

RINGBALL SOUTH AFRICA SCHOOLS ASSOCIATION



CONSTITUTION AND REGULATIONS

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NAME

The name of the body is Ringball South Africa Schools Association, hereafter called RingballSA SA

2. AIM AND OBJECTIVES

The aims of RingballSA SA are:

- 2.1 to affiliate with acknowledged national body Ringball South Africa
- 2.2 to promote and develop ringball as a sport among all races in South African Schools
- 2.3 to endeavour to expand ringball in schools, federations and districts in the age group of u/18 and younger
- 2.4 to guard and advance, as a matter of priority, the interests of the junior ringball players as well as organise, arrange and control inter-schools, inter-regional and inter provincial tournaments in South Africa annually involving school-going players in any age group of u/18 and younger
- 2.5 to obtain and apply funds for the advancement of RingballSA SA
- 2.6 to ensure that a prohibition of the use of steroids, illegal substances, stimulants or medication as defined by the medical council of the International Olympic Committee; is adhered to as per listed address: www.wada-ama.org/en/Wolrd-Anti-Doping-Programs.
- 2.7 to ensure that no discrimination on the grounds of colour, gender, religion or political association takes place in junior ringball
- 2.8 to maintain uniformity of the RingballSA SA playing and competition rules in line with RingballSA's

3. MEMBERSHIP

3.1 General membership

- 3.1.1 Membership of RingballSA SA may be obtained by the following ways of affiliation:
 - 3.1.1.1 By registering at one affiliated club in your district, annually (1 Jan to 31 Dec)
 - 3.1.1.2 By registering at an affiliated Schools district (mainly for third term players).
 - 3.1.1.3 Independent officials can register at the district or provincial federation.
- 3.1.2 Membership, other than honorary membership, is obtained upon application to and approval by, the executive committee. Notice of the approval is given at the next general meeting. The documentation prescribed in the regulations must accompany the application as well as payment of the prescribed affiliation /membership fees.
- 3.1.3 In the case of an unsuccessful application, moneys must be refunded and the applicant may reapply after a period of six months from the date of membership refusal.
- 3.1.4 Persons found unsuitable for membership by the executive committee may in no way be involved with ringball or any RingballSA SA controlled body.
- 3.1.5 Provincial federations and districts that apply for affiliation/ membership should have an approved constitution and a management that was elected accordingly.

3.2 Honorary membership

- 3.2.1 Honorary membership is awarded by the executive committee upon the recommendation of affiliated school districts / regions.
- 3.2.2 Honorary members are entitled to the privileges as determined by the executive committee
- 3.2.3 The executive committee may terminate honorary membership for reasons which, in the judgement of the executive committee, may harm the sport ringball or any of the aims or activities of RingballSA SA.

4. POWERS

All RingballSA SA matters are co-ordinated and administered by the executive committee who in turn reports to the Executive Committee of RingballSA and the Annual General Meeting of RingballSA SA.

RingballSA SA shall have all powers as may be necessary or reasonably required by law to achieve its aims and objectives as set out in section 2 (above) and; for its proper and efficient functioning and administration, it shall have the following power:

- 4.1 It shall be capable to exist even when its membership changes and there are different office bearers.
- 4.2 To appoint representatives or delegates in accordance with the requirements of such bodies as referred to in 3.1 above.
- 4.3 To enforce the playing rules as laid down by RingballSA and the International Ringball Federation.
- 4.4 To formulate, control and modify the format of the different RingballSA SA competitions
- 4.5 To invest the RingballSA SA funds as it deems fit.
- 4.6 To, at the discretion of and according to conditions determined by the executive committee, borrow funds from or grant loans to affiliated provincial federations, districts or associations and secure such loans by mortgage or any form of security.
- 4.7 To, at their discretion, grant bursaries or make donations to enhance ringball.
- 4.8 To administer any legal business in the interest of RingballSA SA.
- 4.9 To insure the property of RingballSA SA and to obtain insurance to indemnify RingballSA SA against any possible claims.
- 4.10 To implement fundraising schemes or impose entrance fees to raise funds.
- 4.11 To raise contracts regarding photography, videos, films, television and radio programmes for any RingballSA SA ringball match in order to obtain commission, royalty or funds.
- 4.12 To act in accordance with point 11 of the regulations regarding disciplinary matters.
- 4.13 To hear appeals against rulings of its members, with the exception of suspensions and disputes involving executive committee members that are directly referred to the appeals board.
- 4.14 To, at any time, demand from anybody affiliated with RingballSA SA insight into their financial statements and minutes and in the case of it being found unsatisfactory, call to account the body or any of its officials.
- 4.15 To aid and support the attaining and control of facilities to ensure the enhancement of ringball.
- 4.16 To employ any legal action to ensure that the aims of RingballSA SA are realised.

