.

53. DISSOLUTION

53.1. MEETING AND VOTING REQUIREMENTS

- 53.1.1. SASN shall be dissolved at the BGM or an SGM called for that purpose if two thirds (2/3) majority of those members in good standing that are present and entitled to vote are in favour of dissolution.
- 53.1.2. Voting shall be by written poll and the same voting procedures that exist for the conditions for voting in Office Bearers of the EXCO will apply.

53.2. DISPOSAL OF ASSETS

- 53.2.1. Upon dissolution, after discharge of its liabilities, any assets of SASN remaining after satisfaction of all debts and liabilities shall be dealt with in a manner to be determined by resolution of a General Meeting and shall be transferred to Provinces, or in their absence to any Netball sport organisation with similar objects as the SASN, to promote the objects of the SASN in another organisation/entity with kindred aims, which further and develop schools' Netball as a sport with the proviso that no individual natural person may receive any gain from the dissolution.
- 53.2.2. In the event of there being a deficit, the General Meeting as mentioned in Clause 53.1 shall decide how this should be met.

54. MATTERS NOT COVERED BY THE CONSTITUTION AND/OR ANY BY-LAW

- 54.1. Matters not covered by the Constitution or any By-Law shall be dealt with by the Executive Committee and referred to a General Meeting of SASN for ratification or amendment and adoption.

55. DECLARATION OF ADOPTION

- 55.1. South African Schools Netball (SASN) hereby adopts and accepts this constitution and by-laws as its current operating guide regulating the actions of members.

SIGNED: **DATE:**
Name:
PRESIDENT OF SASN

SIGNED: **DATE:**

Name:

.....
SECRETARY OF SASN

OFFICIAL STAMP OF SASN

OFFICIAL BY-LAWS OF SA SCHOOLS NETBALL (SASN)

1. EQUIPMENT

1.1 OFFICIAL BALL

1.1.1 The Gilbert Netball is the official SASN ball and it is recommended that all schools use these balls.

1.1.2 At all SASN events, Gilbert balls shall be used.

1.1.3 Preschonet (size 3), Mini Netball (Size 4), Rest (Size 5)

1.2 IDENTIFICATION OF PLAYERS

1.2.1 The only form of identification of players for all SASN activities and, including the leagues, will be the original Identity Document or Birth Certificate with a photograph duly certified (Principal) with the stamp over the photograph and a current date stamp.

1.2.2 All school team lists must be signed by the principal and shall carry the official school stamp as well as a date stamp.

1.2.3 All other team lists must be signed by the Provincial Chairperson.

1.2.4 All documents must be available at all events.

1.2.5 POPIA will be adhered to in managing and administering and allowing access to personal information.

2. PLAYERS

2.1 Players must wear ankle socks with their shoes. No Rugby/Football socks may be worn.

2.2 Players may only wear skirts or dresses when playing matches. No shorts are allowed.

2.3 The wearing of cycling shorts and/or ski pants is prohibited if it is longer than the skirt/dress hem.

2.4 Players are not permitted to wear their playing skirts and tracksuit pants simultaneously.

2.5 The wearing of sandals with playing attire is prohibited.

2.6 Hair must be neat and tidy with no dangerous objects in the hair.

2.7 Playing positions should be in English. Should Afrikaans be used, one side has to be in English.

2.8 Each player shall have a position displayed.

- 2.9 No player may play in more than one (1) selected team per annum in competitions organised under the auspices of SASN. No player in the selected provincial teams may play for NSA selected provincial teams as well.

Participation in the “Bokkie” tournament is discouraged as this goes against the integration of the South African constitution. Players for AVS (“Bokkie”) may not receive a general invitation through the school and should not receive any accolades from the school as AVS is not a recognised structure through SASCOG, the only body in South Africa that can sanction national colours.

Furthermore, no player may play for more than one (1) school team in the same year. A player who plays in a school team shall not for the purposes of further competition change teams. In the event of this clause being contravened, provinces will face the penalty of being excluded from all provincial/national activities for a period of one (1) year.

- 2.10 Players must be part of the school team to be nominated for trials and only the school must nominate players for trials. Only “A” team players can play trials and a maximum of 8 per age group.
- 2.11 Only bona fide learners registered at a school shall be permitted to play league/attend trials/play tournaments. This does not include Home School learners and learners following correspondence courses, such learners must seek affiliation with the Senior Federation.
- 2.12 Should a learner withhold any information regarding her physical condition, medical or otherwise, which could adversely affect her should an accident (incident) occur at a tournament, the Association, organisers, team management and participants at such a tournament, shall not be liable for any medical consequences and/or financial implications.
- 2.13 Should a learner be found not being truthful, the penalty for such a learner will be exclusion from membership of the Association for a period of one (1) year. Should there be a token of remorse the said learner can re-apply to be part of the Association.

3. OFFICIALS

- 3.1 All officials attending SASN Tournaments in an umpiring capacity shall have at least a Provincial C grading.
- 3.2 A list of officials attending National tournaments is to be submitted and signed off by Provincial Convenors and Chairpersons to validate the standard of umpires.
- 3.3 ALL umpires must be fully dressed in white.
- 3.4 Each team shall provide a competent scorer and both scorers shall be seated next to one another keeping social distancing and COVID-19 sanitisation and masking in mind.
- 3.5 All Nationally graded umpires shall be expected to assist within the province and perform national duty when requested to do so. Failing to comply could result in disciplinary action. All umpires holding a national “B” grading or higher are eligible to umpire any match irrespective of which teams are playing.

- 3.6 The umpires at the Tournaments shall be placed by the Umpires' convenor of the Tournament.
- 3.7 Umpires shall report for duty at least 15 minutes before the match. All umpires must warm up.
- 3.8 Officials attending Tournaments shall not be permitted to have any accompaniment of family members. Should family members want to attend, they must do so separately from the official. Where possible Provinces should not utilize the same official for more than one (1) Tournament per annum. This does not include those officials requested by the Executive Committee for various duties. Should a province require the services of an official more than once, a written request shall be forwarded to SASN.
- 3.9 Umpires shall not be graded more than once per annum at SASN tournaments.
- 3.10 All umpires attending the National tournaments are expected to attend the official umpires' meeting on the day of registration.
- 3.11 Coaches should have attained at least a Level 1 coaching qualification to coach a provincial team.
- 3.12 **Guidelines for the duties of each official accompanying team:**
- 3.12.1 **Coaches**
- 3.12.1.1 To coach the team to the best of his/her ability;
- 3.12.1.2 To give each player equal opportunities;
- 3.12.1.3 To select the players for each game;
- 3.12.1.4 To remain seated or standing in one spot during the match.
- 3.12.1.5 Place the safety and welfare of the participants above all else.
- 3.12.1.6 Be aware of and support the sport's injury management plans and return to play guidelines.
- 3.12.1.7 Help each player to reach their potential.
- 3.12.1.8 Respect the talent, developmental stage and goals of each player and encourage them with positive and constructive feedback.
- 3.12.1.9 Encourage and support opportunities for players to learn appropriate behaviour and skills.
- 3.12.1.10 Treat each participant as an individual.
- 3.12.1.11 Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of participants.
- 3.12.1.12 Act within the rules and spirit of your sport.
- 3.12.1.13 Promote fair play over winning at any cost.
- 3.12.1.14 Respect the decisions of officials, umpires and administrators.
- 3.12.1.15 Show respect and courtesy to all involved with the sport.
- 3.12.1.16 Display responsible behaviour in relation to alcohol and other drugs.
- 3.12.1.17 Act with integrity and objectivity and accept responsibility for your decisions and actions.

- 3.12.1.18 Ensure your decisions and actions contribute to a harassment-free environment.
- 3.12.1.19 Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- 3.12.1.20 Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.
- 3.12.1.21 Be honest and do not allow your qualifications or coaching experience to be misrepresented.
- 3.12.1.22 Never advocate or condone the use of illicit drugs or other banned performance-enhancing substances or methods.
- 3.12.1.23 Never participate in or advocate practices that involve match-fixing.
- 3.12.1.24 Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality, or religion.
- 3.12.1.25 Do not tolerate abusive, bullying or threatening behaviour.

3.12.2 Managers

- 3.12.2.1 To collect and ensure that all indemnity and other forms are handed in and filed;
- 3.12.2.2 To ensure that each player has the correct identification;
- 3.12.2.3 To have a fully stocked first aid kit available;
- 3.12.2.4 To follow up with players who do not attend practices;
- 3.12.2.5 To look after the players at Tournament;
- 3.12.2.6 To resolve problems;
- 3.12.2.7 Shall be an educator.

3.12.3 Umpires

- 3.12.3.1 To officiate when and where necessary;
- 3.12.3.2 To assist the manager when there is a crisis;
- 3.12.3.3 To act as the official scorer when the team is playing their matches.

3.12.4 Selector or a Coach of a Provincial Team

- 3.12.4.1 No official may be a selector or a coach of a provincial team if he/she has a child, dependant, or family member within that age group. A coach of a provincial team may not assume the duty of selecting or grading at that specific tournament.
- 3.12.4.2 All coaches attending SASN Tournaments with selected teams in a capacity as provincial coaches shall have at least a level 1 coaching accreditation and his/her membership of SASN must be up to date.
- 3.12.4.3 Officials that make use of the Association to further the interests and/or promote non-accepted structures shall be excluded from obtaining a grading in the future.

