

# **UNIVERSITY SPORT SOUTH AFRICA**



## **REGULATIONS**

**AMENDED  
30 APRIL 2016**



**THE REGULATIONS OF  
UNIVERSITY SPORT SOUTH AFRICA  
(Amended: 30 April 2016)**

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**TERMS AND ABBREVIATIONS USED IN THIS DOCUMENT**

**The following terms and abbreviations  
should be interpreted in the context of this document**

USSA	- University Sport South Africa
NEC	- National Executive Committee of USSA
Council	- The Council of USSA
Member	- Tertiary Institution affiliated to USSA
NUSA (Natural member)	- National University Sports Association of USSA
NSF	- National Sports Federation
PEC	- Provincial Executive Committee of USSA
Organising Committee	- Committee responsible for the organisation of a USSA tournament consisting of two or three representatives from each of the following: (a) the NUSA concerned (b) the host institution (c) the PEC concerned (where applicable)
AGM	- Annual General Meeting
BGM	- Biennial General Meeting
HESA	- Higher Education South Africa
FISU	- International University Sports Federation
FASU	- Federation of Africa University Sport
CUCSA	- Confederation of University and College Sports Associations
ISF	- International Sports Federation

## **ARTICLE 2: BYE-LAWS TO THE USSA CONSTITUTION**

### **2.1 GENERAL PRINCIPLES**

- 2.1.1 The seat of USSA shall be at the office of the USSA Secretariat.
- 2.1.2 USSA respects the status of all official languages in South Africa, but for practical reasons, the official and working language of USSA and its associations or subcommittees shall be English.
- 2.1.3 USSA shall pursue its aims and objectives without consideration or discrimination of a political, denominational or racial nature.
- 2.1.4 USSA Provinces shall be known as "USSA [name of province]" e.g. USSA Western Province, USSA Gauteng, etc..
- 2.1.5 USSA Sport Associations (NUSA) shall be known as "USSA [name of sport]" e.g. USSA Aerobics, USSA Squash, etc..

### **2.2 INTELLECTUAL PROPERTIES**

- 2.2.1 The intellectual properties of USSA includes all copyright, patents, registered and unregistered trademarks, registered designs, trade secrets and know-how and all other intellectual property as defined in Article 2 of the Convention Establishing the World Intellectual Property Organisation of July 1967.
- 2.2.2 The following and their refinements are the exclusive property of USSA:
- (a) The USSA emblem;
  - (b) The designations of the USSA events;
  - (c) The emblems of USSA events;
  - (d) Marketing and radio, television and other broadcasting rights.
- 2.2.3 Only USSA may authorise the use of its properties or delegate their usage to an Organising Committee or a third party. In each case, the use of its properties must be done in accordance with the spirit of the Constitution and Regulations of USSA. Any grant, license or commercial use must contain the present regulation and be respected by the parties concerned.

### **2.3 OBJECTIVES**

- 2.3.1 USSA shall within the framework of the Constitution, attend to:
- (a) the development of tertiary sport at all levels;
  - (b) closer contact between students of all institutions;
  - (c) sporting opportunities for the benefit of all students.

2.3.2 USSA shall uphold its founding principles, namely:

- (a) non-racialism;
- (b) democracy;
- (c) non-sexism.

## **2.4 SECTORAL NEEDS AND DEVELOPMENT**

2.4.1 USSA shall take note of the different developmental needs in the various tertiary education sectors, conditioned by factors such as:

- (a) typical age cohort;
- (b) level of public resourcing;
- (c) structure and length of study programmes;
- (d) differences in organisation, time schedules, sectoral mission, ethos and function.

2.4.2 USSA shall within Article 8.4.4.1 of the Constitution, give consideration to:

- (a) where there are demonstrated needs for sectoral organisation of activities in any code and at any level, the decision to organise for that sector shall not be unilaterally overruled by the other sectors in the national sports association;
- (b) the fact that a sector had requested the sectoral organisation of a particular sports code regionally or nationally, shall not diminish the duty of the NUSA to organise and/or coordinate such activity;
- (c) there shall be a clear understanding that the NUSA's retain the particular responsibility for developing historically neglected sectors.