- 4.17 To institute and establish development programmes.
- 4.18 To ensure that provincial federations and districts comply with the demarcation boundaries as laid down by the relevant authorities.
- 4.19 To release members of selection committees, compiled committees and team managers of their duties for any misconduct, action or neglect that may harm the aims of RingballSA SA.

5. INDEMNITY

- 5.1 RingballSA SA shall have a legal personality and shall function under the law of the South African judicial system.
- 5.2 Every executive committee member of RingballSA SA shall be indemnified by RingballSA SA against all costs, losses and expenses which he/she may incur or become liable for by virtue of any reason or any act or omission in the discharge of his duties, unless the loss in question is caused by his/her own gross negligence, dishonesty or bad faith.
- 5.3 Executive committee members of RingballSA SA shall be indemnified by RingballSA SA against pecuniary loss sustained by reason of legal proceedings, arising from whatsoever cause, instituted against RingballSA SA or against such executive committee member in his representative capacity, provided that the indemnity conveyed herein shall not extend to private personal acts of such executive committee member outside the cause and scope of this duties.

6. FINANCIAL YEAR

- 6.1 The financial year of RingballSA SA shall run from 1 November of one year to 31 October of the following year.

7. RINGBALLSA SA MEETINGS

- 7.1 **Composition of the general meetings**
 - 7.1.1 General meetings of RingballSA SA shall consist of the following members each with a vote after complying with the stipulations as set out in the regulations.
 - 7.1.1.1 Chairperson, who is excluded from the quota for any provincial federation or district.
 - 7.1.1.2 Vice Chairperson, Secretary, Treasurer, and the chairperson of each of the five committees as stated in paragraph 8.1
 - 7.1.1.3 Three representatives from each affiliated school's provincial federation.
 - 7.1.1.4 One representative per district affiliated with his provincial federation.
 - 7.1.2 Representatives must present letters of credence, duly signed by an authorised person, to the secretary prior to the commencement of the meeting.
 - 7.1.3 All representatives with voting powers must be registered with their schools' provincial / district federation.
 - 7.1.4 The general meeting is the highest authority.

- 7.1.5 In case a school's region / provincial federation omits to settle its financial obligations to RingballSA SA within a period of 14 days after the set due date, such school's district / provincial federation will forfeit one vote at the general meeting.

7.2 General meetings

- 7.2.1 The annual general meeting will be held annually during the Junior / Schools Tournament.
- 7.2.2 The date, time and venue of the general meeting is determined by the executive committee and it is the duty of the secretary to convey this in writing to all the members at least 28 days prior to the event.
- 7.2.3 Members of RingballSA SA must inform the secretary within 21 days prior to the meeting of all points for discussion and the secretary must notify each member of such matters 14 days prior to the meeting.
- 7.2.4 The agenda for the upcoming general meeting shall be circulated to all districts / provincial federations, districts, committees and executive committee members 14 days prior to the meeting.

7.3 Special general meetings

- 7.3.1 Special general meetings must be convened by the executive committee in the event of:
- 7.3.1.1 a written request by $\frac{1}{3}$ (one-third) of the executive committee.
- 7.3.1.2 a written request by at least $\frac{1}{3}$ (one-third) of the affiliated schools' provincial federations and/or districts of RingballSA SA .
- 7.3.2 Such request must state the reason as well as the matter to be presented to the special general meeting and must be submitted within 21 days after the occurrence or incident.
- 7.3.3 The requested meeting must be convened within 21 days after receipt of the written request.
- 7.3.4 Notification of the aim of the special general meeting must be given by the secretary to all the members of RingballSA SA at least 14 days prior to the meeting stipulating the time, date and venue.
- 7.3.5 No matter, other than that requested, will be dealt with at the special general meeting.

7.4 Notification of meetings

- 7.4.1 Apart from the requirements contained herein, the notification must also contain the time, date and venue of the meeting.
- 7.4.2 In the case of a mid-year general meeting the notification must include:
- 7.4.2.1 agenda
- 7.4.2.2 minutes of previous annual general and special general meetings
- 7.4.2.3 audited financial statements – when applicable
- 7.4.2.4 list of discussion points
- 7.4.3 In the case of an annual general meeting the notification must include:
- 7.4.3.1 agenda
- 7.4.3.2 minutes of previous annual general and any special general meetings

7.4.3.3 annual reports

7.4.3.4 list of points for discussion.

7.5 Duties of annual general meeting

The duties of the annual general meeting are the following:

7.5.1 To discuss and approve the minutes of the previous general meeting and any special general meeting.

7.5.2 To receive, consider and approve the annual report of the executive committee.

7.5.3 To settle all matters for which notification was given.

7.5.4 To settle all urgent matters for which the complete meeting is required and has the authority to deal with.

7.5.5 To elect members of the executive committee and patrons as specified in the regulations.

7.5.6 In the case of a mid-year annual meeting, to receive, consider and approve the audited financial statements, as audited by a chartered accountant, for the year ending 31 October.

