



THE SOUTH AFRICAN NATIONAL ARCHERY ASSOCIATION

ANNEXURE (i) – SANAA RULES & BY-LAWS

2019

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[Include proposals to Congress May 2019](#)

The Constitution is a redraft of the version published in November 2014, including the information and version published on the website rules.sanaa.org.za in November 2016

ANNEXURE (i)

SANAA RULES & BY-LAWS

Table of Contents

Article 1: Authority of Rules & By-Laws	4
Article 2: Definition of Associations or equivalent body and of a club.....	4
Article 3: Affiliation to the SANAA	5
Article 4: SANAA Membership Fee	5
Article 5: Responsibility for Trophies	7
Article 6: Responsibility for Injury or damage	7
Article 7: Archer’s responsibility regarding information	8
Article 8: Amateur Rules	8
Article 9: Channel of Communication	8
Article 10: The Shooting Calendar	9
Article 11: Publications	10

Article 1: Authority of Rules & By-Laws

Part 2, Article 7 of the constitution makes provision for the adoption, from time to time, of such Rules and By-Laws as may be deemed necessary for the administration and smooth functioning of the Association, and for the general guidance of its members. The effective Rules and By-Laws adopted to date are set out hereunder.

Article 2: Definition of Associations or equivalent body and of a club

1. An Association or equivalent body shall be deemed to exist when:
 - 1.1 It has a membership of at least one club within that province or territory who have formed an Association under a Constitution and who are affiliated members of the SANAA.
 - 1.2 In the event of there being insufficient clubs in any one province, or its equivalent, to form an association, then the SANAA may, at its discretion, admit that single club to provincial membership. If, in future, a second club is formed within that province, or its equivalent, the SANAA reserves for itself the right to require those two or more clubs to form themselves into an Association and affiliate to the SANAA in terms of Part 3 of the Constitution.
2. Definition of a Club.

A club shall be deemed to exist when:

 - 2.1 It has a membership of not less than three persons who have formed themselves into a club under the Constitution.
 - 2.2 There is nothing in its Constitution, or any other official document, that may be construed as a deterrent to the enlisting of new members.
 - 2.3 One of the objectives of the club is to foster the sport of archery, and with this end in view, the club has made suitable arrangements for regular practices and competitions.
 - 2.4 Within 21 days of the recognition of a club by a SANAA recognised provincial body, at least three members of that club must be members of the SANAA.

Article 3: Affiliation to the SANAA

1. Part 3, paragraph 5 of the Constitution sets out the procedure to be followed in applying for the affiliation to the SANAA.
2. A joining fee for a new Province or Association shall be determined from time to time by the SANAA Executive, and shall be submitted by the applicant with its application for affiliation.
3. An annual affiliation fee shall be determined from time to time by the SANAA Executive and shall be payable to the Treasurer on or before the 1st day of January in each year by each affiliated Province or Association.
4. An annual national association affiliation fee shall be determined from time to time by the SANAA Executive and shall be payable by each member of an affiliated Association as per the register of members in the prior year.
5. Where required a procedure will be put in place for the non-payment of all fees by Provinces and Associations and the inclusion of penalties to be applied - this penalty will be limited to double the amount that is due by the defaulting Association.

Article 4: SANAA Membership Fee

1. There are two individual membership classes available through the SANAA. Full members and affiliate members. Affiliate members may participate in the WA basic training programme, known as the “Feathers and Arrows Programme” but have no rights other than those inherent in the said programme.
 - Membership fees are to be paid by all full members to the SANAA each year.
 - The amount will be decided upon at the preceding Annual General Meeting of each year.
 - Annual fees will be increased by not more than the inflation rate (about 15%) each year.
 - New full members will be liable for a registration fee as determined from time to time by the SANAA Executive.
 - Any full member whose membership lapses - i.e. non-payment of subscriptions for a period in excess of 14 (fourteen) months will be required to pay the registration fee. (This will be applied on merit).
 - New full members shall pay their registration and membership fees PRIOR to the start of a tournament (or on the day).
2. It shall be the responsibility of individual full members of the SANAA to forward their membership fees direct to the SANAA Treasurer before the first day of January of the relevant year. It shall be the responsibility of Provincial executive members to

encourage their members to renew their membership of the SANAA.

