



# THE SOUTH AFRICAN NATIONAL ARCHERY ASSOCIATION

ANNEXURE VII – SANAA CODE OF CONDUCT

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[Include proposals to Congress March 2016](#)

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](http://rules.sanaa.org.za) in November 2016

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## **PREAMBLE**

This preamble shall never be amended or destroyed in the history of this Association.

Within the framework of this Association shall be preserved forever the theory and belief that all humans are born equal irrespective of race, creed, colour or nationality and that it is the full intent of our God for all mankind to reside together in peace and unison with complete freedom and dignity for man.

It is the intent of this body to preserve and advance these principles by joining together the nations and continents of the world through the preservation by usage of mankind's most ancient weapon, the bow and arrows, in games designed to challenge individual skills while creating a better understanding.

Further, this body recognises the sovereignty of each nation to administer such programmes as it deems necessary and desirable for the benefit of archery within the nation and the world.

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**ANNEXURE (vii)**  
**SANAA**  
**CODE OF CONDUCT**

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## Article 1: SANAA Code of Conduct And Conflict Resolution Procedure

### PREAMBLE

This Code of Conduct outlines the standard of behaviour expected of all members of the South African National Archery Association (SANAA). It is a formal statement of the values and ethical standards that guide the association by means of a set of principles, and norms to which members can be held accountable when representing South Africa at any sporting event as well as in their everyday duties. It is a point of reference when dealing with disciplinary procedures against members.

### INTRODUCTION

This Code of Conduct has been drawn up to hold all sports persons, coaches, judges, technical officials and administrators accountable for their actions.

### RECOGNITION

Sanaa recognises the dispute resolutions of Sascoc and the processes as defined in the World Archery Federation covering the World Anti Doping Association (WADA) processes. In the event that a matter cannot be resolved at federation level and based on this dispute resolution process, the Sascoc dispute resolution process will be invoked. In the event of a Doping Offence, the WADA process takes preference, which may be by the South African Institute for Drug Free Sport (SAIDS), as their agent, process.

### VALUES STATEMENT

The purpose of this code is to outline incorrect and unacceptable actions and or behaviours and to encourage ethical behaviour, so that when the code is contravened the appropriate disciplinary action can be taken with consistency, thereby responding to offences and preventing re-occurrence. The code is aimed at the following:

- To help to resolve conflict.
- To make ethical behaviour infringement easy to identify.
- To enhance the ethical reputation of sports persons.
- To promote respect for human dignity, rights and social justice.
- Provide a framework for all sports persons to conduct their sporting activities according to ethical principles including, but not limited to fairness, honesty, trustworthy, professional and accepting responsibilities for actions.
- To make a positive contribution and refrain from destructive criticism.
- Always act in the best interest of the South African National Archery Association.

- Part 1 General principles applicable to all members
- Part 2 Athletes Code of conduct
- Part 3. Parents/Guardians code of conduct
- Part 4. Coaches code of conduct
- Part 5. Administrators code of conduct
- Part 6. Officials code of conduct
- Part 7. Technical officials code of conduct
- Part 8. Team officials code of conduct
- Part 9. Enforcement of the code of conduct

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- Part 10. Establishment of Disciplinary Committee

## Part 1 General principles applicable to all members

1. Trustworthiness. All members shall:

- a. Be honest, and never deceive, cheat or steal;
- b. Have the courage to do the right thing;
- c. Work to build a good reputation;
- d. Demonstrate loyalty to family, friends, teammates, and country.

2. Respect. All members shall:

- a. Treat others with respect, and be considerate of the feelings of others;
- b. Demonstrate a tolerance toward differences;
- c. Use good manners, and avoid offensive language and taunting;
- d. Never slander, degrade, threaten, hurt or hit anyone; and
- e. Deal peacefully with anger, insults and disagreements.

3. Responsibility. All members shall:

- a. Use self-control and self-discipline;
- b. Be accountable for all choices and actions;
- c. Demonstrate reliability; and
- d. Exhibit supportive behaviour and a positive attitude.