4. AGE GROUPS

4.1 The following age groups are catered for in SASN:

7 and under	born 2012 or later	Mini Netball
8 and under	born 2011	Mini Netball
9 and under	born 2010	Mini Netball
10 and under	born 2009	Mainstream
11 and under	born 2008	Mainstream
12 and under	born 2007	Mainstream
13 and under	born 2006	Mainstream
14 and under	born 2005	Mainstream and LSEN
15 and under	born 2004	Mainstream and LSEN
16 and under	born 2003	Mainstream and LSEN
17 and under	born 2002	Mainstream
19 and under	born 2000/2001	Mainstream and LSEN

4.2 The following age groups are catered for at National Tournaments:

12 and under	born in/before 2007	Selected/School
13 and under	born 2006	Selected/School

Players in the Primary School, older than 13, must be accommodated within the Secondary activities.

Players at Secondary School that are 13 and under may trial with the u/13 age group.

14 and under	born in/before 2005	Selected/School
15 and under	born in 2004	Selected/School
16 and under	born in 2003	Selected/School
17 and under	born in 2002	Selected/School
18 and under	born in 2001	Selected
19 and under	born in 2000	School

The 19 and under may comprise the ten (10) best players irrespective of age.

LSEN u/19 born before 2000 Selected/School

Players are to remain within their respective age groups. Where a younger player is in a higher grade, permission may be sought to allow the player to play in that team, e.g. U/13 player in secondary school may apply to play U/14 or play u/13B. Provinces must draft a summary report of such cases and forward it to the League Convener and the President of SASN.

5. LEAGUES

5.1 All Schools are honour bound to first meet their area, district, and provincial Schools Netball match commitments before engaging in any other "friendly" matches or Tournaments. All must please adhere to COVID-19 Protocols/Regulations and safety measures.

5.2 Players in teams that start the league should remain unchanged up to and including the National level, i.e. any player of another team that has fallen out of the league may not for the purposes of the next level of competition, replace a player in another age group who has played in the team all season. All requests for changes must be made in writing to the President. Players moving after 28 February in a particular year, may not play for the new school in that particular

year. Should schools be found wanting, two (2) points will be deducted from the logs. In severe cases, schools will be disqualified.

5.3 A team consists of seven (7) players with two (2) reserves playing in the “B” or subsequent team. For the purposes of provincial or national championships, those two (2) reserves shall be permitted to form part of the” A” team. For u/19 teams, there may be three (3) reserves. Should schools be found wanting, two (2) points will be deducted from the logs. In severe cases, schools will be disqualified.

5.4 The League is a system for schools within the District/Region to play on a Round Robin basis, culminating in a championship, it is not just a one or two-day Tournament. Schools cannot enter events on an ad hoc basis.

5.5 There is only one league structure to qualify for National Tournaments and SASN is the entity that determines the structure. The only qualification for the National Schools’ Championships is through the formal league system culminating in the Provincial Championships. If Schools wish to participate in SASN activities at any level, they are obliged to offer all SASN programmes.

5.5.1 If a Primary School wishes to participate in SASN they shall also offer Mini Netball/ Preschonet.

5.5.2 Schools shall compete in the various Schools’ Challenge events or face disciplinary action.

5.6 The number of teams per province that progresses to national competitions shall be determined by the General Council.

5.7 SASN caters for single-gender teams and offers Netball for girls only.

6. PROTOCOL FOR CHAIN OF COMMUNICATION AND INTERPRETATION OF RULES

6.1 The first point of contact for information, or complaints lodged by individual schools or parents is their allocated area structure. Should there still be a need to escalate a matter; they must contact the Provincial structure and then if the matter has not been resolved, the National Code.

6.2 Any correspondence or queries/complaints should not be directed directly to the Provincial structure, the National structure and/or the South African National Schools Federation. Any matter not concerning SASN which is submitted [directly?] by parents, players, umpires, officials and/or anonymously and not via the recognised area structures, shall not be entertained.

6.3 The SASN Executive Committee (EXCO) will act as a mediator in disputes, where needed, and the EXCO’s decision is final.

6.4 Play shall take place according to the official rules of the International Federations of Netball Associations (IFNA) as adopted by Netball South Africa (NSA) and SASN Netball.

6.5 POPIA has to be observed and adhered to.

7. DEVELOPMENT

- 7.1 Each Province to draw up a development programme for Coaching and Umpiring and submit it to the Coaches Convenor and Umpires' Convenor of SASN by the end of October each year.
- 7.2 Each Province must submit an annual report with regards to Special projects – this includes, but are not limited to Mini-Netball, LSEN, Farm Schools and PRESCHONET.

8. AWARDS

- 8.1 The Netball Executive Committee may, at their discretion award meritorious awards.

9. CODES OF CONDUCT

- 9.1 Sporting excellence and enjoyment are only achieved by participants and spectators through adherence to the highest moral, ethical and sporting standards.
- 9.2 SASN's Codes of Conduct set out the standards and expectations expected of those in the sport of netball, and these promote respect, good sportsmanship, high standards of behaviour, integrity and ethics. All Members, players, parents and spectators are expected and required to abide by these Codes. In addition, all member structures should ensure that the Codes are well known and promoted so that there is a culture of respect and a discrimination-free environment for all to enjoy the sport.
- 9.3 The work of the SASN is based on the following principles and core values that will guide the development of Netball as a sport for young players:
 - 9.3.1 Young People's experience of sport should be guided by what is best for the young person. The stages of development and the ability of the young person should guide the types of activity provided within the group. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal.
 - 9.3.2 Integrity in relationships - adults interacting with young people in sport should do so with integrity and respect for the child. There is a danger that sporting contexts can be used to exploit or undermine children. All adult actions in sport should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional, or sexual abuse of any kind is unacceptable and illegal within the context of the Children's Act and the Constitution of South Africa within the sport.
 - 9.3.3 Quality atmosphere and ethos - the sport for young people should be conducted in a safe, positive, and encouraging atmosphere. A child-centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.
 - 9.3.4 Equality - All children should be treated equitably and fairly regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with disabilities and learning barriers should be

involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children.

9.3.5 Fair Play - fair play is the guiding principle of ethics and good practice for Netball as a sport. All children's sport should be conducted in an atmosphere of fair play. It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption.

9.3.6 Competition – a balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. However, often competitive demands are placed on children too early, which results in excessive levels of pressure on them. This can contribute to a high level of dropout from the sport. Leaders in the sport in SASN should aim to put the welfare of the child first and competitive standards second. A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.

9.4 The Codes of Conduct has at its heart SASN's commitment to:

- a. integrity;
- b. service to the youth of our country
- c. the development of sport amongst our youth by empowering them in the game of netball, through education, training and the development of skills, and specifically to promote the development of excellence in playing;
- d. emphasise the role of sport in promoting harmonious and cultural relations;
- e. camaraderie and fellowship amongst all South Africans; and
- f. accountability where it is applicable, to SASN's constituents and stakeholders, the youth, their parents, sponsors and donors; and
- g. to promote integrity and a high standard of ethics by establishing and maintaining an efficient administration to control, regulate and direct the affairs of SASN and the sport of Netball, and foster good governance through the area and provincial structures;
- h. to promote the safeguarding and welfare of all participants in netball;
- i. the right to enjoy the competitive sport in a safe and orderly environment; and
- j. the right to be treated courteously and respectfully.

9.5 Within this spirit of co-operation, the above-mentioned principles and rights are recognised by and for all in SASN. Persons who, by their conduct and/or attitudes, do not acknowledge or are unwilling to acknowledge that the rights are accompanied by responsibilities, will be unable to enjoy them.

9.6 **COACHES' CODE OF CONDUCT**

9.6.1 Remember that children participate for pleasure and that winning is only part of the fun.

9.6.2 As a coach, provide players with planned and structured training programmes appropriate to their abilities and goals by ensuring that equal attention and opportunities are available to all, including those requiring a modified plan due to sickness or injury.

- 9.6.3 Never ridicule or yell at a child for making a mistake or losing.
- 9.6.4 Be reasonable in your demands on young players' time, energy and enthusiasm.
- 9.6.5 Coach your players to follow the rules, not subtle inconsistencies.
- 9.6.6 Whenever possible, group players are to ensure everyone has a reasonable chance of success.
- 9.6.7 Avoid overplaying talented players. The average need and deserve equal time.
- 9.6.8 Be mentally and physically fit to carry out my role within the game of netball.
- 9.6.9 Ensure that the training and/or Competition environment is safe and appropriate for the age, physical and emotional maturity, experience and ability of the players.
- 9.6.10 Develop and instil in your team respect for the ability of opponents and the judgement of officials, umpires and opposing coaches.
- 9.6.11 To encourage "Fair Play" not "Foul Play".
- 9.6.12 Ensure that I follow instructions and comply with all health and safety regulations with regard to the game and COVID-19 that apply to the role I am undertaking.
- 9.6.13 Adhere to the confidentiality under POPIA with regard to any of my players' and parents' information.

9.7 UMPIRES' CODE OF CONDUCT

- 9.7.1 Compliment and encourage all participants.
- 9.7.2 Be mentally and physically fit to carry out my role within the game of netball.
- 9.7.3 Be consistent, objective and courteous when making decisions.
- 9.7.4 Condemn unsporting behaviour and promote respect for all opponents.
- 9.7.5 Emphasise the spirit of the game rather than the errors.
- 9.7.6 Keep abreast of the latest trends in coaching and officiating and the knowledge of the growth and development of children. Broaden your horizons whenever possible.
- 9.7.7 Ensure that the training and/or Competition environment is safe and appropriate for the age, physical and emotional maturity, experience and ability of the players.
- 9.7.8 That your behaviour and comments should be positive and supportive.