3. New archers who join after the month of July in a year will be required to pay membership fees on a pro-rata basis.
4. All archers shall be required to sign and submit an indemnity form to the SANAA Secretary.
5. The annual membership fees are subject to a reduction applicable to additional family members, which reduction shall be determined from time to time by the SANAA Executive.

A family member is defined as:

- Spouse (According to South African Law);
- Children under age of 18;
- Students (proof to be supplied).

6. The SANAA Secretary shall upon request issue to any paid-up full member a membership card showing his/her membership number. At all shoots under the control of the SANAA, these cards will have to be produced. Non-members and visitors from outside South Africa are to pay an additional fee as determined from time to time by the SANAA Executive per tournament in addition to the normal entry fee. Non-members must indemnify the SANAA against loss or injury and conform to SANAA rules for the duration of their temporary membership prior to competing in a tournament. Non-members will not be able to claim World Archery or IFAA Archery or SANAA awards, nor may they take possession of trophies. Visitors, who are Member Associations of the World Archery Federation or International Field Archery Association may claim World Archery awards through their own organisation. The fee needs to be collected by the host of the competition and paid over to the Archery Provincial Association within 7 days after the tournament.
8. Officers of the SANAA and its nationally elected officials have their membership fees rebated in full.
9. The relevant clubs shall be responsible for collecting affiliate members' fees and forwarding them, together with the appropriate personal details, to the SANAA.
10. Provincial bodies shall inform the SANAA secretary / treasurer, within thirty days, when a new club has been formed and affiliated to their province or when an affiliated club has become defunct.
11. A Special Fund:
 - 11.1 This fund is created to help finance the costs involved in sending selected amateur competitors, their manager and / or coach overseas, or in the Republic of South Africa, for international competition.
 - 11.2 The fund may be used to send delegates overseas to represent the SANAA at any Congress or meeting as approved by Council.
 - 11.3 The fund may be used to stage or help finance any International archery tournament staged in the Republic of South Africa with approval of Council.

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- 11.4 The fund may be used at the discretion of council to finance the visit of any overseas competitors and or officials and their stay in this country.
 - 11.5 The fund can be used to promote archery, at the discretion and with the approval of Council, amongst the youth of South Africa by holding courses or special camps for junior archers.
 12. All monies accruing to the SANAA will be allocated under their separate categories. Utilization thereof will be decided on at Executive Meetings after the costs involved in running the Association have been met.
 13. Donations and sponsorships will be utilised solely for the purposes as set out in the terms of donation/sponsorship supplied by the donar/sponsor.

Article 5: Responsibility for Trophies

Member Associations and individual holders of trophies shall be responsible for ensuring that:

1. The names and other details of the winners are engraved on trophies before they are returned.
2. All trophies returned are undamaged and properly cleaned for presentation.
3. The SANAA is not caused any embarrassment at prize-giving functions by the absence through non-return of the trophies.
4. Individuals, clubs and provinces concerned will be held responsible for any costs incurred by the SANAA through non-compliance with the above rule.
5. The trophy officer or designated person shall be the custodian of all prizes and trophies of the federation and shall keep a record of these, including the names of the donors, the conditions of competition governing the awards and the names and addresses of those who win them.
6. The responsibility for the recovery or replacement of lost trophies lies with the Winners Association and a similar trophy, duly engraved, to the one lost, must be provided before its following tournament.

Article 6: Responsibility for Injury or damage

The SANAA shall under no circumstances accept liability for damages resulting from injury to visitors, spectators or to members of any club or member association or from the damage or

loss of such member's property whilst participating in, or attending, any tournament or function organised or sponsored by the SANAA.

