

**UPDATED SECTIONS IN RED TEXT**



**WESTERN CAPE SHORE ANGLING ASSOCIATION**

**Bylaw A to the Constitution**

# **Duties of Office Bearers and Management**

**2022 Version 14**

Signed and approved by:

**WCSAA President**  
PR du Preez

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**WCSAA Constitution Officer**  
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**Originator:**  
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## **BYLAW A: Duties of Executive and Office Bearers**

### **1. The President**

- 1.1 The President shall act as Chairman at all Council, The Annual General Meeting & Special 1.2 Council meetings, and shall have a deliberate and casting vote at all meetings.
- 1.3 Hold ex officio position on all sub-committees
- 1.4 Present an annual address to the Annual General Meeting.
- 1.5 Ensure that the Constitution of the Association is upheld and adhered to.

### **2. The Vice President**

- 2.1 The Vice President shall, in the absence of the President, preside as President at all meetings and with the same powers as the President.
- 2.2 He may act as deputy for the President in any of his other functions.

### **3. The Honorary Secretary**

- 3.1 Keep minutes of all meetings of the Association.
- 3.2 Keep proper records of the business and affairs of the Association.
- 3.3 Do or cause to be done all the clerical work of the Association.
- 3.4 Be responsible for all stock, record books, stationary, office furniture and appliances and arrange for accommodation of the same.
- 3.5 Carry out promptly all instructions issued by the President or the Council.

### **4. The Honorary Treasurer**

- 4.1 Be responsible for the collection of all monies and funds and only make such investments and pay such amounts as are duly authorized by the Council.
- 4.2 Pay the debts of the Association as authorized by the council in terms of "finance" regulations.
- 4.3 Present at every Council meeting a detailed statement of the Associations current finances. All supporting documentary proof should be available for inspection, should it be required by the Council.
- 4.4 Submit a draft annual balance sheet at the Council Meeting preceding the Annual General Meeting.
- 4.5 Prepare a balance sheet and accounts, and submit same, together with the books of the Association to the auditor or auditors not less than two weeks before the date of the next Annual General Meeting.
- 4.6 The financial year shall be from the 1st June until 30 May.

## **5. The Constitution Officer**

- 5.1 Shall be responsible for the maintenance and upkeep of the constitution.
- 5.2 Effect all required changes as and when ratified by the council at Annual or Special General Meetings.
- 5.3 Within 30 days, distribute such amendments to the Secretary for distribution to clubs.
- 5.4 In the event of constitutional dispute, the constitution officer shall be responsible for interpretation, and his decision will be final and binding.

## **6. The Records Officer**

- 6.1 Keep the record books and certificates of the Association.
- 6.2 Receive and scrutinize all claims for records and species and tender a written report at every Council meeting.
- 6.3 On approval by the Council, forward the appropriate certificates to the successful claimants, as soon as possible
- 6.4 Together with the President, sign such certificates on behalf of the Association.
- 6.5 Liaise on behalf of the Association, with the Records Officer of SASAA in respect of record catches by affiliated anglers.

## **7. The Competition Secretary**

- 7.1 Keep records and statistics of all inter-club competitions of the Association.
- 7.2 Preside as weigh master at all interclub competitions.
- 7.3 Confirm with the Honorary Secretary whether all competing clubs and anglers are affiliated to the Association.
- 7.4 Keep an inventory of all trophies.
- 7.5 Responsible for awarding the listed trophies and relevant certificates at the Annual Prize Giving Function.
- 7.6 Forward catch statistics to the Oceanographic Research Institute.
- 7.7 Release results of every inter-club competition as soon as available.
- 7.8 Scrutinize weigh cards and Team entry forms for correctness and report any errors to the Scorer.
- 7.9 Report in writing all relevant information at each Council Meeting.
- 7.10 Call for, and convene a Complaints committee meeting as and when required.
- 7.11 Report any discrepancies to the executive.
- 7.12 Responsible to arrange security at WCSAA Interclub where required.

## **8. The Environmental Officer**

- 8.1 Will liaise with conservation bodies and government organizations in the promotion of the ideals of conservation.
- 8.2 Have the right to arrange meetings with relevant authorities to discuss conservation issues on behalf of the Association.
- 8.3 Be responsible for the certification and control of vehicles, if allowed and required.
- 8.4 Have the right to arrange meetings with relevant authorities to discuss beach vehicle issues on behalf of the Association.
- 8.5 Investigate and report to the Council with recommended disciplinary actions for members perpetrating beach vehicle regulations.
- 8.6 Immediately inform Member Clubs of any amendments or any other relevant information pertaining to conservation or beach vehicle regulations.
- 8.7 Report in writing at each Council meeting.