4. Fairness. All members shall:

- a. Adhere to all laws, rules, policies, and guidelines;
- b. Be open-minded and demonstrate the ability to listen to others;
- c. Not pass blame carelessly;
- d. Share equitably and take turns for a particular situation as appropriate; and
- e. Never take advantage of others.

5. Caring. All members shall:

- a. Demonstrate compassion, kindness, and forgiveness; and
- b. Provide assistance to others in need when appropriate.

6. Citizenship. All members shall:

- a. Respect authority and demonstrate cooperation; and
- b. Properly care for all equipment, uniforms, facilities, and playing fields.

## Part 2 Athletes Code of conduct

1. General. All Athletes shall recognize that being a member of the community carries with it responsibilities and rewards, and they shall not only embrace those responsibilities, but also conduct themselves both on and off the field of play in a way that exhibits respect for others and themselves.

2. Specific Principles. All Athletes shall therefore resolve themselves to conduct themselves with dignity as an athlete and as a citizen of the community, recognizing and accepting that they shall:

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- a. Accept accountability for all behaviour and its outcomes;
  - b. Honour obligations and promises;
  - c. Exercise self-control;
  - d. Be willing to be fair with others in dealings on and off the playing field/facility;
  - e. Take pride in themselves and their accomplishments, but never at the expense of demeaning another person or group;
  - f. Respect the efforts of others;
  - g. Respect authority;
  - h. Play by the spirit, not just the letter, of the rules of the game; and
  - i. Strive to make the community better through support and contribution as a member and as a citizen.

3. General Provisions. The provisions of this Code are not aimed specifically at elite level archers, but all archers where the key concepts in the Code are valid for players at all levels. Archers recognize their obligations towards the sport as;

- a. Respect the rules, officials and opponents in the spirit of the game.
- b. Display high standards of behaviour that promote a positive image for the game
- c. Respect the officials and their decisions.
- d. Compete fairly; be gracious in victory and defeat.
- e. Refrain from the use of profane, insulting, harassing or otherwise offensive language or behaviour on or off the field.
- f. Refrain from interfering with competitors under tournament conditions
- g. Refrain from using social media to place the sport in a negative light
- h. Strive to maintain a sense of self-control and dignity at all times.
- i. Thank officials and opposing teams after every game/match.
- j. Maintain a sense of integrity.
- k. Respect the facilities/equipment.
- l. Never advocate or condone the abuse of drugs or other banned substances or methods.
- m. Denounce those who attempt to discredit the sport and honour those who defend the sport's good reputation.
- n. Participate in all team testing and satisfy all team program-testing objectives. (Drug and High Performance)
- o. Respect other athletes and official's cultures and beliefs.
- p. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- q. Give maximum effort and strive for the best possible performance during a tournament, even if your opponent is in a position where the desired result has already been achieved.
- r. Set a positive example for others, particularly young players and supporters.
- s. Avoid all forms of gamesmanship.
- t. Always have regard for the best interests of the sport, including where publicly expressing an opinion on the sport and any particular aspect of it, including others involved in the sport.
- u. Respect for the Laws of the Sport, World Archery Rules and SANAA Rules
- v. Know and abide by the Laws, rules and spirit of the sport, and the competition rules.
- w. Accept success and failure, victory and defeat, equally.
- x. Show due respect to the interests of supporters.

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## Part 3 Parents/Guardians code of conduct

1. General. All parents' and guardians' shall pledge to provide positive support, care, and encouragement for their child participating in the activities of the South African National Archery Association by following this Code of Conduct.

2. Specific Principles. All parents' and guardians' shall therefore resolve to conduct themselves with dignity as a citizen of the community, recognizing and accepting that they shall:

- a. Encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event;
- b. Place the emotional and physical wellbeing of their child and the other Athletes ahead of a personal desire to win;
- c. Support efforts to create and maintain a safe and healthy environment;
- d. Support coaches and officials working with their child, in order to encourage a positive and enjoyable experience for all;
- e. Demand a sports environment that is free of drugs, tobacco, and alcohol, and refrain from their use at all youth sports events;
- f. Do their very best to make youth sports fun;
- g. Encourage their child to treat other players, coaches, spectators, officials, and others with respect regardless of race, gender, creed, or ability; and
- h. Promise to help their child enjoy the youth sports experience in whatever way possible, such as being a respectable fan, assisting with coaching, or providing transportation.