- 9.7.9 Be reliable and punctual at all times.
- 9.7.10 Ensure that I follow instructions and comply with all health and safety regulations with regard to the game and COVID-19 that apply to the role I am undertaking.
- 9.7.11 Adhere to the confidentiality under POPIA with regard to any of my players' and parents' information.

9.8 PLAYERS' CODE OF CONDUCT

- 9.8.1 Be mentally and physically fit to carry out my role within the game of netball.
- 9.8.2 Play in accordance with the rules of the game and do not cheat, use violence or physical contact that is not allowed within the rules.
- 9.8.3 Never argue with an official/umpire. If you disagree, have your captain, coach or manager approach the official/umpire during a break or after the competition.
- 9.8.4 Control your temper and your tongue. Verbal abuse of officials and umpires or other players and/or deliberately distracting or provoking an opponent is not acceptable or permitted and unsporting.
- 9.8.5 Work and practise equally hard for yourself and/or your team and as your team's performance improves and benefits, therefore so will you.
- 9.8.6 Be a good sport. Applaud all good players and play whether they are in your team or not.
- 9.8.7 Treat all players, as you would like yourself to be treated. Do not interfere with, in any form, bully, intimidate and/or take any unfair advantage of another player.
- 9.8.8 Co-operate with your coach, teammates and opponents. Without them, there would be no competition.
- 9.8.9 Play for the fun of it, and not just to please parents and/or coaches or the school. Winning is a bonus, not the only goal.
- 9.8.10 The following core values are non-negotiable as a Netball player: Integrity, Honesty, Tolerance and Respect.

9.9 PARENTS' AND SPECTATORS CODE OF CONDUCT

- 9.9.1 Remember that children play sport primarily for their enjoyment and not yours.
- 9.9.2 Encourage children to participate and do not force them to do so.
- 9.9.3 Focus on the child's efforts and performance rather than the winning or losing.

- 9.9.4 Encourage children to participate according to the rules of the game. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- 9.9.5 Use Social Media technology to bring the game into disrepute or make an inappropriate comment about a player, coach, official, volunteer or member of the EXCO of SASN.
- 9.9.6 Arrive at a netball activity under the influence of or consume illegal substances, alcoholic drinks, smoke or vape either immediately before or while being at a netball activity where my child is participating in the Sport.
- 9.9.7 Never ridicule, belittle, threaten or yell or use abusive behaviour or foul language at a child for making a mistake or losing a game.
- 9.9.8 Never engage in discriminatory abuse or anti-social behaviour which could include but is not limited to racism, sexism, hate speech, homophobic or transphobic behaviour
- 9.9.9 Remember children learn best by example. Encourage and support but applaud good play by all players.
- 9.9.10 Respect your child's teammates, parents and teammates and parents from opposite teams.
- 9.9.11 Never intentionally or unintentionally expose any young participant to embarrassment or disparagement by using flippant and/or sarcastic remarks.
- 9.9.12 Respect officials' and umpires' decisions and rulings and teach children to do likewise. Never interfere with the game or the officials/umpires/coaches.
- 9.9.13 Always show appreciation to volunteer coaches, officials and administrators. Without them, your child could not participate.
- 9.9.14 Read the rules of the Sport to understand better what I am watching and discussing with my child.
- 9.9.15 Promote this code of conduct to other parents, carers and supporters.
- 9.9.16 Be aware of my SASN's child safeguarding policy and ensure that any concerns are reported to the team safeguarding officer or SASN Safeguarding Officer whose details are available on SASN's website.
- 9.9.17 Parents should support all efforts to remove abusive behaviour and bullying in all its forms and uphold children's safeguarding.

9.10 SASN EXCO, COMMITTEES, DELEGATES TO AGM, BGM AND SPECIAL GENERAL MEETINGS, REGIONAL AND EXCO PROVINCIAL MEMBERS

9.10.1 The Code of Conduct states the values and standards expected at all times: In addition to these, when in my voluntary capacity as a member of the SASN EXCO, A National Group, Committee, Regional and Provincial Committee/Group, and delegates to AGM, BGM and Special General Meetings, Regional and EXCO Provincial Members.

9.10.2 I will:

- a) Promote and embed the SASN Constitution, By-Laws, core values, aims and policies.
- b) Act only in the interests of SASN, the Province Region or the School, and not on behalf of any constituency or interest group
- c) Respect the knowledge and understanding that each EXCO and official, umpire and coach brings from their own experience that is highly valued but EXCO committee members, office bearers and officials are not permitted to act as representatives of any constituency or interest group unless he/she officially is designated to represent his/her school, regional, provincial structures or the EXCO of SASN.
- d) Establish and maintain robust and comprehensive governance processes and regimes.

9.10.3 Actively contribute to the effective work of the EXCO Group/Committee/School he/she represent through:

- a) thorough preparation and reading of all papers circulated before meetings.
- b) regular attendance, participation and contribution at meetings, including constructive challenges.
- c) ensuring timely response to agreed actions, requests for information and guidance.
- d) attending the AGM/BGM and SGM as delegated and SASN Provincial/Regional/Country events as and when required.
- e) deal with issues of clarification 'offline' before meetings to maintain a sharp focus on agenda items during meetings to ensure that meetings run to time and time are fully utilized.
- f) not use technology or communicate with others outside during meetings.

9.10.4 Attend relevant training events and take reasonable steps to ensure awareness of public policy, statute and other issues that may affect the work of SASN, Province, the Region or Country.

9.10.5 Listen to and respect the views of others.

- 9.10.6 Seek positive and constructive resolution to those issues where differences in opinion exist, and where a vote is taken accept the decision of the majority.
- 9.10.7 Respect the office of the Chairperson at a meeting.
- 9.10.8 Observe the highest ethical standards of impartiality, integrity and objectivity in relation to the stewardship of SASN funds and management.
- 9.10.9 Act in a way considered to be in good faith and most likely to promote the success of SASN for the benefit of its members as a whole including not using my position to obtain for myself, family members or close associates employment or other advantages with SASN County or any individual or organisation associated with SASN.
- 9.10.10 Maximise value for money through ensuring that services are delivered in the most economical, efficient and effective way within available resources and that independent validation of performance is achieved wherever practicable.
- 9.10.11 Maintain focus on the strategic development through planning, prioritising, performance monitoring and evaluation.
- 9.10.12 Notify the appropriate authorities should my personal circumstances change, and a Conflict of Interest develops or I am charged or convicted of a criminal offence which would result in me not being a fit and proper person to hold my position within the game of netball.
- 9.10.13 Support individuals and any office bearers and officials in their leadership of the organisation.
- 9.10.14 At all times act as an ambassador and advocate for England SASN and promoting the organisation's key messages and always presenting the sport of Netball and its people in a positive light.
- 9.10.15 Not attempt to exercise individual authority over SASN officials, umpires, coaches and other EXCOs of a Region/Province or SASN's staff and volunteers except as explicitly set out in the Constitution and By-Laws.
- 9.10.16 Respect confidentiality and not pass any information gained through my involvement with the Board/Committee/Group to a third party without the approval of the President of EXCO of any SASN national, provincial and/or Regional structure, a school principal, any official, parent, player, umpire, coach and adhere to the confidentiality under POPIA and where appropriate the Children's Act.
- 9.10.17 Ensure that I follow instructions and comply with all health and safety regulations concerning the game and COVID-19 that apply to the role I am undertaking.
- 9.10.18 Ensure that the safeguarding of minors and vulnerable persons and young adults is always adhered to.

9.11 UNTOWARD BEHAVIOUR BY ANY OFFICIAL

- 9.11.1 Any official found cheating or disobeying the rules of SASN shall be summoned to appear before a disciplinary committee of the Region or SASN which may result in the disqualification of the team.

9.12 DISCIPLINARY COMMITTEE/ PROVINCIAL/REGIONAL INVESTIGATION PANEL CONCERNING MISCONDUCT, CONDUCT UNBECOMING AND DISCIPLINE

- 9.12.1 The Code of Conduct (the code) for Members and connected participants applies to everyone involved with SASN and the sport of Netball in terms of SASN's jurisdiction and powers in terms of its Constitution and By-Laws.
- 9.12.2 The code is adapted and augmented depending on the additional roles undertaken by the individuals concerned. These additional codes of conduct should not be considered in isolation.
- 9.12.3 Breaches in standards and expectations must always be taken seriously and fairly handled according to open and transparent rules and prescripts. The application of sanctions must be consistent, relevant and proportionate. Our Disciplinary Code defines the prescripts under which any breach or alleged breach will be investigated.
- 9.12.4 It is the responsibility of all Members and Connected Participants of SASN to understand SASN's standards and expectations under the individual codes of conduct and to help us ensure that the code is applied by all netball participants in SASN.
- 9.12.5 This By-Law must be read in conjunction with the relevant Clause of the Constitution.
- 9.12.6 EXCO shall have the power to reprimand, suspend, accept the resignation of, or cancel the affiliation of any member who may neglect, or refuse strict and honourable compliance, with the Rules and Regulations of the SASN and the game of Netball, or which may, by its conduct, bring reproach or disgrace upon SASN on any level.
- 9.12.7 Members of SASN may be expelled for unauthorised use of SASN's name, logo and/or intellectual property.
- 9.12.8 In all cases of alleged misconduct by members while under the jurisdiction of SASN, the EXCO may hold an investigation or appoint a committee to do an investigation and, if necessary, impose such penalties as it may deem fit.
- 9.12.9 However, the penalty of expulsion must be confirmed by seventy-five per cent of the total voting strength of the EXCO.
- 9.12.10 For the purpose of the constitution, rules and by-laws of SASN every individual within a team or structure within the jurisdiction of SASN, shall be deemed to be a member of SASN.