## **9. The Public Relations Officer**

- 9.1 Will be responsible for maintaining the reputation of the Association with stakeholders.
- 9.2 Report all major Association tournaments and functions to the public via the media
- 9.3 Investigate any complaints made by the public regarding the Association activities and report such in writing to the Council at each meeting.
- 9.4 At his/her discretion, the Public Relations Officer may use the press and/or radio to inform the public of the outcome of any allegations made against the Association.

## **10. The Development Officer**

- 10.1 Have the right to arrange meetings with relevant authorities to discuss development issues on behalf of the Association.
- 10.2 Liaise with the required authorities and/or Government for advice and assistance, financial or otherwise.
- 10.3 Arrange training sessions and/or competitions as and when required to improve angling skills.
- 10.4 Report all proposed or completed projects to the Council.
- 10.5 Report in writing at each Council meeting
- 10.6 Submit an annual written report to the Secretary of S.A.S.A.A., 30 days prior to the SASAA Annual General meeting.

## **11. Convenor of Junior Angling**

- 11.1 Shall be responsible for the development of junior angling in the Association.

- 11.2 Form a Junior Angling Committee consisting of one Junior Development Delegate from each affiliated Member club.
- 11.3 Pursue any legal method required to encourage the sport of angling amongst juniors
- 11.4 Arrange training sessions and/or competitions as and when required to improve the skills of junior anglers
- 11.5 Convene the selection of Junior angling teams in conjunction with the Selection Committee.
- 11.6 Report in writing to the Council at each meeting.

**12. The Auditor or Auditors**

- 12.1 Will have access to all books, records, stock, securities, and assets whatsoever, of the Association at all times.
- ~~12.2 Audit the annual accounts and prepare a report for the Annual General meeting.~~
- 12.3 Have the authority to submit a report to the Council at any time.

**13. The Scorer**

- 13.1 Shall process the scores of each inter-club as per the competition rules.
- 13.2 Make such scores available to the Competition secretary as soon as possible.
- 13.3 Report any discrepancies to the competition secretary and the executive for adjudication.

**14. Convenor of Selectors**

- 14.1 Shall act as chairman at all selection committee meetings.
- 14.2 Have a deliberate and a casting vote

**15. The Roster Committee**

- 15.1 The Roster Committee shall consist of one member of each member club, selected at the AGM
- 15.2 Compile and present the annual angling program to the AGM, for ratification

**16. Provincial Athlete Representative**

- 16.1 The Athletes' Representative should represent the interests of athletes within the Association and prioritise their interests above his or her own when required.
- 16.2 Should ensure that the athletes' point of view is taken into account in the Associations decision making.
- 16.3 To provide advice and guidance to the Association on issues critical to athletes.

- 16.4 To ensure that the rights of athletes are respected and to make recommendations accordingly.
- 16.5 To ensure that the correct protocol/procedure for resolution of disputes is adhered to at all times
- 16.6 Advise athlete(s) on correct procedure to submit complaint/dispute to club chairman.
- 16.7 Monitor progress of dispute resolution process between member(s) and club.
- 16.8 Monitor submission of dispute by athlete/club to Provincial Excom and the resolution process thereof, if complaint/dispute was not resolved at club level.
- 16.9 To enter into the dispute resolution process and liaise directly with Provincial Excom and mediate dispute on behalf of member, where member is not satisfied with the outcome of the dispute by the Provincial Excom.
- 16.10 Elevate the dispute to SASAA Excom directly if dispute could be resolved at Provincial level.
- 16.11 Discuss/mediate dispute with SASAA Excom (on behalf of athlete) to resolve dispute at National level.
- 16.12 Forward/elevate dispute to SASAA Athletes' Representative if dispute could not be resolved with SASAA Excom.
- 16.13 Provide ongoing feedback to Athlete who submitted complaint/dispute at club level.

**17. Convenor of Ladies Angling**

- 17.1 Shall be responsible for the development of ladies angling in the Association.
- 17.2 Form a Ladies Angling Committee consisting of one Ladies Development Delegate from each affiliated Member club.
- 17.3 Pursue any legal method required to encourage the sport of angling amongst ladies.
- 17.4 Arrange training sessions and/or competitions as and when required to improve the skills of lady anglers.
- 17.5 Report in writing to the Council at each meeting.

**18. Convenor of Schools Angling**

- 18.1 Shall be responsible for the Schools Mini League in the Association.
- 18.2 Will select two members to assist with Schools League and they will form part of the Schools League administration.
- 18.3 Pursue any legal method required to encourage the sport of angling amongst kids.
- 18.4 Arrange training sessions and/or competitions as and when required to improve the skills of the Schools Mini League anglers.
- 18.5 Convene the selection of Schools Mini League angling teams in conjunction with the Selection Committee.
- 18.6 Report in writing to the Council at each meeting.