7.6 Chairperson of the meeting

7.6.1 The chairperson of the executive committee, and in his absence the vice-chairperson, shall act as chairperson at all general and committee meetings. In the event of the chairperson resigning, the vice-chairperson will assume the position automatically. If the vice-chairperson does not want to take over the position, he has to resign from the committee.

7.6.2 In the event of no chairperson being present, or if the chairperson is not present after 15 minutes of the time indicated in the notification, the members present shall nominate a chairperson from amongst them.

7.7 Quorum

7.7.1 A quorum for all general and special general meetings shall consist of half (50%) plus one of the representatives of the affiliated schools' district / provincial federations, districts and associations who must be present in person and shall apply for the duration of the meeting.

7.7.2 A quorum at an executive committee meeting shall be half plus one of the members who must all be present in person.

7.7.3 In the event of no quorum being present after half an hour of the indicated time as per the notification, the meeting will adjourn and notification will be served on all parties concerned for the establishment of a new meeting not sooner than seven days and not later than 14 days after the adjourned meeting. In the event of no quorum being present at the newly convened meeting after a half hour after the scheduled time the members then present shall form a quorum or the meeting shall be cancelled. In the case of a special general meeting the meeting is cancelled.

7.8 Voting at meetings

7.8.1 All proposals or nominations must be seconded by a representative of another schools' district / provincial federation, district or affiliated association.

- 7.8.2 At general meetings voting is done by a show of hands, except if the chairperson rules or a voting member demands that voting be done by ballot paper. Voting for persons is done by ballot paper.
- 7.8.3 An announcement by the chairperson of the result of the voting by a show of hands and the recording in the minutes of such result are enough proof of the result of the vote.
- 7.8.4 In the event of the vote by ballot paper, the chairperson shall appoint ballot recorders and their count, announced by the chairperson, and shall be the result of the vote. The ballot papers shall be open for inspection by all eligible voters.
- 7.8.5 A normal majority is required when voting is done for the election of a person or persons.
- 7.8.6 All decisions reached by normal majority are binding unless otherwise specifically stated in the constitution.
- 7.8.7 In the event of an equal vote at any meeting, be it by the show of hands or ballot paper, the chairperson of the meeting shall have the casting vote.
- 7.8.8 Only those persons entitled to vote that are present, may vote.
- 7.8.9 The entire executive committee will be entitled to receive notice of, and to attend any general and special meeting.
- 7.8.10 Minutes that will serve as an official report of the proceedings and decisions at annual general meetings and/or special general meetings must be forwarded to the members of the executive management, as well as the affiliated schools' district / provincial federations, districts and associations as mentioned in within 21 days after the meeting.

7.9 Written resolutions

A resolution in writing and duly signed by all the members entitled to receive notification of a general meeting and who have the vote, is just as binding and effective as if the decision was taken at a general meeting called and held.

8. EXECUTIVE COMMITTEE

8.1 Composition and classification

- 8.1.1 The executive committee is elected for a two-year term of office and shall consist of the following members:
- 8.1.1.1 A Chairperson, who is excluded from the quota for any provincial federation or district
 - 8.1.1.2 A vice-chairperson
 - 8.1.1.3 A secretary
 - 8.1.1.4 A treasurer
 - 8.1.1.5 Tournament administrator
 - 8.1.1.6 Administration and Statistics
 - 8.1.1.7 Marketing and Development
 - 8.1.1.8 Chairperson: Schools' coaching association
 - 8.1.1.9 Chairperson: Schools' referees' association

- 8.1.1.10 Chairperson: Organisation committee (only if required)
- 8.1.1.11 Chairperson: Special projects (only if required)
- 8.1.2 One person from a schools' district and restricted to a maximum of two persons from a schools provincial federation may serve on the executive committee; excluding the position of the Chairperson and the Chairpersons of the Coaching and Referees' Associations.
- 8.1.3 The candidature of persons, including the chairperson, nominated for the executive committee must have the support of a schools' district and at least one other affiliated schools' district or association.
- 8.1.4 An executive management committee consisting of four executive committee members is appointed by the executive committee to handle urgent matters on a day-to-day basis. A report back should be given at the next executive committee meeting.
- 8.1.5 The executive committee appoints from its members specific persons per office in accordance with section 7 of the regulations.
- 8.1.6 Any affiliated member of RingballSA SA shall be eligible to be nominated to serve in any portfolio on the executive committee. All persons nominated to serve on the executive committee shall be duly nominated and seconded per nomination letter as set out in section 7 of the regulations to the constitution.
- 8.1.7 No member of the executive committee shall be entitled to serve in the same position for a period exceeding six terms of two years each continuously, after which he/she has to serve for at least one term in another portfolio before being entitled to be re-elected to that specific position.

8.2 Activities and duties

The executive committee manages RingballSA SA.