## Part 4 Coaches code of conduct

1. General. The primary function of a coach is to facilitate the sports environment, and educate Athletes through participation and competition. Each Athletes welfare shall be considered uppermost at all times. All coaches shall be aware that they have a tremendous influence on the well-being of the Athletes, and thus, shall never place the value of winning above the value of instilling the highest ideals of character. Their concept of ethics and attitude directly affects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

2. Specific Principles. All Coaches shall therefore resolve to conduct themselves with dignity as a citizen of the community, recognizing and accepting that they shall:

- a. Uphold the honour and dignity of the profession;
- b. Set an example of the highest ethical and moral conduct in all personal contact with athletes, sports officials, parents/guardians, spectators, and the public;
- c. Take an active role in the prevention of drug, alcohol and tobacco abuse;
- d. Avoid the use of alcohol and tobacco products when in contact with Athletes;
- e. Master the contest rules and teach them to his or her team members;
- f. Not seek an advantage by circumvention of the spirit or letter of the rules;
- g. Exert an influence to enhance un-sportsmanship conduct by spectators or others, or to indulge in conduct, which would incite players or spectators against the officials

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- h. Respect and support the decision of the officials;
  - i. Meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after a particular contest;
  - j. Conform to the guidelines as laid down by the SANAA executive with regard to the conformity to the World Archery coach's framework.
  - k. Coaches must adhere to all guidelines laid down by governing bodies.
  - l. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
  - m. Coaches should, at the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
  - n. Coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.

Sports programs play an important role in promoting the physical, social and emotional development of children. It is therefore essential for parents, coaches and officials to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self-control.

## Part 5 Administrators code of conduct

1. General. It is recognized that administrators play a role that maps the destiny of the association and as such need to conform to a code of conduct.
2. Specific Principles. All Administrators shall therefore resolve themselves to conduct them self with professionalism and as custodian of the sport, recognizing and accepting that they shall:
  - a. Ensure that all athletes are given an equal opportunity to participate, regardless of gender, ability or ethnic background
  - b. Not to engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
  - c. Understand that the administrator is the slave of the sport and not its master.
  - d. Respect the role of the athlete and not perform any action to undermine the athlete or his/her performance.
  - e. Ensure that the Code of Conduct is distributed, understood and agreed upon by, coaches, judges, athletes, and officials.
  - f. Ensure that coaches and officials are capable of promoting fair play as well as the development of good technical skills, and encourage them to become certified.
  - g. Promote and develop the game by sharing knowledge and experience.
  - h. Administer all issues relating to the sport in the best interest of the sport and not for personal gain.
  - i. Declare if and when the administrator represents SANAA in any matter relating to its members.
  - j. Educate and ensure that high standards of risk management are maintained.
  - k. Educate athletes to respect other cultures and beliefs.
  - l. Keep athletes and officials updated on protocol of other countries where they may compete.
  - m. Keep relevant information confidential.
  - n. Not to misuse my position or information for his/her own benefit.

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## Part 6 Officials code of conduct

1. General. Officials bear a great responsibility for engendering public confidence in the sport of archery and directly represent the Association. Accordingly they are empowered with certain authorities and rights in terms of the SANAA Constitution and undertake to;

- a. Be free of obligation to any interest other than the impartial and fair judging of sports competitions.
- b. Hold and maintain the basic tenets of officiating which include history, integrity, neutrality, respect, sensitivity, professionalism, discretion and tactfulness.
- c. Master both rules of the game and mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.
- d. Display and execute superior communication skills, both verbal and non-verbal.
- e. Recognize that anything which may lead to a conflict of interest, either real or apparent, must be avoided. Gifts, favours, special treatment, privileges, employment or a personal relationship with any entity which can compromise the perceived impartiality of officiating must be avoided.
- f. Prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.
- g. Not be party to actions designed to unfairly limit or restrain access to Officiating, officiating assignments or to association membership. This includes selection for positions of leadership based upon economic factors, race, creed, colour, age, gender or physical handicap.
- h. Be punctual and professional in the fulfilment of all contractual obligations.
- i. Work with each other and their governing bodies in a constructive and cooperative manner.
- j. Resist every temptation and outside pressure to use one's position as an official to benefit oneself.
- k. Never participate in any form of illegal gambling on sports contest, may never gamble on any sporting event in which they have either a direct or indirect involvement.
- l. Not make false or misleading statements regarding their qualifications, rating, credentials, experience, training or competence.
- m. Accept responsibility for all actions taken.