## **19. COVID-19 COMPLIANCE OFFICER RESPONSIBILITIES**

1. The role of the Covid-19 Compliance Officer is a new role because of the Corona virus pandemic.
2. The member structures in the National Association and Provincial body must communicate to its members who the appointed Compliance Officer is.
3. The duties and responsibilities are very similar as those Compliance Officers to be appointed at a business according to the Covid-19 health regulations.
4. The responsibilities of the Compliance Officer are divided into the following:
  - a. Role.
  - b. Duties before returning to hosting activities.
  - c. Proactive duties.
  - d. Reactive emergency duties.

### **Role**

5. The Compliance Officer must monitor the venue activities per competition to ensure that screening procedures are completed, and social distancing is being maintained at the venues.
6. The Compliance Officer is acting in the best interest of every angler's and official's health by helping to prevent and reduce the spread of Covid-19 by ensuring the adherence to the applicable participation and hosting regulations.

### **Duties before returning to hosting activities**

7. In the SASACC Operational Plan and SASACC PAL Participation Regulations, the prescribed actions and documentation to be completed is specified.
8. The actions to be completed before the Declaration for State of Readiness is submitted by a venue owner or a host who will act on behalf of the venue owner is contained in the abovementioned documents and form part of the declaration to be made.
9. The actions to be completed before the Declaration for State of Readiness is submitted by a host of an event is contained in the abovementioned documents and form part of the declaration to be made.
10. The actions to be completed by all the participants are the completion of the two online based forms namely:
  - a. Participant detail form.
  - b. Participant indemnity form.
11. The Compliance Officer must compile and maintain an electronic register in which the following data is captured:
  - a. National Federation Level verification of:
    - i. Submitted Declaration for State of Readiness – Venue Owners.
    - ii. Submitted Declaration for State of Readiness – Host of the events.



- iii. Submitted verification by Provincial Association that all the participant detail forms for a specific Provincial/Club event is online submitted.
      - iv. Submitted verification by Provincial Association that all the participant indemnity forms for all specific Provincial/Club event is online submitted.
    - b. Provincial Level:
      - i. Submission of or verification of Submitted Declaration for State of Readiness – Venue Owners.
      - ii. Submission of and verification of Submitted Declaration for State of Readiness – Host of the events.
      - iii. Submitted verification by clubs that all the participant detail forms for a specific Provincial/Club event is online submitted.
      - iv. Submitted verification by clubs that all the participant indemnity forms for all specific Provincial/Club event is online submitted.
    - c. Club Level:
      - i. Submission of and verification of Submitted Declaration for State of Readiness – Venue Owners.
      - ii. Submission of Submitted Declaration for State of Readiness – Host of the events.
      - iii. Submission of and verification of all the participant detail forms for Provincial/Club events in online format.
      - iv. Submission of and verification of all the participant indemnity forms for all participants of Provincial/Club events in online format.
12. Ensure that all participants in events within the structure are aware and adhere to Covid-19 guidance and protocols while participating in the events.
  13. Ensure that participants wear personal protective equipment, where necessary in accordance With government, health authority guidelines.
  14. Keep updated with all new regulations as issued by SASACC / SASAA based on changes in directives from government and health authority on Covid-19.
  15. The Compliance Officer must familiarize herself/himself with the relevant SASACC Regulations.
  16. Ensure that a risk analysis is done of every venue, activity or task identified that may expose participants To Covid-19 and that the relevant safe participation procedures are implemented and adhered to.
  17. Ensure that the hosts of events implement the SASACC / SASAA Operational Plan and control measures to eliminate or mitigate potential of participants are infected.
  18. Providing such information, instructions and supervision as may be necessary to ensure hosts and participants are made aware of the precautional measures for Covid-19 infections.
  19. Ensure that hosts and venue owners take such steps as may be reasonably practicable to eliminate or mitigate any potential infection of participants.
  20. Ensure the taking of the necessary corrective action on all deviations reported and enforcing such measures and discipline as may be necessary before the commencement of events.

21. Reporting of all the progress to the Provincial/National Association Managements in order to ensure state of readiness.
22. Maintaining proper records of all and any aspect of the Covid-19 Management Plan for audit and contact tracking purposes.
23. Ensuring all hosts adhere to the SASACC Operational Plan and Participation Regulations and is in compliance with the Disaster Management Act before the submission of State of Readiness is done.
24. Submission of the Declaration of State of Readiness as hosts of events to the Provincial/National Association management.