2.4.3 USSA shall attend to the establishment of consultative forums for each of the tertiary education sectors in order for such forums to advise the relevant Higher Education Structure, provided that such forums shall not be the continuation of the historical sectoral sports bodies and that it shall be inclusive of all the institutions in that particular sector affiliated to USSA.

2.4.4 No provision that may hereby be added to this section shall be interpreted as taking precedence over the aims and values for building national unity and redressing inter- and intra-sectoral historical imbalances.

## **2.5 THE NATIONAL EXECUTIVE COMMITTEE**

2.5.1 President

- (a) The AGM/SGM shall elect the President.
- (b) The President shall be a freely contested position.
- (c) The President shall communicate policy approved by the AGM or Council on behalf of USSA. His/her special functions include:
  - (i) summoning General (AGM/SGM), Council and NEC meetings;
  - (ii) presiding over the meetings of the AGM/SGM, Council and the NEC;
  - (iii) maintaining contact between members of the NEC;
  - (iv) executive authority in terms of resolutions of the NEC;

- (v) signing, with the Secretary-General, any documents which commit USSA;
- (vi) referring to the NEC a written report on USSA's activities, to be submitted to the Council and AGM.
- (d) The President shall have a casting vote.
- (e) In the absence of the President, the 1<sup>st</sup> Vice-President will take his/her place.

#### 2.5.2 First Vice-President

- (a) The AGM/SGM shall elect the 1<sup>st</sup> Vice-President.
- (b) The 1<sup>st</sup> Vice-President shall be a manager/official at the level of Director, Deputy Director, Head of Sport or Deputy Head of Sport at a member institution of Higher Education.
- (c) The 1<sup>st</sup> Vice-President shall be responsible for the functional management of USSA. His/her special functions include:
  - (i) to uphold USSA's founding principles and regulations and to guard over constitutional matters;
  - (ii) to attend to gender equity in the Organization at all levels;
  - (iii) to attend to all disciplinary matters;
  - (iv) to evaluate and submit nominations for honorary membership to the Council and AGM.
- (d) In the absence of the President, the 1<sup>st</sup> Vice-President will take his/her place.

#### 2.5.3 Second Vice-President

- (a) The AGM/SGM shall elect the 2<sup>nd</sup> Vice-President.
- (b) The 2<sup>nd</sup> Vice-President shall be a senior student in at least his/her 2<sup>nd</sup> academic year of study.
- (c) The 2<sup>nd</sup> Vice-President shall be the convener of the Student Forum.

#### 2.5.4 Secretary-General

- (a) The Secretary-General shall be appointed by the NEC.
- (b) The Secretary-General shall be responsible for the administrative management of USSA. His/her special functions include:
  - (i) the administration of the General Secretariat;
  - (ii) documents for national meetings of USSA, i.e. agendas, reports and minutes;
  - (iii) compiling reports and proposals for the NEC;
  - (iv) maintaining contact between members;
  - (v) ensuring coordination between the activities of USSA;
  - (vi) presenting a verbal report at meetings of the NEC.
- (c) The Secretary-General is responsible to the NEC for the efficiency of his/her administration.

#### 2.5.5 Chief Finance and Marketing Officer

- (a) The AGM/SGM shall elect the Chief Finance and Marketing Officer.
- (b) The Chief Finance & Marketing Officer shall be a full time employee at a member institution of USSA.

- (c) The Chief Finance and Marketing Officer is responsible for the financial coordination, marketing and promotional events of USSA. His/her special responsibilities shall include:
  - (i) to constitute the promotions and marketing subcommittee and submit reports to the NEC on behalf of the Committee;
  - (ii) to report progress on the fund-raising projects;
  - (iii) to ensure that funds generated for projects and budget requirements are utilized efficiently;
  - (iv) to make verbal reports at the meetings of the NEC.
- (d) The Chief Finance and Marketing Officer is responsible for the funds and assets which are entrusted to him/her within the framework of his/her mandate.

#### 2.5.6 Assessors

The AGM/SGM shall elect five (5) Assessors to serve in the Executive Committee of USSA. The Assessors shall act as conveners for the subcommittees defined in Article 2.7 below.