- 9.12.11 Should behaviour of any member, player, coach, umpire or officials fall below the standards set in the Codes of Conduct or any untoward or unethical behaviour takes place, the Disciplinary Regulations provide a fair and transparent process for establishing whether a disciplinary offence has been committed or an incident took place that affects the good name and reputation of the sport of netball in general or specific and or SASN and what the appropriate response to that behaviour should be.
- 9.12.12 The EXCO shall appoint an independent Disciplinary Committee which is for all intents and purposes an administrative tribunal to hear a charge or a report of alleged misconduct by a player, coach, SASN member structure or official, umpire or any parent/guardian.
- 9.12.13 The Disciplinary Committee will have the power to conduct a hearing and to impose a sanction, but not the suspension or termination of membership if the Committee finds the person to be guilty. All proceedings must be minuted and a proper attendance register that forms part of the documentation must be signed by all members and persons present during proceedings.
- 9.12.14 The Disciplinary Committee shall consist of:
- i. The Vice-President as chairperson
 - ii. The Secretary to take minutes and do the logistical arrangements and draft the charge sheet.
 - iii. Two (2) committee members as appointed at an AGM for a period of two years.
 - iv. The provincial chairperson/s from the provinces where the offenders are from.
 - v. President always ex officio
- 9.12.15 Any member of the Committee who has prior knowledge of a case or personally know any accused person will be excused and another person appointed in his/her place to prevent any accusations of perceived or real bias.
- 9.12.16 Misconduct by any individual/member/school is construed as breaching, violating and/or undermining the Constitution and/or any of SASN's by-laws/rules/regulations/policies and/or bringing the good name and/or reputation of SASN and/or its members in disrepute.
- 9.12.17 Should it be brought to the attention of the EXCO or any Provincial/Regional EXCO that any member schools are engaging in poaching/recruiting learners from other schools and after an investigation said school/s are found guilty, they shall be excluded from all SASN activities including all provincial activities for a period of two (2) years.
- 9.12.18 After a disciplinary hearing, the EXCO shall have the power to reprimand, suspend, accept the resignation of, or cancel the affiliation of any member who may neglect, or refuse strict and honourable compliance, with the Rules and Regulations of the Association, or which may, by its conduct, bring reproach or disgrace upon the Association.

- 9.12.19 Members of SASN may be expelled for unauthorised use of SASN's intellectual property, name, logo and colours.
- 9.12.20 In all cases of alleged misconduct by members while under the jurisdiction of the Association, the EXCO or Provincial EXCO may hold an investigation and, if necessary, impose such sanctions as it may deem fit. However, the sanction of expulsion must be referred to the SASN EXCO for ratification.
- 9.12.21 Any Member/Individual Member, who has received unauthorised monies/gifts/favours on behalf of SASN, or was part of a fraud, theft or forgery shall be banned from SASN and its affiliates and structures for life.
- 9.12.22 The Disciplinary Committee may commence disciplinary proceedings against the member, and that member will be subject to, and submit unreservedly to the jurisdiction, procedures, penalties and appeal mechanism of SASN as set out in the By-Laws. Any member/individual/school shall appear before the appropriate level's Disciplinary Committee and shall be informed at least 14 working days before of the alleged charges issued in a written charge sheet to the alleged offender.
- 9.12.23 In its deliberations the Disciplinary Committee shall take appropriate action according to the Code of Conduct if a member has allegedly:
- a) Breached, failed, refused or neglected to comply with the provision of this Constitution, the By-laws or any resolution or determination of SASN; and/or
 - b) Brought SASN's good name and reputation into disrepute.
- 9.12.24 Unless the complaint is serious, often matters are better resolved at the regional level, informally by officials. This is the best way to address issues as they occur and allows all parties to find a resolution quickly, simply, and informally.
- 9.12.25 If the complaint involves suspected abuse or a criminal offence the children's safeguarding officer/legal counsel of SASN or an officer of the Child Protection Unit of the South African Police or a Social Worker or the school authorities of the player's school will be consulted and the disciplinary committee disbanded. The statutory authorities will then be informed to investigate the matter in terms of Section 110 of the Children's Act.
- 9.12.26 Written confidential records of all complaints should be safely and confidentially kept and SASN procedures in terms of POPIA should be followed for the possession and safekeeping of such records.
- 9.12.27 An Investigation Panel may also impose an interim suspension, for example where the allegation is so serious that someone needs protection from the possibility of that behaviour recurring, or the behaviour is such that it is felt the reputation of the sport of Netball needs protecting, or to protect the integrity of the Disciplinary Process.

- 9.12.28 The Investigation Panel must define the activities from which the person is suspended. The Interim Suspension will usually continue through to the conclusion of the Disciplinary Process.
- 9.12.29 Before the hearing, the complainant and the respondent will have been asked to produce their evidence or even sworn affidavits.
- 9.12.30 Subject to the relevant clause of the Constitution of SASN, all the written documents will be provided to the Disciplinary Committee and the parties will have the opportunity to attend and give their evidence and question the other party on theirs (through the appointed Chairperson of the Disciplinary Committee and not directly). The Committee will consider the evidence and reach their determination. When the Disciplinary Committee considers the case is proven, or part of it, they will then determine an appropriate sanction.
- 9.12.31 In some cases, the Disciplinary Committee may decide to award the administrative costs of the hearing to either party, for example when an Investigation Panel/Disciplinary Committee determines that a complaint/allegation has been made with no reasonable justification, and experts and representatives costs cannot be recovered.

9.13 RIGHT OF APPEAL

- 9.13.1 Any individual, a team, provincial/regional structure, or organisation within the jurisdiction of the SASN and/or its provincial/regional structure being aggrieved by a decision or ruling of the Disciplinary Committee, may appeal to the Appeals Committee of SASN, a notice of such appeal being made in writing to the Secretary of the EXCO within 14 working days of the decision or ruling being taken.
- 9.13.2 The appeal shall be accompanied by such a fee as determined by the EXCO. Such a fee shall be non-refundable.
- 9.13.3 Each appeal shall be heard within one month of receipt by the Appeals Committee and shall be conducted fairly and impartially, having regard to the principles of natural justice.
- 9.13.4 The appellant shall start at the appeal and call such evidence or make such submission as he/she shall think fit. The defendant shall then call such evidence as they think fit and the appellant shall then have the right to reply.
- 9.13.5 The decision of a simple majority of persons hearing the appeal shall be sufficient.
- 9.13.6 The Appeals Committee shall consist of five (5) persons appointed by the EXCO from persons who are not members of the body against whom the appeal is being made, and who are not members of the same school or province as the appellant.
- 9.13.7 The decision of the Appeals Committee shall be forwarded to the EXCO who will finally confirm, amend or reject the findings of the Appeal Committee

9.14 OTHER DISPUTES

- 9.14.1 SASN EXCO to act as a mediator in all disputes and should mediation fail to arbitrate and make a finding on such disputes. See the Constitution in this regard.

10. TOURNAMENTS

10.1 Team Entries

Team entries must be submitted on the official form and countersigned by the Secretary or Chairperson of the Province. Any player arriving after the said team has played three matches (on the first day), shall not be eligible to participate in the same competition. All relevant documentation must be available at all events and POPIA must be observed when providing children's information or any other person.

10.2 Self- Set Targets

- 10.2.1 If a maximum number of players in a team is prescribed, including a specific representativity in the competition, the team may compromise of less than the maximum number of players, but the specific number of representative players (50%) must be adhered to. This is for selected teams.
- 10.2.2 The penalty for not adhering to this rule will be 3 points off the log, per player. If Provinces, Regions, or teams, if any, are exempt from this rule, this needs to be communicated/decided at the Annual General Meeting (AGM) of SASN and a mutual consensus and resolution have to be agreed upon at the AGM. Should there be need for any deviation the matter must be brought to the EXCO.
- 10.2.3 All players must play at least fifty per cent (50%) of the games, this does not include the quarter-finals, semi-finals and finals. Should any official be found being dishonest by the Supervisory Match Official/Organiser he/she would appear before the Disciplinary Committee of SASN or the Provincial Structure's EXCO and may face possible disqualification and being banned from the game for a period of time.
- 10.2.4 A team found not to be compliant with any requirements, will have 2 points deducted from the logs per player. Furthermore, teams that do not adhere to the accepted quota on the court shall have 1 point deducted per quarter that this is not adhered to.

10.3 Replay of Matches

- 10.3.1 No match that has been completed may be replayed. In the event of a dispute being upheld, extra time may be considered.

10.4 Competitions

- 10.4.1 Matches shall be played on a round-robin basis and in sections.

10.4.2 In the event of a tie:

10.4.2.1 During the round-robin – the goal average will be taken into consideration. This will be calculated by the number of goals scored by the team divided by the number of goals against the team.