- 8.2.1 The executive committee will meet at least four times per annum or at the request of the Chairperson of the EC or two members of the executive committee. Decisions at any meeting will be by majority vote. In the case of an equal vote the chairperson will have a casting vote.
- 8.2.2 The activities of RingballSA SA are executed by the executive committee who has the power to fulfil all duties not stipulated in the constitution as the task of the general meeting but to adhere to the stipulations of the constitution and such regulations prescribed by the general meeting.
- 8.2.3 All cheques, bills and other negotiable documents as well as all receipts for moneys paid to RingballSA SA shall be signed, drawn, accepted or endorsed or otherwise treated, depending on the circumstances, in such a manner as prescribed by the executive committee.
- 8.2.4 The accounting books must be safeguarded at such a location as agreed by the executive committee and must at all times be available for scrutiny by the executive committee.
- 8.2.5 The executive committee must record in the set books or electronically the names of the executive committee, committee members of RingballSA SA and committee members of provincial federations, districts and associations as well as decisions and actions taken at meetings of RingballSA SA and the executive committee.
- 8.2.6 The executive committee must ensure that all correspondence, reports and documents are secured and kept in good order.
- 8.2.7 The Chairperson of the executive committee authorises the payment of travelling and accommodation costs and/or honorarium to any person who acted on instruction of the executive committee.

- 8.2.8 The executive committee must report its actions and submit an annual report to the annual general meeting and financial statements to the general meeting for approval.
- 8.2.9 The executive committee will co-opt vacancies on the executive committee which may arise during the course of its term of office as a result of written resignation or absence without pardon from two consecutive meetings. A special general meeting must be called in the event of less than a quorum of half (50%) plus one of the originally selected members remaining.
- 8.2.10 The executive committee must, where applicable, co-opt vacancies on the selection committees which may arise during their term.
- 8.2.11 The executive committee recommends to the annual general meeting matters relating to special awards such as honorary colours and sport merit awards, as well as honorary membership.
- 8.2.12 The executive committee appoints committees as required and determines their duties.
- 8.2.13 The executive committee annually appoints team managers for each RingballSA SA team as set out in 4.2 of the regulations.
- 8.2.14 The executive committee approves referees and coaches who are appointed to represent RingballSA SA.
- 8.2.15 The executive committee must ensure that, if possible, one of the members of the executive committee attend the annual general meetings of provincial federations and associations.
- 8.2.16 The executive committee must ensure that, if possible, one of the members of the relevant provincial federation attends the annual general meetings of their affiliated districts.

9. PATRONS

- 9.1 Patrons are appointed by the annual general meeting.
- 9.2 The duties of the patron are the following:
- 9.2.1 to act as members of the appeals board.
- 9.2.2 to act if general meeting resolutions are not executed, with a report to the executive committee.
- 9.2.3 to act when the constitution and regulations are contravened, with a report to the executive committee.
- 9.3 The board of patrons shall consist of a maximum of five members, one of which will be from RingballSA EC
- 9.4 The service of a patron shall only be terminated by a general meeting.
- 9.5 The patrons shall not have the vote at any general meeting.

10. COLOURS AND EMBLEMS

10.1 Colours

- 10.1.1 The colours of RingballSA SA shall be as follow:
SA team: dark green, yellow and white.

SA Invitational team: yellow, white and dark green

Presidents team: navy/dark blue, sky/light blue

Presidents Invitational team : sky/light blue /navy/dark blue

10.1.2 Presidents Invitational teams will only be selected at the discretion of RingballSA SA executive committee.

10.1.3 The criteria for the awarding of colours is contained in the regulations.

10.1.4 Written authorisation for the purchase of colours must be given by the RingballSA SA executive committee.

10.2 Emblems

The emblem of RingballSA SA shall be:

A white ringball ball with a small red protea inside the ball, South Africa printed / embroidered at the top and Ringball Schools printed / embroidered at the bottom.

11. SELECTION COMMITTEES

11.1 Selection committees are elected annually before the commencement of the schools' national championship, taking availability into consideration, by means of nomination lists as set out in the regulations.

11.2 A convenor for each selection committee is appointed by the executive committee.

11.3 The selection committees shall act under the authority of the executive committee. Preliminary teams as selected by the selection committees must be submitted to the executive committee one day prior to final approval and are subject to final approval by the executive committee.

12. COMMITTEES

12.1 Committees are constituted in accordance to the regulations.

12.2 The committees shall be accountable to and regularly report to the executive committee on their activities.

13. APPEAL BOARD

13.1 Composition

The composition of the appeal board shall be the following:

13.1.1 A chairperson to which both parties agree and who are selected from amongst the patrons.

13.1.2 Two members to which both parties agree and who are selected from amongst the patrons.

13.1.3 The two parties each appoint their own representative.

13.1.4 If no agreement can be reached between the two parties all the members of the board of patrons will serve on the appeal board. A chairperson will be appointed by themselves.