## Part 7 Technical officials code of conduct

1. General. It is the responsibility of the technical officials to uphold the rules of World Archery and SANAA and in so doing ensure that South Africa remains a member nation in good standing of the International Federation. Accordingly, technical officials have a vital role to play in the sport and undertake to:

- a. Be honest, consistent, objective, impartial and courteous when enforcing the rules of the games.
- b. Respect the rights, dignity and worth of all involved, regardless of gender, abilities or cultural backgrounds.
- c. Take reasonable measures to protect both player and his safety and safeguard the welfares of the players.
- d. Adopt a healthy lifestyle and maintain both physical and mental fitness.
- e. Provide leadership and guidance to participants, ensuring that the competition is conducted in a safe and fair manner.
- f. Portray officiating in a positive, professional and respected manner.

- g. Be a role model in behaviour, communication and personal appearance.
- h. Enrich him/her self with updated knowledge of the rules of the game, trends and principles of their application.
- i. Make sure that every athlete has a reasonable opportunity to perform to the best of their ability, within the limits of the rules.
- j. Avoid or put an end to any situation that threatens the safety of the athletes.
- k. Strive to maintain a healthy atmosphere and environment for competition.
- l. Not condone/tolerate unacceptable conduct toward officials, athletes, spectators or myself.
- m. Be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete and handle all conflicts firmly but with dignity and in the appropriate manner.
- n. Accept my role as a teacher and role model for fair play
- o. Be open to discussion and contact with the athletes before and after the event.
- p. Remain open to constructive criticism and show respect and consideration for different points of view.
- q. Obtain proper training and continue to upgrade my officiating skills.
- r. Consistently display high personal standards and project a favourable image of the sport and officiating and uphold World Archery standards.
- s. Refrain from the use of profane, insulting, harassing or otherwise offensive language or behaviour in the conduct of my duties.
- t. Never advocate or condone the use of drugs or other banned substances or methods.

## Part 8 Team officials code of conduct

1. General. By and large the team officials responsibility is defined by international tournaments outside of the country, and while there are specific obligations in terms of the SANAA Constitution and by-laws, the gambit of team officials may be extended to all team, club and provincial officials.

2. Specific Principles. All team officials shall therefore resolve themselves to conduct themselves with dignity as a professional and as a citizen of the community, recognizing and accepting that they shall have certain obligations to the country, SANAA and the sport of archery;

- a. Set a positive example for others, particularly young players and supporters.
- b. Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
- c. Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
- d. Avoid all forms of gamesmanship.
- e. Show due respect to other Officials and those involved in the game.
- f. Always have regard for the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
- g. Not use or tolerate inappropriate language.
- h. Realise obligations towards the Team and;
  - i. Make every effort to develop the sporting, technical and tactical levels of the team, and to obtain the best results for the team, using all permitted means.
  - ii. Give priority to the interests of the team over individual interests.
  - iii. Resist all illegal or unsporting influences, including banned substances and techniques.
  - iv. Promote ethical principles.
  - v. Show due respect for the interests of the players, coaches and officials, their own club/team and others.

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- i. Realise obligations towards the Supporters and
    - i. Show due respect for the interests of supporters.
    - ii. Show due respect towards the tournament Officials
    - iii. Avoid words or actions, which may mislead an Official.

## Part 9 Enforcement of the code of conduct

1. Responsibility. Responsibility for enforcement of this Code of Conduct shall reside with the Executive Committee of the South African National Archery Association, who is empowered to form a disciplinary committee.