10.4.2.2 The final match – an extra three (3) minutes to a side shall be played. If the tie remains the teams shall take a toss-up. The team winning this toss-up will take the next centre pass. The team scoring the next goal will be deemed the winner.

10.4.2.3 During the Schools' Championships, a winner must be determined during the match, as per 10.4.2.2.

10.5 Duration of Matches

10.5.1 The duration of the matches will be determined by the nature of the competition, the time allocation and the number of teams entered. This will vary from Tournament to Tournament. The umpire's whistle starts and stops the game.

10.6 Appeals

10.6.1 All appeals are to be handed in to the Executive Committee within 30 minutes of the game. Each appeal has to be accompanied by an amount of R500.00 which is refundable should the appeal be upheld. Appeals may only be lodged by the General Manager of the province or in the case of School-based competitions, by the coach of the specific team.

10.7 Grading Cards

10.7.1 All umpires shall present their Grading Cards at all Tournaments if requested. New umpires must submit their provincial grading card as well as the official results of the written examination. (Level 3).

10.8 Yo-Yo Test

10.8.1 A Yo-yo test will be completed at the relevant tournament.

10.9 School-Based Events

10.9.1 At school-based events, should a team not have a qualified umpire, such team/s shall be expected to pay R1500.00 per team per day to SASN.

10.10 The behaviour of a Parent/Official of a Team

10.10.1 Should a parent/official of a team be found to behave in a manner not becoming the organisation, the said team will face points being deducted from the logs.

11. TOURNAMENT RULES

11.1 Rules of The Game

11.1.1 The rules of the game shall be the current rules of Netball as approved by SASN.

11.1.2 **Matches**

11.1.2.1 Ten minutes a side with a 1-minute rest period.

11.1.2.2 U/19s shall play 4 quarters of 8 minutes to a quarter.

11.1.2.3 No injury time is allowed during pool games.

11.1.2.4 No extra time is allowed for a draw.

11.1.3 **Semi-Finals**

11.1.3.1 In the event of a draw – a further 3 minutes per side will be allowed, immediately at the end of the game. If a draw still prevails, a toss-up will be awarded between any two (2) players. The team that wins the toss-up will then take the next centre pass. Sudden death will then be the order of the day.

11.1.3.2 No official (including the coach) will be allowed on the court during (half time of the extra time or before the sudden death). The match is still on and needs to be controlled by the umpires. If the above is not adhered to, the offending team will forfeit the match.

11.1.3.3 During half time of the extra time, the teams will just change sides and no time will be allowed for a team talk.

12. FINAL

12.1 Injury time will be allowed.

12.2 In the event of a draw - a further 3 minutes per side will be allowed. If a draw persists the same procedure as in the semi-finals will be followed. (See 11.5 – 11.7)

13. GOAL AVERAGE

13.1 If there is a draw in the pools, the winners and runners-up will be decided on dividing goals for by goals against.

BY-LAWS AND SASN GUIDELINES ON SAFETY AND SAFEGUARDING ISSUES REGARDING MINORS/PLAYERS

1. INTRODUCTION

- 1.1 In the sport of Netball just as in other sporting codes, the balance of power lies in the hands of those who manage and run the sporting programmes.
- 1.2 The adults in charge” have a responsibility to ensure the safety and wellbeing of participants.
- 1.3 While, it could be said that there is a reluctance to say that every adult who coaches or manages a sporting code in sport is vulnerable, when someone is in a team or on a pathway vulnerability inevitably increases, as so much is taken out of their control.
- 1.4 These Safeguarding guidelines and rules represent collective good practice at a point in time and will be subject to periodic review to ensure they reflect developments within safeguarding practice in the sport of Netball and safeguarding minors who participate in Netball as a sport affiliated to SASN.

2. SAFEGUARDING AS AN ISSUE AND SPEAKING OUT AND ACTING AGAINST ABUSE IN SPORT

- 2.1 When individuals participate in a sport they often:
 - a. Have a coach, instructor or mentor; someone they admire and respect;
 - b. Develop a sense of belonging from being part of a team;
 - c. Train and change in close proximity.
- 2.2 The factors listed above most of the time, make it difficult for participants to speak out against abuse to which they have been subjected to. It is also difficult to avoid the perpetrators who are respected individuals such as coaches and officials or close teammates.
- 2.3 Effective measures will safeguard everyone in the sport, from participants through to coaches and organisational management. The benefits of having effective measures in place are relevant for all that participate in sport and include:
 - a. Participants will know how to report a concern.
 - b. Coaches will be protected against false allegations.
 - c. Participants and coaches will know how to access support structures and the Safeguarding officers of SASN.
 - d. EXCO will know how to respond
 - e. Everyone will know or ought to know then what is and is not acceptable conduct.

3. SASN’S SAFEGUARDS

- 3.1 SASN’s Safeguards are based on the following principles:
 - a. All children have the right to participate, enjoy and develop through sport, in a safe and inclusive environment, free from all forms of abuse, violence, neglect and exploitation.

- b. Children have the right to have their voices heard and listened to. They need to know who they can turn to when they have a concern about their participation in sport.
- c. Everyone, in SASN, has a responsibility to support the care and protection of young people.
- d. All in SASN and its structures have a duty of care to children and young persons.
- e. Certain factors leave some children more vulnerable to abuse, and steps have to be taken to address this.
- f. SASN and its structures should always act in the best interests of the child or young adult players.
- g. All adults and children in SASN and its structures must know that children have a right to be protected from all types of harm and that the adults have a responsibility to reduce the likelihood of harm occurring.

4. SAFEGUARDING IN A PEER-TO-PEER SITUATION

- 4.1 In a peer-to-peer situation unfortunately it is commonly accepted that children can be excessively mean to each other; that children will laugh and make fun of other children. These behavioural patterns result in harm and are often referred to as bullying/harassment /intimidation and victimisation and also includes physical and emotional abuse.
- 4.2 Bullying comes in many forms and can present itself in sport as:
 - a. Taunting other participants about skills or clothing or social issues.
 - b. Excluding or not wanting to be on the same team as an individual.
 - c. Discriminating based on gender, sexual orientation, religion, race, etc.
- 4.3 Coaches, umpires and SASN participants active in netball as a sport and development shall ensure that actions that could be described as bullying and/or harassment are not ignored.
- 4.4 Proactively acting upon such behaviour will set the stage for good conduct and will make all players feel emotionally and physically safe to participate and gain from the positive benefits Netball as a sport has to offer.

5. DOPING AND USE OF DIETARY SUPPLEMENTS

- 5.1 Doping within sport such as Netball is also a child protection issue for young players but one aspect that gets little attention.
- 5.2 One of the priorities of SASN is to identify high-risk participants and situations and proactively work to educate these groups including parents and coaches at all levels through member structures and schools.
- 5.3 The number of dietary supplements available on the market that are promoted as performance improving and enhancing is increasing.
- 5.4 Education is required for participants about what is useful and safe, along with information about nutritional support and supplementation.

6. MATTERS OF CONFIDENTIALITY IN TERMS OF POPIA AND THE CHILDREN'S ACT

- 6.1** Confidentiality - Safe to the extent that disclosure and/or publication is provided for in accordance with POPIA and the Children's Act and the Constitution of the Republic of South Africa, the Constitution of SASN and this By-Laws or otherwise in accordance with any other law, all matters considered involving any personal information of a minor, will be regarded as confidential and used only for the purposes of the Safeguarding of Children and Disciplinary procedures of SASN.
- 6.2** All parties considering or making a Complaint under the Safeguarding rules will be required to keep all matters confidential and may be subject to SASN's Disciplinary Proceedings. (See SASN's POPI Manual and Policy).

7. CRIMINAL CONVICTION AND STATUTORY REPORTING OR RECORDING ON THE SEX OFFENDERS REGISTER AND INTERNAL DISCIPLINARY PROCEDURES OF SASN

- 7.1** For the avoidance of doubt, where a person:
- a. has been convicted of a criminal offence against or concerning a young person or an adult (at risk), or recorded a caution in respect of an offence against a young person or an adult (at risk); and/or
 - b. is included, or placed, on any statutory list barring, or restricting, their working with young people and children: The conviction, caution or inclusion on a list shall be conclusive proof of grounds for action to be taken against that person by SASN excluding him/her to be involved in any matter of the sport of Netball under the jurisdiction of SASN.
- 7.2** This means that the EXCO shall be entitled to impose an immediate sanction of barring the person, commensurate and proportionate to the severity of the conviction, caution and/or the inclusion on a statutory barring list.
- 7.3** Action following receipt of a Complaint or becoming aware of a safeguarding matter:
- a. Upon receipt of a complaint, an allegation, or becoming aware that a person or a member structure has engaged in conduct which directly or indirectly adversely affects the welfare and safety of a young person/minor, and/or places them at risk, the Lead Safeguarding Officer of SASN shall decide whether to: refer the matter to the relevant statutory agencies, the police or an NGO such as the Teddy Bear Clinic; and/or
 - b. instigate an investigation under the Safeguarding Guidelines of SASN; and/or
 - c. refer the matter for resolution at a local level by a Club, Region or Provincial Structure.
- 7.4** Interim Suspension
- a. In the circumstances set out above, the Lead Safeguarding Officer has the power to impose an immediate interim suspension in writing if it is considered, by reference to the factors listed at regulation of any person from participating in any activities of SASN and/or any games that it is appropriate to exclude an individual concerned from any involvement in the sport which might involve access to young people or adults (at risk), until the conclusion of all proceedings/investigations.