13.1.5 The secretary of RingballSA SA will be a permanent member of the appeals board to minute the proceedings.

13.2 Activities

13.2.1 The appeal board must hear appeals against executive committee verdicts.

13.2.2 The verdict of the appeal board is binding and final.

14. DISPUTE RESOLUTION

Any dispute arising out of, or in connection with, the enforceability of the constitution, or the application and interpretation of the provisions thereof, or any dispute between any members of RingballSA SA or between a member and the executive committee or RingballSA SA itself, shall be referred to the Appeal Board for resolution through mediation or expedited arbitration in terms of the Rules and Procedures for the Resolution of Disputes in Sport, prevailing at the time such dispute is so referred. In the event of arbitration in terms of the foregoing, such resolution shall be final and binding on the parties to the dispute.

15. GENERAL MATTERS

15.1 Regulations

15.1.1 The executive committee may issue, amend or recall regulations provided it is not in conflict with this constitution.

15.1.2 The issued or recalled regulations are legal and binding on all members until otherwise decided by the general meeting.

15.2 Dissolution

15.2.1 In the event of an affiliated schools' provincial federation deciding to cease operation or to dissolve, all assets such as trophies, money and books, must be handed over to RingballSA SA within 21 days. Members of the schools' union, region or association committee shall individually or collectively be held responsible, for the above mentioned handover.

15.2.2 Such assets shall be kept in safe custody for a period of two years where after it becomes RingballSA SA property. In the case of a schools' federation reforming after two years, it shall be left to the discretion of the executive committee to return such assets.

15.2.3 RingballSA SA can only be dissolved by a decision taken at a constituted general meeting or special general meeting with a four-fifth (4/5) majority.

15.2.4 At liquidation or termination of RingballSA SA all remaining assets shall be donated to RingballSA.. An internal committee shall be appointed to tie up the affairs of RingballSA SA.

15.3 Amendments to the constitution

- 15.3.1 This constitution can be amended at a general meeting or at a special general meeting called for the purpose.
- 15.3.2 Notice of any suggested change, recall or addition to the constitution must reach the secretary within 21 days prior to the general meeting and the secretary must notify all the members of the general meeting of such change 14 days prior to the meeting.
- 15.3.3 In the event of any suggested change, recall or addition to the constitution is to be made at a special general meeting; notification must be given to the secretary who in turn must convene such a meeting within 21 days after receipt of such notification.
- 15.3.4 A change, recall or addition to this constitution shall only be legal and binding if a two-third (2/3) majority of the entitled voters present so vote.

16. RELATED DOCUMENTS

- 16.1 RingballSA SA Regulations
- 16.2 RingballSA Constitution
- 16.3 RingballSA Regulations
- 16.4 RingballSA SA Executive Committee Members Duties
- 16.5 RingballSA SA Code of Conduct
- 16.6 RingballSA Disciplinary Procedure & Guide
- 16.7 SASCOC Code of Conduct

RingballSA SA Regulations (to the constitution)

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1. COLOURS AND EMBLEMS

As defined in point 10 of the constitution.

1.1 Colours

As defined in point 10.1 of the constitution.

1.2 Emblems

Variations on the RingballSA SA emblem as defined in point 10.2 of the constitution and approved by the executive committee.

2. INSCRIPTION WITH EMBLEMS

2.1 All Junior teams

A white ringball ball with a small red protea inside the ball, South Africa printed / embroidered at the top and Ringball Schools printed / embroidered at the bottom).

2.2 Executive committee, junior men and ladies RingballSA SA team managers, RingballSA SA referees, coaches and selectors

A white ringball ball with a small red protea inside the ball, South Africa printed / embroidered at the top and Ringball Schools and the denomination printed / embroidered at the bottom of the emblem.

3. COMPETITION APPAREL

3.1 Junior Teams

3.1.1 Ladies / Girls

Skirt and top with emblem and colours as prescribed by executive committee of RingballSA SA.

3.1.2 Men / Boys

Shorts and golf shirt with emblem and colours as prescribed by the executive committee of RingballSA SA.

3.2 All RingballSA SA , invitational, president and president invitational teams

Skirt, top, shorts, shirt and socks as prescribed by RingballSA SA .

3.3 Other officials

Officials appointed by the executive committee to represent RingballSA SA at official events shall qualify for RingballSA SA colours.

3.4 Executive committee

Members of the executive committee shall be entitled to the RingballSA SA emblem and the inscription "Executive committee".

3.5 General

3.5.1 The use of ski-pants is allowed provided it is of a matching colour of the skirt or short, and does not protrude beyond the length of the skirt or shorts.

3.5.2 With the approval of the executive committee the logo of a sponsor may be displayed on competition apparel provided the colour of such logo does not overrule the colour of the competition apparel. The sponsor's logo may not be larger than 75% of the RingballSA SA logo.