### 2.6 PROVINCIAL EXECUTIVE COMMITTEES

#### 2.6.1 Structure

Each Provincial Executive Committees (PEC) shall determine its own portfolios based on the specific needs within the province. However, a PEC shall consist of at least a Chairperson and two other members.

#### 2.6.2 Duties

The responsibilities of PECs shall include the following:

- (a) Administer student sport in provinces;
- (b) Organise provincial tournaments according to USSA Regulations;
- (c) Create working relationship with provincial governments;
- (d) Foster relations with provincial sporting bodies;
- (e) Oversee / coordinate provincial development projects;
- (f) Coordinate facility utilization within their provinces;
- (g) Organise sports tours to USSA national tournaments;
- (h) Recruit members within provinces.

### 2.7 THE SUBCOMMITTEES OF USSA

The NEC of USSA shall constitute the following subcommittees:

#### 2.7.1 Statutory Supervision Committee

The responsibilities of the committee include the following:

- (a) to ensure that all constitutional matters are attended to;
- (b) to ensure that the regulations are kept updated;
- (c) to draw up policies for USSA.



### 2.7.2 Finance and Marketing Committee

The responsibilities of the committee include the following:

- (a) to facilitate fundraising and sponsorships on behalf of USSA, including NUSAs and PECs;
- (b) to develop policies related to finance and marketing and may include but not limited to sponsorship guidelines, procurement, branding, communication, etc.
- (c) to consider and approve any financial matters related to USSA Tournaments, the NEC, Subcommittees, NUSAs and PECs such as budgets, levies, etc.
- (d) to establish an Alumni Club with at least the following functions:
  - (i) to serves as a professional advisory forum for the NEC of USSA;
  - (ii) to assist with sustainable business plans;
  - (iii) to support, promote and market fundraising initiatives;
  - (iv) to link with leaders in government, education, economy and industry;
  - (v) to build and maintain a database of alumni and student sport supporters.

### 2.7.3 Development and transformation

The responsibilities of the committee include the following:

- (a) draw up a development plan for consideration by the NEC;
- (b) in consultation with the Chief Finance and Marketing Officer, draw up a development budget for consideration by the NEC;
- (c) oversee the development of sport amongst members at all levels;
- (d) facilitate development programmes and training camps in conjunction with national student sports associations and the appropriate national sports federations and/or macro structures;
- (e) the formation, establishment and preservation of a USSA Provincial Executive Committees (PEC) in each province;
- (f) interact with PEC development structures and to submit regular progress reports to the NEC and Council.

### 2.7.4 International Affairs

The responsibilities of the committee include the following:

- (a) to engage FISU, FASU and CUCSA on matters related to the core business of university sport and inform the USSA membership of any such developments;
- (b) to facilitate co-operative agreements related to enhance the core business of USSA;
- (c) to engage relevant structures related to higher education sport to advance the core business of USSA;
- (d) to consider and approve any individual membership of person(s) to the FISU, FASU and CUCSA committee structures.

**2.7.5 High Performance Committee**

The responsibilities of the committee include the following:

- (a) to assist in the preparation of teams for all continental and international competitions;
- (b) to engage member institutions based on their respective niche areas to support the preparation of teams for continental and international competitions;
- (c) to assist with training and development programmes aligned to national strategy for coaches, team managers and sport scientists involved in university sport;
- (d) to in consultation with NUSAs, consider and appoint all coaches, team managers, doctors and sport scientists involved in continental and international competitions for approval by the USSA NEC.

**2.7.6 Dispute Resolutions Committee**

**2.7.7 Student Forum**

The Student Forum shall be convened and headed by the Second Vice-President of USSA. The responsibilities of the Forum include the following:

- (a) to serve as a platform for all bona fide students attending meetings to raise matters of mutual interest and related to the core business of USSA;
- (b) to facilitate programmes in support of leadership development of members of the Student Forum;
- (c) to act as ambassadors of university sport to support, promote and market the core business of USSA;
- (d) to build and maintain a database of all student representatives to serve the Forum for a minimum of 2 years to ensure continuity.