- 7.5** In determining whether an Interim Suspension should be imposed, the Lead Safeguarding Officer shall give consideration, inter alia, to the following non-exhaustive list of factors:
- a. whether the safety and/or welfare of young people or adults (at risk) are, or may be, at risk of harm;
 - b. whether the complaint or matter is serious, or it is surmised that it could have taken place, or a minor was or is abused in any way;
 - c. whether an Interim Suspension is necessary or proportionate to allow the conduct of any proceedings, investigation or risk assessment carried out by the Lead Safeguarding Officer, any other authority.
 - d. Whether the reputation of SASN, a member, a connected participant/player, any member or members of staff or the sport could be harmed if an interim suspension was not imposed.
- 7.6** Any breach of an interim suspension shall constitute grounds for disciplinary action under the SASN Disciplinary Constitution and By-Laws.

8. SAFETY, INJURY AND MEDICAL ISSUES

- 8.1** Safety and physical wellbeing is an area where many improvements have been seen over recent years, and yet risk will always be a part of a sport such as Netball.
- 8.2** Whatever the level of facilities and resources, taking steps to ensure the safety of young persons playing and adults supporting, officiating, and watching the sport is fundamental to its promotion and success amongst learners in schools.
- 8.3** This responsibility is not just for the EXCO of SASN or member structures, all individuals involved in the sport at whatever level, have a responsibility to look after themselves, be aware of risks and limit the potential for accidents, injury, and long-term damage. SASN also have a duty to respect the advice and guidance of medical experts and put safety and players' welfare above all other concerns.
- 8.4** Participants should be encouraged to be honest and open about illness or injury, and not be unfairly disadvantaged for doing so. SASN and its structures should encourage persons to think about safety and injury, innovate and challenge existing practices, and speak up if there are concerns. It may vary depending on the type of the level of competition, but participants should be able to report concerns to their coach who is in a position, to provide support and escalate concerns to a senior level as appropriate.
- 8.5** First aid may not always be possible to have dedicated medical expertise on hand, but it should still be possible to have a basic level of awareness among those on the scene about what immediate action to take, whether that be calling for further assistance or administering basic first aid. Officials must understand risks and what to do in the immediate event of an incident. This training should be easy to access and tailored to the event with the necessary emergency personnel available.
- 8.6** Awareness of the impact of concussion and how it should be treated when suspected during a match or training should also be available for all officials. Coaches should encourage players affected by concussions to take the appropriate amount of time to recover as indicated by their physicians. by protecting funding for an agreed period subject to periodic assessment.

SA SCHOOLS NETBALL (SASN)

CONSENT IN RESPECT OF PLAYER PHOTOS/IMAGES/VIDEOS

Hereby, I, (please neatly print full name) _____,
parent/guardian of _____ give consent to SASN to display
photos/images/videos of the child(ren) indicated below as part of:

- a demonstration/project/activity while playing netball;
- the SASN's webpages and social media platforms (including Facebook and Twitter);
- samples given to programme publishers, or contest entries submitted to sponsors;
- video recordings to appear in a SASN-related programme broadcast on a television station; and/or
- any printed publication, including, though not limited to, newspapers, magazines, yearbooks, etc.

In granting this permission, I understand that the SASN may use photos/images/videos of the child (ren) for purposes such as celebrating achievements and publicising netball events, as deemed appropriate by the SASN and the principal, and that such use may include a display in the SASN photo gallery.

The SASN confirms that it shall only use photographic images of your child in line with its code of practice and POPIA policy manual and to demonstrate or promote activities relating to the sport of Netball. The SASN also will hold and strictly control the final posting/publication and copyright of all photos/images/videos/ that it posts or uses as indicated in this consent form.

Please tick the relevant boxes and sign below in all instances where you do not give your consent for photographic images of your child being used.

- Use of Image and my child being named in SASN materials and posted articles.
- On display boards and posters of the SASN.
- In media coverage of the netball sporting achievements, team photos etc.

Please note that you as parent/guardian is signing this consent form in the knowledge that any photos/images/videos posted on the SASN's website can be downloaded and reproduced by various news organisations, including print, electronic and broadcast media, and you, therefore, release the SASN from any liability arising from the use of photos/images/videos of the child (ren) in SASN web postings.

Additionally, you hereby confirm, acknowledged, and understand that there are potential dangers associated with the posting of photos images and videos on a website and any social media platform since global access to the internet does not allow for control over who accesses information.

I confirm that I have discussed and informed my child of my consent regarding his/her image being used by the SASN and that no royalty, fee, or other compensation shall become payable to me or my child because of such use.

I further understand and acknowledge that if I wish to rescind this agreement, I may do so at any time by sending a letter to the principal of the school who will inform SASN.

I understand and acknowledge that I may revoke this agreement at any time by notifying the school in writing. The revocation will not affect any actions taken before the receipt of this written consent and release. Images will be stored in a secure location and only authorised staff will have access to them. The said images/videos/photographs will be kept if they are relevant and after that time destroyed or archived.

Name(s) of learner(s): _____

Name of parent/guardian: _____

ID numbers: _____

Address: _____

City: _____ **Postal code:** _____

Telephone number: _____

Signature of Parent/Guardian: * _____

Date: _____

*Learners 18 years of age or older may sign this release form themselves.

HONOUR CODE OF SASN

Our Honour Code applies to all aspects of the Sport and is driven by SASN's cultural behaviours, and the guiding principles as set out in SASN's Constitution and By-Laws

I will Respect:

The rules, regulations, and requirements of the Sport, including, but not limited to, any Competitions/Tournaments/Matches in which I participate either directly or indirectly

The rights, dignity and worth of all people involved in netball, regardless of any protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation)

The rights, dignity and worth of Children, Young People and Adults at Risk and ensure that I am aware of the Safeguarding best practice guidelines and procedures when interacting with them.

Confidentiality and the sensitivities of information I hold on other individuals.

Netball and any individual's reputation and not take any action or make inappropriate comments, including on social media, about a fellow participant, coach, umpire, official, volunteer, an office-bearer of the EXCO or member of SASN's staff that will bring the Sport or those associated with delivering the Sport into disrepute

SASN's guidance and policies on Social Media technology.

I will raise genuine concerns of breaches of the SASN of conduct including concerns of discrimination through the appropriate processes detailed in the Constitution of SASN, the Provincial Structure and or any related By-Law.

The position I hold within Netball and always conduct and appropriately dress myself.

The result of the game and will not attempt to offer, offer or accept either directly or indirectly any consideration whatsoever in return for influencing or attempting to influence the result. I will not seek to achieve personal gain on a result which I can influence by betting on any match or event where I am participating, either by playing, coaching or officiating, or through direct or indirect involvement.

Netball is based on Teamwork, therefore I will:

Not abuse or misuse any relationship of trust or position of power or influence held by me in my team, be that my playing team, School, Regional, Provincial or SASN.

Be on time, dressed appropriately and ready to give my full attention to the role I am carrying out within Netball.

Recognise that individuals bring different qualities and attributes to the game and together we will excel.

Welcome new members, players, volunteers, and connected participation and cooperate with Members, Connected Participants, colleagues, coaches, umpires officials and administrators already in the Sport.

I recognise individuals participate in Netball to achieve and have fun, therefore I will:

Recognise the achievements of others and applaud their successes.

Endeavour to ensure that all involved in the Sport optimise their potential by promoting the positive aspects of the sport and never condoning the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence.

Never engage in discriminatory abuse or anti-social behaviour which could include but is not limited to racism, hate speech, sexism, homophobic or transphobic behaviour.

Not impinge on others enjoyment of the Sport or my performance by consuming alcoholic drinks, smoke or vape immediately before or while participating in the Sport, or while safeguarding children, young people or vulnerable adults.

Ensure that everyone has the opportunity to participate in a fair, honest environment by rejecting cheating, abiding by the Anti-Doping policies and not taking illegal substances immediately before or while participating in the Sport.

Display modesty in victory and graciousness in defeat.

Be sporting whether I win or lose; always acknowledge the other team and the umpires at the end of the game with a handshake or three cheers.

Never argue with an official or participant during a game and listen to and cooperate with officials' decisions

Control my temper.

I understand that verbal, emotional and physical abuse of officials, coaches, umpires, spectators or participants, or deliberately distracting or provoking a participant, coach, umpire or official is not acceptable or permitted behaviour in netball.

I will enjoy the game and ensure others can also enjoy it as well.