4. RULES AND PROCEDURES FOR THE AWARDING OF COLOURS

4.1 RingballSA SA colours

As prescribed by the executive committee and RingballSA.

4.2 RingballSA SA colours

4.2.1 Selectors

By taking availability into account, nomination lists from schools' districts / provincial federations a predetermined number of members shall be elected annually before the schools national championship by the executive committee for inclusion in the selection committees. The executive committee shall then appoint the selectors for each selection committee from the selectors elected.

Each schools' provincial federation and each affiliated district, has the opportunity to nominate candidates for the various selection committees on nomination lists. Nominations lists shall be issued to schools' provincial / districts & federations and associations by the first week of the start of the schools' ringball season. Completed, duly signed and seconded lists must reach the secretary at least 14 days after the issuing.

In order to be included on the list of candidates for a specific selection committee a candidate should be nominated in writing by one schools' provincial federation or association and seconded by one other schools' provincial association or association. Each nominee should also have the sanction of his own schools' provincial federation.

To qualify for election, a candidate should have at least two years' experience on a selection committee at district level.

Schools' selection committees are compiled according to demand.

Selection committees shall consist of an uneven number of persons, with at least three persons at all junior men's and ladies' categories.

Persons may be elected for both a junior and senior selection committee in the same year, should the need arise for whatever reason.

In the u/17 boys' and girls' categories no province shall have more than one representative per specific selection committee. In all other categories, no district shall have more than one representative per specific selection committee, taking availability into account.

The election of selection committees shall take place sequentially from most senior to most junior.

A person nominated for a specific selection committee, but not elected, may be nominated for following selection committees if he so desires.

Selection committees must submit preliminary teams with motivation one day prior to final approval as defined in 11.3 of the constitution.

It is the responsibility of the schools' district / provincial federation to ensure that all persons nominated are duly affiliated.

4.2.2 Referees

Referees are appointed by the referees association and nominated by the schools; district / federation and approved by the executive committee on an annual basis.

All schools' referees have to attend all appointed matches, unless special arrangement have been made, in writing, with the executive committee.

It is the responsibility of the schools' district / provincial federation to ensure that all persons nominated are duly affiliated.

4.2.3 Players

Colours as defined in points 1 to 3 of the regulations shall be awarded to players selected by the appropriate selection committees at the RingballSA SA Schools' Championship as set out in 12 of the RingballSA SA Constitution and defined in point 3 of the regulations. If a player was selected and awarded colours but, due to circumstances, did not compete (e.g. injury), such colours shall be withdrawn.

A player has to attend all matches unless special arrangements have been made with the team manager in writing.

4.3 Control of RingballSA SA emblems and apparel

4.3.1 The illegal use or manufacturing of the RingballSA SA emblem and apparel or the reproduction thereof is an offence. The giving away, selling or exchanging of official RingballSA SA apparel and the wearing of such apparel by anyone who does not qualify are an offence and disciplinary and/or legal actions will be taken against such a person or institution.

4.3.2 Disciplinary action will be taken by the executive committee when and if necessary to ensure that no conduct or allegations occur which, in the discretion of the executive committee, come down to the abuse or violation of the emblems and/or official apparel.

4.3.3 The executive committee must record the name of all the persons to whom official colours have been awarded.

4.3.4 Persons to whom colours had been awarded previously can apply to the executive committee for the replacement of such apparel in case of the loss or obsolescence thereof for a period not exceeding three years.

4.3.5 The executive committee will control all matters concerning the administration and application of the RingballSA SA emblem and apparel and will improve and modify rules for that purpose.

5. COMMITTEES

5.1 Committees are instituted according to the need for dividing the workload and are compiled biennially by the executive committee. The chairperson, who must be an executive committee member, is appointed biennially by the executive committee.

5.2 At the request of the executive committee the provinces must nominate suitable persons who may be co-opted to the respective committees.

6. COMPOSITION OF GENERAL MEETINGS

6.1 In order to qualify for participation with the power to vote at general meetings of RingballSA SA, schools' provincial federations, districts and associations shall adhere to the following requirements:

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- 6.1.1 All financial obligations to RingballSA SA have been fulfilled, as per section 7.1.5 of the constitution.
- 6.1.2 A duly completed and signed letter of credence must be handed to the secretary of RingballSA SA prior to the meeting.
- 6.1.4 Non-compliance with section 6.1.1 and 6.1.2 of these regulations shall result in a schools' district / provincial federation or association forfeiting one vote at the general meeting.
- 6.2 Schools' district provincial federations will each have three representatives and each district affiliated with its provincial federation will have one representative.
- 6.3 It is the responsibility of the schools' district / provincial federation to make sure that each nominated person is affiliated.