Article 7: Archer's responsibility regarding information

1. Archers are responsible to ensure they update their information on the website when changed and need to ensure that their score information is captured correctly.
2. Club affiliations need to be confirmed by the relevant club before any changes will be accepted.
3. Archer's belonging to a club not affiliated to the province will be not in good standing with SANAA and the province. No awards will be allocated until it is sorted.

Article 8: Amateur Rules

1. The SANAA is an amateur body affiliated to the South African Sports Confederation and Olympic Committee and is, therefore, bound by the same amateur rules governing the Olympic Games.
2. The SANAA, as an affiliated member of WA, is also bound by the Eligibility Code of WA, as specified in Annexure (ii) to this constitution.
3. The SANAA, as an affiliated member of IFAA, is also bound by the Eligibility Code of IFAA, as specified in Annexure (iii) to this constitution.

Article 9: Channel of Communication

1. Except where otherwise stated in the rules of this Association, (e.g. leagues, colour badges, six gold badges etc.) individual members, Clubs and Provinces shall, unless specifically authorised by the Council of the SANAA, adhere strictly to these rules of Communication.
2. All individual members, who are members of affiliated clubs, shall, in the first instance, address themselves to the committees of those clubs on all matters of policy, inquiry, suggestions, etc.
3. Affiliated clubs shall, in the first instance, address all matters of policy, inquiry, suggestions, etc. to the secretary of their respective affiliated Provincial Association.
4. Affiliated Provinces or Associations shall, in the first instance, address all matters of policy, inquiry, suggestions, etc. to the Secretary of the SANAA.

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5. Affiliated Associations have direct access to the SANAA, as provided for in the Constitution, but shall not have the right of direct communication with the World Governing Body of WA. Affiliated Associations desirous of having matters brought to the attention of WA Congress shall, in the first instance, place such matters on the Agenda for the next SANAA Annual General Meeting's consideration.
 6. These rules shall apply equally to communication with the SASCOC and any other body to whom the SANAA might be affiliated.
 7. Naturally, the above rules do not apply to matters of sociality or the arrangements of interprovincial or inter-club tournaments or functions, nor do they place any restriction on the autonomous rights of affiliated provinces or clubs of intercommunication on matters that are outside the province of the SANAA. The autonomy of various standing committees is similarly unaffected by these rules. Members who are part of these committees, e.g. judges, coaches, may obviously communicate with the chair of their committee.
 8. Unless specifically authorised by the Council of the SANAA, no affiliated individual, club or Provincial Association shall assume authority to make statements written or otherwise, on the policy or business matters of the SANAA or any bodies SANAA is affiliated with, to the Press, Radio, Television or to any other body or association, nor shall such members have the right to nominate, appoint or present themselves as delegates, representatives or observers of the SANAA at any function, tournament or meeting, irrespective of whether such functions etc. are national or international.
 9. Communication to be a "two-way" street - i.e. up and down.

Article 10: The Shooting Calendar

1. Member Associations who are duly registered with the SANAA in terms of Part 3 of the Constitution, and who are in good standing with the SANAA, may apply to the SANAA Secretary for the sanctioning of a tournament to be hosted by such Association.
2. An application in terms of Clause 1 above must be submitted to the SANAA Secretary by no later than 1 September of each year preceding the year in which the planned tournament is scheduled take place.
3. The SANAA Executive Committee shall from time to time determine terms and conditions for the hosting of a SANAA sanctioned tournament.
4. The SANAA Secretary shall on or before the last day of each year circulate to all Member Associations a fixture list of SANAA sanctioned competitions for the forthcoming calendar year.

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5. The SANAA Executive Committee may at its sole discretion, and on good cause shown, at any time sanction a competition for inclusion in the shooting calendar.
 6. The SANAA Executive Committee may at its sole discretion withdraw the sanction of any competition and remove such competition from the shooting calendar.
 7. The SANAA website will always be seen as the formal and updated version of the calendar.

Article 11: Publications

There shall be only one official national archery association publication namely the “SA Archer” which publication will be made available electronically on the SANAA website to all interested parties and non-restricted to members.

SIGNED AT _____ ON THIS _____ DAY OF _____

PRESIDENT

SECRETARY