Name: _____

ID number: _____

Address: _____

City: _____ **Postal code:** _____

Telephone number: _____

Signature: _____

Date: _____

SASN COVID-19 PROTOCOLS DURING TOURNAMENTS AND MATCHES

1. The COVID-19 compliance officer is to be appointed at the venue.
2. One controlled entrance. We suggest you provide some sort of identification, to control the movement after screening.
3. Health and temperature screening and questionnaire half an hour before games. A person with a temperature of above 37,5 may not be permitted to play or officiate.
4. Social distancing must always be adhered to and this must also apply to bench players.
5. Sanitizing must take place regularly. When players enter the court, they must sanitize. Hands must be sanitized after every break, e.g., half time, injury etc. The ball must be sanitized after every half or quarter (u/19). All equipment must be sanitized before and after the practice. A bottle of sanitiser must be part of the coach's/manger's kit. Change rooms must also be sanitized.
6. If a player or official leaves the premises such a person is issued with a pass-out token and must be rescanned on returning.
7. Not more than the permitted number of people to be present. This means that as teams finish playing, they should leave to allow the next teams to enter. You might need to adjust your trial dates.
8. Technical staff must report timeously to put all protocols in place for the event.
9. Masks must be worn off the court, e.g., bench players etc.
10. A register must be taken at every practice.
11. The COVID Form that is attached must be completed and handed in on entry at the host school and these must be kept for a period of two (2) weeks.
12. No sharing of water bottles, towels etc.
13. Ablution facilities must be sanitized and kept clean regularly. Entry must be regulated.
14. Workshops and clinics may continue if the venue is well ventilated.
15. We require that players and officials complete the declaration before resuming play – this must be kept in a file and be readily available for scrutiny.
16. Team lists must please be sent to hosting schools 2 days before the event.
17. If teams are required to travel, please inform your District officials as a matter of courtesy
18. A register must be kept of all players travelling outside of the school.
19. Personal details (kept in your file) include:
 - Full names
 - Residential address
 - Cell number
 - Contact details of people living at the same residence



SA SCHOOLS' NETBALL POLICY MANUAL IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT (POPIA)

**This manual was prepared in accordance with the Protection
Of Personal Information Act, 2013,
(Act 4 of 2013), as amended**

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To be placed here after approval by the EXCO

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1. INTRODUCTION

- 1.1 The South African School's Netball (SASN) is the managing body for schools' netball in South Africa for all affiliated schools. Its purpose is to promote the game of Netball as set out in its Constitution and by-laws.

- 1.2 SASN is governed by a Constitution and by-laws and its members and managed by a centralised executive committee of elected members.
- 1.3 SASN's stakeholders (data subjects) consist of member schools, referees, coaches, parents, players (children), sponsors and service suppliers.
- 1.4 As part of managing the business of schools' netball and creating value for its stakeholders, the SASN is required to process and maintain personal information (PI) and protect it according to the requirements of the Protection of Personal Information Act 4 of 2013, (POPI Act).
- 1.5 This document constitutes the South African School's Netball POPIA Policy stating our commitment to comply with the POPI Act when collecting, processing, storing and protecting stakeholder's personal information. In doing this, SASN applies the eight information protection principles that govern the processing of PI:
- Accountability – SASN complies fully with the POPI Act by obtaining data subjects' PI fairly and lawfully.
 - SASN uses minimality in obtaining only the necessary PI with a data subject's consent
 - Purpose specification – SASN has a specific, lawful purpose for collecting the data.
 - Further processing limitation – there is no further processing beyond the scope that is agreed in SASN's mandate to the type of information collected.
 - Information Quality – SASN strives to keep the information complete, accurate, not misleading and up to date.
 - Openness – SASN ensures that data subjects are fully informed about how SASN uses the PI before data subjects consent to its collection and processing.
 - Security safeguards are put in place to ensure that data is not lost, damaged, destroyed or accessed without authorisation.
 - SASN facilitates data subjects' participation in accessing and correcting their PI.
- 1.6 The registered Information Officer, who is the person responsible for compliance with the conditions for the lawful processing of PI and dealing with any matters relating to the POPI Act, is the Chairperson or an officeholder designated by the Executive Committee. In case of questions regarding this manual the Information Officer can be contacted on e-mail: dynamcdi@mweb.co.za

2. TERMS USED IN THIS POLICY

- 2.1 Below is a list explaining some of the commonly used terms in this privacy notice:

Term	Explanation
Consent	Any voluntary, specific and informed expression of will in terms of which permission is given for the processing of personal information.
Data Subject	The person whose personal information is being processed by or on behalf of SASN
Filing System	Any structured set of personal information, whether centralised, decentralised or dispersed on a functional or geographical basis, which is accessible according to specific criteria.
Information Officer	The person internally tasked with ensuring compliance by the Responsible Party provided that such role may have been delegated to one or more Deputy Information Officers.
Information Regulator	The office was established in terms of POPIA to oversee the implementation of, and compliance with POPIA.
PAIA	The Promotion of Access to Information Act 2 of 2000.
Personal Information	Any information that pertains to an identifiable Data Subject. POPIAA lists many examples. These include things like contact information, information about a person's identity, health, religion, education, employment, biometric data, etc.

Term	Explanation
POPIA	The Protection of Personal Information Act 4 of 2013.
Processing	The actions are taken in respect of Personal Information by the Responsible Party or on their behalf. This includes most forms of interaction with the records containing such information, such as creating new records, transmitting information, storing it, updating it and deleting or destroying it.
Operators	Third-party service providers who process personal information on behalf of SASN.
Record	Any recorded information, regardless of form or medium, including: <ul style="list-style-type: none"> a. Writing on any material; b. Information produced, recorded or stored by means of any recording device, computer equipment, whether hardware or software or both, or another device, and any material subsequently derived from information so produced, recorded or stored; c. Label, marking or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means; d. Book, map, plan, graph or drawing; e. Photograph, film, negative, tape or another device in which one or more visual images are embodied to be capable, with or without the aid of some other equipment, of being reproduced.
Responsible Party	The person who decides the reason and means by which personal info will be processed. In the context of this Policy, SASN is the Responsible Party.
Special Personal Information	Certain types of personal information are classified as “special”, which means in most cases that their processing is restricted and subject to additional requirements. Most relevant for this privacy notice is information relating to children. Other categories that are classified as “special” include information about a Data Subject’s religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life, biometric information or criminal record.

3. WHAT AND HOW IS PERSONAL INFORMATION (PI) COLLECTED BY SASN

- 3.1 The POPI Act is in line with current international trends and laws on privacy. ‘Processing’ is broadly defined, including the ‘collection, recording, organisation, storage, updating or modification, retrieval, consultation, use, dissemination by means of transmission, distribution or making available in any other form, merging, linking, as well as blocking, erasure, or destruction of personal information.
- 3.2 Personal information (PI) relates to an identifiable natural person or an identifiable existing juristic person. The PI SASN collects in the ordinary course of business includes:
- a. Information that is necessary and relevant to enable SASN to effectively render a service to its members, and other stakeholders such as name, surname, identity number (where applicable), gender, membership number, registration number, date of birth, contact details, addresses, next of kin, medical history (if applicable) and banking details (if applicable).
 - b. Electronic, postal and verbal communications.
 - c. Information submitted to SASN with regard to coaches and officials and other persons in the course of its business.
 - d. Information is collected through technologies such as cookies on its website which are text files with small pieces of data — like a username and password — that are used to identify your computer while you use a computer network. Cookies make web surfing and browsing easier by saving user’s preferences.

- e. PI collected when participating in a competition, prize draw or survey.
- f. PI collected for purposes of COVID-19 safety measures.
- g. PI collected for the registration of players and member schools. or when an incident or adverse event associated with one of our services is reported.
- h. PI collected agendas and minutes of all types of meetings in whatever format.
- i. Financial information for the purpose of collecting affiliation and membership fees.
- j. Sponsors information.
- k. Information regarding officials and employees of South African Schools Netball.

3.3 **Correction of Personal Information**

- a. A data subject is entitled to require the SASN to correct or delete Personal Information that the SASN has, which is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or which has been obtained unlawfully.
- b. A data subject is also entitled to require the SASN to destroy or delete records of Personal Information about the person that the SASN is no longer authorised to retain.
- c. Upon receipt of such a lawful request, the Club must comply as soon as reasonably practicable:
 - i. in the event that a dispute arises regarding the person's rights to have the information corrected, and in the event that the person so requires, the SASN must attach to the information, in a way that it must always be read with the information, an indication that the correction of the information has been requested but has not been made;
 - ii. SASN must notify the person who has made a request for their Personal Information to be corrected or deleted what action the SASN has taken as a result of such a request.

3.4 **Special Personal Information**

- a. Special rules apply to the collection and use of information relating to a person's religious or philosophical beliefs, their race or ethnic origin, their trade union membership, their political persuasion, their health or sex life, their biometric information, or their criminal behaviour.
- b. SASN shall not process any of this special Personal Information without a person's consent, or where this is necessary for the establishment, exercise or defence of a right or an obligation in law.
- c. Having regard to the nature of the activities of SASN, it is unlikely that SASN will ever have to process special Personal Information (save for that of minors), but should it be necessary the guidance of the Information Officer must be sought.
- d. SASN may only process the Personal Information of a minor if SASN has the consent of the child's parent or legal guardian.

3.5 **Where SASN May Obtain Your Personal Information From**

- a. In most cases, SASN will request your personal information directly from you. However, in some cases, G
- b. SASN may need to obtain it from third parties. This will be the case if you have authorized us to do so, or where the nature of our interaction with you reasonably requires us to do so. If SASN processes your personal information on behalf of a third party – for example where a parent/school member has provided SASN with such information – then SASN does so on their express authorisation and the understanding that they have obtained your consent, or that they have the legal authority to provide SASN with your Personal Information.
- c. SASN may also be legally required to independently verify some of the information provided to us in terms of applicable anti-terrorism and anti-money laundering legislation (including, but not limited to, the Financial Intelligence Centre Act 38 of 2001, as amended), which may include our accessing government or public directories to obtain certain personal information about you.