7 NOMINATION OF EXECUTIVE COMMITTEE MEMBERS

- 7.1 Each affiliated schools' district provincial federation as the opportunity to nominate possible candidates for the executive committee on a nomination list. The nomination list should be issued to schools' district / provincial federations 21 days prior to the annual general meeting. The completed, duly signed and seconded list must reach the secretary at least 14 days prior to the annual general meeting.
- 7.2 In order to be included on the list of possible candidates for the executive committee a candidate should be nominated in writing by one schools district / provincial federation and seconded by another schools district / provincial federation. Each nominee shall have the sanction of his own provincial federation.
- 7.4 Nominations shall be accepted during the election at the annual general meeting.

8. MEMBERSHIP/AFFILIATION

- 8.1 Registration as a member is only valid for one season and must be renewed annually.
- 8.2 Provincial federations and associations affiliate with RingballSA SA annually. Provincial federations and districts are obliged to pay an annual affiliation fee as determined by RingballSA, but associations are exempted from such fees.
- 8.3 A provincial federation that is affiliated to RingballSA or that is intent on affiliation must present its colours to the executive committee for approval. The executive committee is empowered to request the district to alter the colours until approved. Any change to the colours must be re-submitted to the executive committee for approval and registration. Colours already approved and registered may also be altered by the executive committee, if so required.
- 8.4 Provincial federations and associations applying for membership must submit a duly completed and signed application form as prescribed and attach all the required documentation.
- 8.5 Fees**
RingballSA SA shall, from time to time, determine the membership fees and levies payable by members and such other fees and levies necessary for the due and effective functioning of RingballSA SA and for the furtherance of its aims and objectives.

9. REGISTRATION OF PLAYERS AND OFFICIALS

9.1 For purposes of this constitution and regulations, as well as any accompanying guidelines, a new club in a new district that has not been active before is defined as an entity consisting of 10 players of the same sex of which at least five must be adults. It must also have a management of at least three members, the members of which could be included in the aforesaid five adult members. Such new club must also have an acceptable constitution.

In an already active district, it is the responsibility of the district's management to lay down rules for new clubs in the district.

9.2 All current as well as potential members register annually with a district via his club, except those mentioned in 11.11. The district is responsible for the registration of all members with the relevant provincial federation and RingballSA.

9.3 Registration fees for players and officials, as determined by the relevant annual general meeting, must be paid or transferred to RingballSA and the relevant provincial federation by districts on or before 31 March annually.

9.4 Exemption from a district can be obtained only if the following requirements have been complied with:

9.4.1 all obligations towards his club and district have been fulfilled.

9.4.2 the approval of the RingballSA executive management committee has been obtained.

9.5 No person may be registered with two districts or clubs simultaneously.

9.6 In the event of the dissolution of a district or club, a person may register with any other district or club without exemption.

9.7 Any member who changes his domicile during the season may fulfil his obligations if already selected for a provincial team or for a team that has qualified for a RingballSA competition.

9.8 Tournament fees, as determined by the annual general meeting, must be paid or transferred to RingballSA by the provincial federation not later than the Sunday preceding the annual national championships. Provincial federations must ensure that all its affiliated districts pay over to it, the tournament fees at a date and amount determined by its annual general meeting. Any provincial federation, district, association or member paying cash into the bank account of RingballSA must add a percentage of 10% to the amount payable and pay the total amount so as to account for the bank charges.

9.9 In the case of a member wishing to register with another district than the one he is registered with currently, he should request exemption from the district he is registered with. Exemption from a district can be obtained by using the prescribed application form and if the original district raises no objection within 14 days after receipt of the application, such member shall automatically be exempted.

9.10 A member is automatically exempted if he has not been registered for two or more consecutive years.

9.11 Officials not wishing to be involved at club or district level may affiliate directly with their provincial federation by using the prescribed application form.

9.12 All players must be registered in their districts before they can take part in a league match or before such date as the specific district has determined.

- 9.13 RingballSA shall make available to provincial federations the list of names of people owing money to RingballSA, which provincial federations must ensure that no person is affiliated within a provincial federation if such person has outstanding debt with RingballSA.

10. MATCHES

10.1 RingballSA SA competitions

- 10.1.1 All RingballSA SA competitions are determined by the executive committee in collaboration with the relevant association.
- 10.1.2 All matches shall be played according to RingballSA and the the International Ringball Federation playing rules.
- 10.1.3 The executive committee determines the rules (not playing rules) and basis of play of the competition as well as the date, venue and time.