**2.7.8 Bidding and Hosting Committee**

The Heads of Sport Forum shall serve as Bidding and Hosting Advisory Committee to ensure that as members, clauses related to this article is fulfilled in accordance and approval by the USSA NEC and Council. This Committee shall facilitate a 3-year rolling programme and ensuring that decision-making for the hosting of tournaments are in accordance to member institutions requirements as well as the Bidding & Hosting Guidelines of USSA.

**2.8 FINAL PROVISIONS**

**2.8.1** The present Regulations come into force immediately after their approval by the Council, AGM or SGM of USSA.

**2.8.2** Any situation not provided for in these Regulations will be decided upon by the NEC of USSA subject to the approval of the Council, AGM or SGM.

## **ARTICLE 3: USSA TOURNAMENTS**

### **3.1 STATUS OF USSA TOURNAMENTS**

- 3.1.1 Tournaments under the auspices of USSA take place annually, either on a national, provincial and/or institutional basis.
- 3.1.2 Tournaments are organised in those sports for which a recognised National University Sports Association (NUSA) exist. A tournament may not be held if there is no NUSA for the sport concerned, unless it is the inaugural tournament where an NUSA will be constituted.
- 3.1.3 USSA shall have complete control and jurisdiction over all tertiary tournaments under its jurisdiction, but shall entrust the organisation of a tournament to a natural member (i.e. a NUSA) of USSA. The NUSA must delegate its duties to an Organising Committee which shall consist of representatives of the NUSA, host institution and provincial committee (where applicable). The NUSA shall nevertheless be directly responsible to USSA and will report to the National Executive Committee (NEC) of USSA.
- 3.1.4 The Organising Committee is responsible for and must make all the necessary arrangements for the tournament, subject to the approval of the relevant NUSA.
- 3.1.5 The Organising Committee must undertake to respect the Constitution of USSA and to adhere to its rules and regulations.
- 3.1.6 USSA tournaments are closed events for member (affiliated) institutions of USSA. Should any other team wish to participate, it must be approved by the Council or the NEC of USSA.
- 3.1.7 NUSA's should as far as possible provide for all types of USSA tournaments in their programmes. The following three (3) categories of national tournaments are recommended:

Category A – National provincial tournaments:

- (a) Primarily for the selection of national student teams;
- (b) Not in same year as national institutional tournaments;
- (c) NUSA's should be grouped in winter or summer games.
- (d) Provincial teams should be finalised at least 14 days before national events.

Category B – National institutional tournaments:

- (a) Pool system – strength versus strength;
- (b) Not in same year as national provincial tournaments.

Category C – National club championships:

- (a) Teams – strict bona fide members of institutions;
- (b) Play-offs at provincial level, i.e. qualifying round;
- (c) Should be sponsored events.

- 3.1.8 Where applicable, institutions should participate in a provincial tournament before participating in a national institutional tournament. Provincial tournament rosters should annually be submitted to the NEC of USSA by 15 March.
- 3.1.9 NUSA's may organise annual national institutional tournaments based on a strength versus strength format.
- 3.1.10 Unless sponsored, NUSA's should not organise more than one (1) types of tournaments in a specific year.
- 3.1.11 Institutional championships may not clash with national provincial championship events.
- 3.1.12 USSA shall not in any way be responsible for any claim for loss, injury or damages arising from the tournament.

### **3.2 DATE AND VENUE**

- 3.2.1 USSA tournaments are organised according to a roster drawn up in consultation with NUSA's and approved by the Council of USSA.
- 3.2.2 NUSA's shall prepare a three-year rolling programme/roster indicating the tournament type, host institution (venue) and dates for each tournament.
- 3.2.3 USSA tournaments shall be planned in such a way that there shall be as little as possible encroachment on the academic activities of students.
- 3.2.4 Tournaments shall as far as possible be organised for the beginning of the July or December holidays. If the first day of July or December is on, or prior to the Wednesday, then that week is considered to be the first week of the July or December holidays. The USSA Council may in exceptional circumstances grant an NUSA permission to organise a tournament outside the above-mentioned holiday periods. Well motivated written applications must be submitted to the NEC at least three (3) months before the start of the tournament.
- 3.2.5 Tournaments shall as far as possible, be alternated between coastal and inland venues.
- 3.2.6 Roster changes must be kept to a minimum.
- 3.2.7 NUSA's should liaise with their respective National Sports Federations (NSF's) well in advance to ensure that student sport tournaments are programmed in their rosters at a time acceptable to education institutions and students, i.e. holiday periods.