- d. In some cases, especially if you are an organisation or in the case of a member school, SASN may need to obtain personal information relating to third parties (such as your office bearers or employees) from you. You hereby warrant that you have the express and informed consent of such third parties to provide us with any such information and indemnify us against any liability to such third parties, or any other party, as a result of a lack of such authorisation.
- e. If you are a parent or legal guardian of a player who is younger than 18, you hereby consent to SASN processing the Personal Information of your child for the reasons set out above. If you are a player whose parents previously consented to our processing of your Personal Information and you have subsequently turned 18, you hereby confirm that your parents' previous consent remains valid, unless you specifically withdraw your consent.
- f. Where SASN has to process information classified as "special" personal information (e.g. medical information or information relating to children) for any of the reasons specified above, you hereby consent to our processing of such special personal information.

3.6 A Word of caution to Parents/Guardians/Caregivers

- 3.6.1 While laws apply to what SASN and third parties can disclose about learners, they do not apply to what learners or their parents might disclose publicly, which means the parent and the child also have a responsibility to protect the child's privacy.
- 3.6.2 What a parent and or his/her child posts on social media, for example, could be used by others, including private companies and law enforcement in some cases, and is not protected by POPIA.

4. PURPOSE OF COLLECTING PI BY THE SASN

- 4.1 The purpose for which SASN collects data subject's PI is to enable us to render a service to the affiliated member schools and identified data subjects.
- 4.2 SASN may use PI for these purposes:
 - a. To process and manage applications for players, coaches, officials and referees.
 - b. Players' categories are linked to the prescripts as described in the constitution and by-laws of the SASN.
 - c. The manner in which SASN process the PI could be by recording, storage, updating, retrieval, alteration, use, dissemination, transmission, distribution, merging, linking, or destruction of information in electronic or hard copy format.
 - d. To communicate with member schools, coaches, referees, service providers, sponsors and regarding online and actual events, press releases, publishing of financial results, direct marketing communications (with consent), notices and updates, changes to terms, standard operating procedures (SOPs), policies, security alerts and administrative messages. There will be times when data subjects will be given the opportunity to opt-out of certain communications.
 - e. For security checks such as screening persons through COVID-19 safety measures and CCTV footage, conducting searches for dangerous weapons and completing the attendance register to ensure that only authorised persons enter the premises of where games are played.
 - f. For the performance of a contract to fulfil statutory requirements.
 - g. When complying with applicable laws and with orders made by regulators, courts and law enforcement authorities. These include adherence to the Covid-19 protocols.
 - h. For auditing, data analysis, research, and analysing trends, usage and activities on digital platforms to improve the SASN's day-to-day operations and services.

5. DISCLOSURE AND PROTECTION OF A DATA SUBJECT'S PI

- 5.1 SASN uses a variety of security measures and technologies to protect a data subject's PI from unauthorised access, use, disclosure, alteration, or destruction in line with the POPI Act.
- 5.2 SASN's information officer will conduct or cause training about POPIA and a privacy awareness culture amongst executive committee members and educators/coaches from member's schools and make them aware to treat personal information as confidential.
- 5.3 SASN may share a data subject's PI with the following third parties to monitor and analyse the use of our service and to communicate with data subjects
 - a. SASN data operators, including those who provide it with technology services such as data analytics, hosting and technical support.
 - b. The SASN's professional advisors, auditors and other relevant sports associations.
 - c. Regulators, governments and law enforcement authorities.
 - d. South African Schools Netball.
 - e. Other third parties, if necessary, when re-structuring all or any part of SASN's responsibilities and/or functions.
- 5.4 If it becomes necessary to share personal information with a third party, SASN shall limit it to the minimum required. SASN has put in place Non-Disclosure agreements with third parties who might have access to a data subject's PI and require them to institute appropriate security measures to keep it secure.
- 5.5 When a data subject shares or provides PI or otherwise interact in the public areas with other users, such PI may be viewed by all users and may be publicly distributed outside. SASN has no control of this.
- 5.6 The transmission of information to SASN via the internet or a mobile phone network connection may not be completely secure and where possible SASN will put the necessary safeguards to eliminate or minimise the risks.
- 5.7 SASN's IT systems are on the Cloud and our IT service provider uses firewalls, password access and encryption methods, however, there are always risks that PI may be accessed by an unauthorised third party as a result of illegal activity.
- 5.8 If a data subject uses SASN's links to websites or mobile applications that SASN or its officials do not own or control a data subject will have to first review their privacy policies.
- 5.9 SASN has no control over and assumes no responsibility for the content, privacy policies or practices of any third party websites or social network services.
- 5.10 All due diligence will be undertaken for safeguarding PI and while SASN strives to use commercially acceptable means to protect data subjects' PI, SASN cannot guarantee its absolute security.
- 5.11 If a data breach happens, SASN will inform the Information Regulator and those involved as soon as possible unless law enforcement officials advise us to delay so as not to hamper their investigations.

6. CHILDREN'S PRIVACY

- 6.1 SASN does not deal directly with any children. All information of children is collected from and provided by member schools who collect it from the children's parents or legal guardians who have to give consent for such information to be collected.
- 6.2 If a parent or guardian or a member school are aware or becomes aware that a child has provided SASN with personal data directly without parental consent in the case of playing for a provincial or national team, please contact the information officer.

- 6.3 If SASN becomes aware that SASN has collected personal data from any child without verification of parental consent, SASN will take steps to remove that information from our database.

7. FOR HOW LONG IS PI KEPT

- 7.1 SASN's data retention policy is to keep PI for the period required by law or according to statutory requirements to assist in any investigations.
- 7.2 PI will be stored for as long as necessary by SASN to provide members and other stakeholders with access to services, resolve disputes and enforce our legal agreements and policies. Certain PI such as member name, surname, member number, date of the election, and birthday will be kept on the database indefinitely for historical, statistical and research purposes but contact information and membership application forms will be deleted or destroyed once a member resigns or is deceased.
- 7.3 SASN will also retain usage data for internal analysis for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of our service, or we are legally obligated to retain this data for a longer period.
- 7.4 In general, SASN only retains personal information for the duration of SASN's interactions with its stakeholders and a reasonable period thereafter, to facilitate further similar interactions. SASN is, however, in some cases legally required to keep certain information for specific periods of time, which usually does not exceed 5 years.
- 7.5 Information that SASN retains for marketing or statistical purposes may be retained indefinitely, provided that you have authorised us to use the information for marketing purposes or, in the case of use for statistical purposes, that the information has been anonymised.
- 7.6 **SASN is not liable to a data subject or any other person, for any harm, loss, damage, destruction or unauthorized access that may occur despite SASN's implementation of such reasonable safeguards.**

8. A DATA SUBJECT'S RIGHTS REGARDING PI

- 8.1 A data subject will be entitled to:
- a. Request the SASN for access to the PI it holds about you
 - b. Request the correction and/or deletion of your PI.
 - c. Request the restriction of the processing of your PI, or object to its processing.
 - d. Withdraw your consent to the processing of your PI if it was previously given.
 - e. Withdraw your consent to receive direct marketing messages or communication. e-mails by OPTING-OUT or UNSUBSCRIBING. However, you may not opt-out of certain communication e.g. Account statements.
 - f. Request for the receipt or the transfer to another organisation, in a digital form, of the PI that you have provided
 - g. If you believe SASN are using your information unlawfully, you may lodge a complaint to the Information Regulator (South Africa) at Tel 012 406 4818 or inforeg@justice.gov.za.

9. WHAT YOU SHOULD DO IF NOT WILLING TO PROVIDE YOUR PI

- 9.1 If you are given the option to share your PI with the GSN, you can always elect not to do so.
- 9.2 If you object to the processing of PI, or you have provided consent to processing and later choose to withdraw it, the SASN will comply with your request in accordance with its legal obligations.

10. CHANGES TO THIS POLICY

10.1 SASN's Executive Committee may update its Policy from time to time.

APPENDIX A

TYPES OF PERSONAL INFORMATION PROCESSED BY SASN

Information type	Why do we process it?
Identifying and age information, e.g. name, surname, ID number	To identify the data subjects that we interact with or, in some cases, to contact persons related to them (such as next of kin) in the case of an emergency.
Contact information, e.g. telephone numbers, email addresses, etc.	To contact the data subject (or in some cases their next of kin), if necessary; to make the certain employees' or officers' contact information available to players, parents and visitors as part of the proper functioning of the SASN or a member school.
Medical and health information	To perform the services at matches and tournaments to report legally required information to the regulatory bodies; to provide healthcare benefits to our employees; to have relevant health-related information available in the event of an emergency for the benefit of first responders for any players, coaches, officials, umpires and COVID-19 information.

APPENDIX B - SPECIFIC RETENTION PERIODS IN RESPECT OF CERTAIN INFORMATION

Information type	Retention period (the retention dates below will be confirmed in future updates)
Information relating to prospective employees	From the application date to the date that a decision is made to hire or not and up to 1 year thereafter. Unsolicited CV's may be deleted or destroyed immediately upon delivery.
Employee records	For the duration of employment and up to a maximum of 5 years thereafter.
Parent information	For the duration that it is needed and up to a maximum of 5 years thereafter.
Service provider information	For the duration of our contract and up to a maximum of 5 years thereafter.
Information about players	For the duration of their school playing career and up to 5 years thereafter. Historically significant or achievement-related information may be archived for indefinite periods, for historical purposes.
Financial records	If required in terms of relevant tax laws, as advised by our accountants.