11. DISCIPLINARY ACTION AND PROCEDURES

11.1 Procedures

- 11.1.1 Except for urgent incidents, member/s must be informed in writing within 14 days that disciplinary steps are considered as well as the grievance pertaining to such planned action.
- 11.1.2 Such notification must stipulate a time and place on which the hearing will take place and must also indicate that the presence of the member/s is required.
- 11.1.3 Electronic notice shall be deemed as having been received by the member/s.
- 11.1.4 It is the responsibility of the member/s to ensure that his contact details are correct with his district and to update his details should there be any change to his address, telephone numbers or email address. The school district in turn must update such details with the relevant provincial federation.
- 11.1.5 In urgent cases the executive committee may take disciplinary action against a member/s, notwithstanding the fact that notification as stipulated above has not been given. Consideration must be given to 13.1.2 and is further subject to confirmation after proper notification is given to the member/s. In the event of the confirmation not being made within 30 days after the initial disciplinary action, such action shall be terminated.
- 11.1.6 No investigation shall be initiated and no measures shall be taken against member/s unless such member/s are present at such proceedings and are granted the opportunity to defend the alleged complaint, or had proper notification of the proceedings and preferred not to attend.
- 11.1.7 Any disciplinary action taken by the executive committee in terms hereof must be related to the seriousness of the offence with due consideration given to the detriment or damage resulting from the offence. With the execution of the punishment the executive committee shall consider any other actions taken by any other ringball body.

11.2 Disciplinary measures

The executive committee may, when in terms hereof, institute measures against member/s or body, apply the following disciplinary measures:

- Warning; fine; temporary suspension of privileges or suspension
- Refer to RingballSA SA disciplinary code and procedures.

11.3 Note

- 11.3.1 A member or body suspended may not participate or be involved in any activity of ringball.

11.3.2 In the event of a school provincial federation, district not being able to fulfil its responsibilities as a result of disciplinary actions, the executive committee shall ensure that the ringball activities of the schools provincial federation, district or association continue.

11.3.3 The executive committee must be informed in writing within 14 days of any disciplinary actions taken by schools' federations, districts under its control.

12. APPEALS

12.1 Against ruling taken by the executive committee

12.1.1 Appeals are heard by the board of appeal as stipulated in 13 of the constitution.

12.1.2 After receipt of the notification of appeal the executive committee must make the necessary arrangements for the composition of the board of appeal as stipulated in 13 of the constitution.

12.2 Against rulings of subordinate bodies

The appeal shall be heard by the executive committee. Upon receipt of notice of appeal the executive committee shall convene a meeting.

The executive committee shall have the right to appoint a committee of at least three or a maximum of five to hear the appeal and formulate a decision.

12.3 Further procedural requirements

12.3.1 A person or body appealing to RingballSA SA or the board of appeal must, within 14 days, advise the following in writing:

12.3.1.1 The ruling to which the appeal is lodged.

12.3.1.2 The person or body that made the ruling.

12.3.1.3 The date, time and place, and the method through which the ruling was made known to the appellant.

12.3.1.4 Details of the punishment or any other disciplinary action taken against the appellant.

12.3.1.5 Comprehensive details of the circumstances that led to the decisions.

12.3.2 The appellant must send a copy of the notification as stipulated in 14.3.1 to the person or body against whom the appeal is lodged. Proof must be lodged with the board of appeal or the executive committee that this obligation had been fulfilled.

12.3.3 An appeal fee of R300,00 must be paid with the notification. This fee will be refunded in the event of the appeal succeeding.

12.3.4 The person or body against whose decision an appeal is lodged must, within 14 days after receipt of the notification of appeal, as stipulated in 14.3.2 provide the executive committee or board of appeals with a written explanation of the factual findings that preceded the decision, the decision taken and the grounds for the decision. A copy of this must be provided to the person lodging the appeal. Together with this written explanation, the respondent must furnish proof to the executive committee or board of appeal that the appellant had received such a copy.

12.3.5 The executive committee or board of appeals must determine a date, time and venue for the hearing and inform the respondent and the appellant.

12.3.6 The appeal must be heard within 21 days after receipt of the notification.

12.3.7 In cases serving in terms hereof the executive committee or board of appeals may:

12.3.7.1 repeal the decision against which the appeal was lodged.

12.3.7.2 confirm the decision against which the appeal was lodged.

12.3.7.3 change the decision against which the appeal was lodged, with the understanding that the effect of the decision may not be aggravated.

13. GENERAL

- 13.1 All schools' provincial federations, districts and committees of RingballSA SA shall provide the following documents to the secretary of RingballSA by **15 October** annually:
- Annual report containing the following:
 - Minutes of the previous annual general meeting
 - **Audited financial statements**
 - Constitution, including the latest amendments
- 13.2 The annual report must, where applicable, contain the following information:
- Management report of the activities of the district or association
 - Final league results
 - Names of persons to whom colours were awarded
- 13.3 Non-compliance with 13.1 and 13.2 of these regulations shall result in a schools' district, provincial federation or association forfeiting one vote at the general meeting.
- 13.4 Schools' provincial federations, districts must provide the executive committee with the following information by 27 July annually:
- Addresses of all officials
 - Annual programme
 - League fixtures
 - Fixtures of friendly matches between districts
- 13.5 Annual meetings of schools' provincial federations, districts and associations under the control of RingballSA SA must be held prior to 30 September and the executive committee must be informed of the date and time timeously.
- 13.6 To allow for uniformity the financial year of all provincial federations, districts and associations must end not later than 28 February.