### **3.3 LIAISON**

- 3.3.1 The Organising Committee must forward copies of the invitation, programme and relevant documentation on the tournament to the Secretary-General of USSA.

- 3.3.2 The Organising Committee shall obtain formal guarantees from the host institution that:
- (a) it will provide the necessary cooperation for the success of the tournament;
  - (b) all competitors and officials from participating institutions will encounter no difficulty in attending the tournament;
  - (c) no political meetings or demonstrations will be held on the sports grounds or in the sports facilities and living quarters of the competitors.
- 3.3.3 The NUSA must supply the host institution at least three (3) months before the start of the tournament with a copy of the Association's domestic and competition rules. The names, e-mail addresses and telephone numbers of the tournament organising committee must be forwarded to the USSA National Secretariat sixty (60) days before the tournament is due to start.
- 3.3.4 The NUSA shall liaise with the National Sports Federation (NSF) to coordinate dates and venues in order to prevent clashes.
- 3.3.5 The Organising Committee must liaise with the NSF and sponsors regarding finances and support.
- 3.3.6 Liaison between clubs, the Organising Committee, host institution, NUSA and/or provincial committees, must be done via the sports office at the various tertiary institutions.

### **3.4 PARTICIPATION**

- 3.4.1 Only a bona fide student registered with a club of a member institution of USSA may participate in a USSA tournament. A bona fide student is defined as a person who is:
- (a) officially registered at a higher education institution recognized by the appropriate national academic authority in the country (i.e. Department of Higher Education and Training) for a programme of at least 120 SAQA credits on NQF Level 5, and approved by that institution's senate. This includes bridging courses, although only one (1) attempt at completing any bridging course will be allowed at any institution. Students enrolled for bridging courses must have a matriculation endorsement or a certificate of exemption issued by the Matriculation Board. This excludes students who are enrolled for short courses or are registered for courses or modules or units of study that are less than 120 SAQA credits;
  - (b) actively involved in pursuing his/her academic career, i.e. attending lectures, submitting assignments, writing tests and examinations in order to be promoted to the next level of study.
  - (c) In the case of a postgraduate student, a letter from the Registrar (or appointed representative of the Registrar) of the participating institution in question is required for all honours, masters and doctoral students indicating that the student is making satisfactory progress towards the completion of his/her postgraduate degree.

- 3.4.2 Institutions/provinces must certify in advance that all the members of their respective teams are bona fide students and that they comply with all the above-mentioned regulations. The Registrar (or his/her appointed representative who may not be a sports administration employee) of the relevant institution, must personally sign the necessary forms.
- 3.4.3 Should a specific institution/province wish to change its team, then the Registrar (or his/her appointed representative who may not be a sports administration employee) will have to certify that the replacements are bona fide students who comply with all the regulations. This certification must be submitted at the team managers and captains meeting. Students who are not certified as bona fide students may not participate in USSA tournaments.
- 3.4.4 The Tournament Organising Committee shall be responsible for ratifying the bona fides of all participants before the start of the tournament. Team Managers shall submit the original student cards of their respective team members to the Organising Committee for accreditation purposes.
- 3.4.5 The above-mentioned restrictions are only applicable for official USSA tournaments and do not include inter-tertiary tournaments between two separate institutions (e.g. intervarsities). Such tournaments are seen as a domestic matter between the two institutions concerned and do not fall within the jurisdiction of USSA.
- 3.4.6 Staff members may not participate in USSA tournaments, unless they are also bona fide students at the tertiary institution concerned.
- 3.4.7 A student who successfully completes his/her studies in the middle of the year, may participate in all tournaments scheduled for that specific academic year.
- 3.4.8 A student registered for the second half of the year may only participate in a tournament scheduled for that part of the year. This option may only be exercised once.
- 3.4.9 A student may apply to participate for another tertiary institution club in USSA trials for selection of provincial teams on condition that:
- (a) the person's institution does not have a club;
  - (b) the person is given permission by his/her Rector/Principal (or his/her appointed representative) to do so;
  - (c) the institution the person seeks to participate for, is satisfied with such a ruling and prepared to take responsibility for the person;
  - (d) the person's institution still affiliates to USSA.
- 3.4.10 Combined tertiary teams for participating in USSA national institutional, institutional club or sectoral tournaments and events are not permissible. USSA Associations may however allow provinces to enter composite institutional teams for national institutional tournaments in order to ease the financial burden on institutions and to assist in developing the sport at institutions where only a few persons are participating in a specific sport. Applications for composite institutional teams to participate in USSA events must be submitted via the relevant NUSA to the NEC of USSA for