2. Spectators. For implementation of this Code of Conduct, spectators who are directly associated with a particular Athlete shall comply with the same criteria as for Parents'/Guardians', and the same enforcement action shall apply.

3. Enforcement Action. The Executive Committee of the South African National Archery Association has the rights to enforce this Code of Conduct in terms of Article 10 Establishment of a Disciplinary Committee

In all cases, such verdicts and findings shall be the province of the Chairperson of the Disciplinary Hearing.

## Part 10. Establishment of Disciplinary Committee

### 1. General.

The Executive Committee of the South African National Archery Association shall establish a Disciplinary Committee as required to deal with all disciplinary actions against Members, breaches of the Codes of Conduct and other matters under the Constitution of SANAA.

### 2. Composition of Disciplinary Committee

- a. A Disciplinary Committee Panel of five (5) persons shall be appointed by the Executive Committee of the South African National Archery Association for the purpose of hearing disciplinary actions and other matters under this By-Law.
- b. Three (3) members of the Disciplinary Committee Panel should constitute a quorum for the Disciplinary Committee. The Disciplinary Committee shall also appoint or elect a member of the Disciplinary Committee to act as the Chairperson of the Disciplinary Committee Panel and for the Disciplinary Committee for each hearing.
- c. No member of the Executive Committee of the South African National Archery Association shall be appointed to the Disciplinary Committee.
- d. A person who has been directly involved in or affected by the matter in dispute, or where a conflict of interest would otherwise arise, shall not be eligible to be a member of the Disciplinary Committee which hears the matter in dispute

### 3. Notice of Alleged Breach

- a. Where the SANAA Executive is advised or considers that a Member of SANAA has allegedly:

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1. breached, failed, refused or neglected to comply with a provision of the Rules, By-Laws or any resolution or determination of the SANAA or any other duly authorised committee;
  2. breached the Codes of Conduct of SANAA;
  3. acted in a manner unbecoming of a Member or prejudicial to the objects and interests of SANAA and/or the sport of archery; or
  4. brought SANAA and/or the sport of archery into disrepute;
- b. The SANAA Executive shall appoint a Disciplinary Committee in accordance with Rule 2 of this By-Law.
- c. The Secretary of SANAA shall, as soon as practicable following the appointment of a Disciplinary Committee, serve on the Member a notice in writing:
1. setting out the specific details alleged breach by the Member;
  2. setting out the facts and grounds on which the alleged breach is based;
  3. stating that the Member may address the Disciplinary Committee at a hearing to be held not later than 28 days after service of the notice;
  4. stating the date, place and time of that hearing;
  5. informing the Member that he or she may do one or more of the following:
  6. attend the hearing;
  7. give the Disciplinary Committee, before the date of that hearing, a written statement regarding the alleged breach.
  8. informing the member that if they do not attend the hearing and/or provide a written statement prior to the hearing, the hearing will proceed and the matter will be determined in their absence.
  9. Despite Rule 3.b.c of this By-Law, the hearing may be held at any other time that the Secretary, Chairperson of the Disciplinary Committee and the Member agree.

#### 4. Disciplinary Hearing Procedures

1. At a hearing of the Disciplinary Committee, the Disciplinary Committee shall:
  - a. give the Member every opportunity to be heard;
  - b. give other aggrieved parties and any witnesses the right to be heard, present evidence or submit a written statement;
  - c. give due consideration to any written statement submitted by the Member; and
  - d. by majority resolution determine whether the alleged breach occurred.
2. Neither SANAA nor the Member shall be entitled to any legal representation (legal or otherwise) but with the leave of the Disciplinary Committee may be represented by another at the hearing, but if the hearing relates to an alleged breach by a Junior Member then the Junior Member shall be entitled to be represented by his or her parent or guardian but the Junior Member must be present.
3. The Disciplinary Committee shall hear and determine the alleged breach in whatever manner it considers appropriate in the circumstances (including by way of teleconference, video conference or otherwise) and shall determine what evidence shall be admissible at the hearing, provided that it does so in accordance with the principles of natural justice.
4. The Disciplinary Committee will make its decision immediately following the conclusion of the hearing if possible, but otherwise it shall deliver its decision and reasons to the Member and the SANAA Executive within fourteen (14) days of the hearing.
5. If the Disciplinary Committee considers that the alleged breach did not occur, the matter shall be dismissed.
6. If the Disciplinary Committee considers that the alleged breach occurred, it may impose any one or more of the penalties set out in Rule 5 of this By-Law.

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7. Each party shall be responsible for their own costs associated with the Disciplinary Committee hearing. The Disciplinary Committee has the discretion to make an order to reimburse costs to a party.

## 5. Penalties

1. If the Disciplinary Committee considers that the alleged breach occurred, the Disciplinary Committee may impose any one or more of the following penalties:
  - a. impose a warning;
  - b. reprimand the Member;
  - c. direct the Member to make a verbal or written apology;
  - d. direct the Member to reimburse costs to the SANAA of the hearing;
  - e. where there has been damage to property, direct that the Member pay compensation to the relevant person or organisation that controls or has possession of the damaged property;
  - f. withdrawal of any awards, placing, records or achievements bestowed upon the Member in any tournaments, activities or events held or sanctioned by SANAA;
  - g. direct that any funding granted or given to the Member by SANAA cease from a specified date;
  - h. direct that any rights, privileges and benefits provided to that Member by SANAA be suspended for a specified period and/or terminated;
  - i. direct that SANAA cease to sanction events held by or under the auspices of that Member;
  - j. suspend the Member from membership of SANAA for a specified period;
  - k. expel the Member from SANAA; and
  - l. any other penalty that the Disciplinary Committee considers appropriate.

## 6. Right of Appeal from Decision of Disciplinary Committee

1. SANAA or a Member may only appeal against a decision of a Disciplinary Committee on one or more of the following grounds of appeal:
  - a. Significant new or additional evidence has become available;
  - b. The penalty imposed by the Disciplinary Committee is not in accordance with the provisions of this By-Law;
  - c. The penalty imposed by the Disciplinary Committee is manifestly excessive; or
  - d. The Disciplinary Committee failed to substantially follow the procedures or requirements of this By-Law and this failure caused a significant detriment to the party seeking the appeal.

## 7. Notice Of Appeal

1 A person seeking to appeal a decision of the Disciplinary Committee ("the Appellant") must lodge a notice stating full details of the grounds of appeal ("the Notice of Appeal") with the Secretary of SANAA within seven (7) days receiving notice of the decision of the Disciplinary Committee.

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## 8. Appeals Tribunal

1. Upon receipt of a valid Notice of Appeal, the SANAA shall convene an Appeals Tribunal to hear and determine the appeal in accordance with this By-Law.
2. The Appellant shall be notified within seven (7) days of receipt of the Notice of Appeal of the time, date and place of the appeal hearing.
3. The Appeals Tribunal shall consist of three (3) people appointed by the SANAA to hear the appeal. The SANAA shall also appoint a member of the appeals tribunal as the Chairperson. Three (3) members of the Appeals Tribunal shall constitute a quorum
4. No member of the SANAA shall be appointed to the Appeals Tribunal, but if there is a vacancy on the Appeals Tribunal at the time of the hearing then this position may be filled by a member of the SANAA.
5. A person that has been directly involved in or affected by the matter in dispute or who was a member of the Disciplinary Committee that originally decided the matter or where a conflict of interest would otherwise arise, shall not be eligible to be a member of the Appeals Tribunal.

## 9. Appeals Tribunal Procedures

1. The Appeals Tribunal and persons appearing before it are bound by the same procedures under Rule 4 of Part B of this By-Law as if the Appeals Tribunal was a Disciplinary Committee hearing a matter at first instance.
2. The Secretary shall forward records of the Disciplinary Committee hearing in which the matter the subject of the appeal was heard at first instance to the Chairperson of the Appeals Tribunal.
3. The appeal hearing shall be a full re-hearing of the facts and circumstances of the matter.
4. The Appeals Tribunal may request further information prior to determining the appeal and it has discretion as to whether or not new evidence may be allowed.
5. An Appeals Tribunal shall have the power, in such manner as it thinks fit, to:
  - a. dismiss the appeal;
  - b. uphold the appeal;
  - c. impose any of the penalties set out in Rule 5 of Part B of this By-Law; and/or
  - d. reduce, increase or otherwise vary any penalty imposed by the Disciplinary Committee.
6. Within 7 days of the conclusion of the appeal hearing, the Chairperson of the Appeals Tribunal shall ensure that the Appellant and the President are notified of the decision of the Appeals Tribunal
7. The Appeals Tribunal shall not be required to provide reasons for its decision
8. Each party to an appeal shall be responsible for their own costs. The Appeal Tribunal has the discretion to make an order to reimburse costs to a party.

## 10. Single Right of Appeal

1. There is only one right of appeal following the decision of the Disciplinary Committee hearing, which is the right provided under Rule 7 of this By-Law.
2. Any appeal must be solely and exclusively resolved by the Appeals Tribunal and the decision of the Appeals Tribunal is final and binding on the parties.

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## 11 Exhaust Internal Appeal

1. A Member must exercise the right of appeal under this By-Law and have any appeal heard and determined by the Appeals Tribunal before commencing any proceedings or becoming a party to any proceedings in a court of law.

### Article 2: Code of behaviour / Ethics

1. These rules shall be applicable to any archer or person performing any activity within the area of operations of the SANAA, whether such activity or conduct takes place on or off the shooting range:
  - a. Archers must not assault or attempt to assault a spectator, another archer, judge or official.
  - b. Archers must not abuse or dispute, as distinct from question, a judge's final decision, or react in an obviously provocative or disapproving manner whether towards a judge, his / her decision or generally following a judging decision.
  - c. Archers may only wear approved club, province or SANAA clothing as appropriate. The wearing or display of an unauthorised commercial logo is not permitted.
  - d. Archers must not use crude and or abusive language towards another archer, judge or spectator.
  - e. Archers must not indulge in conduct detrimental to the sport.
  - f. Archers must at all times abide by the conditions, rules and regulations, by-laws and / or contracts with the SANAA. Provincial Associations have the responsibility to ensure that agreements between an archer and a Provincial Association take due cognisance of the archers responsibilities in this regard and are therefore not in conflict with the SANAA conditions.
  - g. The SANAA rulings will be binding on each Provincial Association when an archer accepts an invitation to represent South Africa or their Provincial Association.
  - h. Consistent with World Archery and International Field Archery Association rules, no smoking or consumption of alcohol is permitted within the field of play.
  - i. Archers must not engage in public acts of misconduct, or unruly behaviour, whilst representing South Africa or their Provincial Association.
  - j. Any archer who by way of their actions or statements brings the sport of archery into disrepute shall be guilty of misconduct.

### Article 3: Disciplinary Procedure

1. Any club secretary may request in writing, to the provincial secretary, a hearing, for disciplinary action, against any member.
2. Such hearing to be scheduled within 14 days of receipt of the request by the Provincial Secretary.
3. The member, subject of the action, shall be given written warning by registered post; at least 30 days prior to the date called, and may be present with accompaniment or send a representative to such hearing.
4. Such hearing shall be chaired by the Chairman of the relevant province plus two members nominated by the Chairman / Executive of the Province.
5. The chairman of the hearing shall submit a recommendation to the Executive of the Province at their next meeting, which should be held within three months. The decision of the

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Provincial Executive shall be binding and will be presented, in writing, to the member within 14 days.

6. The member has the right to appeal to the National Executive, who will appoint a committee from Council Members, conveniently located near to the location of the province who conducted the original hearing, to consider all the facts and make a final decision. The appeal must be made in writing and must detail reasons why the appeal should be heard. The appeal hearing should be held within 30 days and conducted at a venue suitably convenient to the appellant, the Provincial representative and the committee members. This decision is then final and is to be upheld.
7. The SASCOC dispute resolution process is recognised.

#### Article 4: Withdrawal of membership

In the event of any action by an affiliated individual, club or provincial association abusing the SANAA Constitution and Rules, the SANAA Executive Committee may suspend or expel such member from membership of this Association after affording such member a reasonable opportunity of a hearing.