approval. Composite teams or individuals in composite teams, shall however not qualify for points awarded for team competitions.

3.4.11 Students participating for outside clubs not associated with students' sport without the written permission of their institutions, may not be granted permission to participate in USSA tournaments and trials unless well motivated written applications are submitted to the NEC for approval. Written application received at least forty (40) days before the scheduled event from a bona fide student participating for an outside club with the written consent of the Principal/Rector (or appointed representative) of his/her institution which is a member of USSA will only be considered if:

- (a) the student is also registered with the sports club of his/her institution;
- (b) the sports club of his/her institution supports the request;
- (c) the student undertakes to submit him/herself to the control and discipline of the team manager appointed by his/her tertiary sports club or institution;
- (d) the student undertakes to participate in the USSA tournament or event in the official team colours of his/her institution;
- (e) the student undertakes to abide by the rules and regulations of the USSA Association under whose authority the tournament or event is organised.

3.4.12 All students participating in USSA tournaments and trials, must at the time of the event be a bona fide student as defined in the USSA Regulations. The participation of former students in USSA events are not permitted. An exception shall be considered for former students who were selected for a squad at an official USSA tournament or trial in the year preceding an international event, and who then successfully completed their studies. These students may then be allowed to attend further trials which are held to select the final team to compete in international championship events.

### **3.5 AFFILIATION**

3.5.1 Each tertiary institution should annually affiliate its sport clubs to USSA. The affiliation fee shall be determined from time to time by the NEC of USSA subject to ratification by the Council.

3.5.2 All affiliation fees must be paid annually to USSA during March, but not later than 31 March. A 20% penalty of the total amount due to USSA will be levied for all late affiliations received after the deadline.

3.5.3 No institution of tertiary sports clubs shall participate in any USSA event or tournament without having paid their affiliation fees.

3.5.4 The Finance and Marketing Officer of USSA shall pay from the funds received, a portion of the affiliation fees of the clubs to the NUSA concerned as determined from time to time by the NEC of USSA.

3.5.5 Satellite campuses must obtain approval from their mother campuses to affiliate separately with USSA.

3.5.6 Late affiliations may be accepted after the closing dates for General entries to participate in USSA tournaments, i.e. forty-five (45) days before the start of the event

or 15 May for winter tournaments and 15 October for summer tournaments. Institutions wishing to affiliate their sport codes after the above-mentioned deadline dates, must submit well-motivated applications to the NEC for consideration.

### **3.6 INVITATIONS**

- 3.6.1 The Organising Committee shall invite all relevant affiliated clubs of member institutions to participate in a tournament organised under the auspices of USSA.
- 3.6.2 The letter of invitation containing the date and venue of the tournament, must be extended at least three (3) months before the start of the tournament. Entry forms (where applicable) must accompany the letter of invitation.

### **3.7 ENTRIES**

- 3.7.1 Each institution/province may enter only one team in a tournament for a specific type of sport. Should an institution/province wish to enter a second team in a specific tournament, a motivated application must be submitted to the NUSA. The NUSA in question shall have the authority to decide which institution/province may be invited to enter a second team. Such institutions should pay an additional entry fee equivalent to the NUSA affiliation fee for each additional team entered, whether it is a separate team from a campus or a combined team from a specific institution.

Merged institutions in terms of the higher education act, may enter the same number of teams that historically participated in USSA events under the following conditions:

- (a) the selection of teams shall be at the discretion of the institution;
- (b) institutions may not enter more teams than the number of learning sites;
- (c) combined teams may be selected from any number of learning sites;
- (d) learning sites included in a combined team of the institution, may not enter a separate campus team for participation in the same tournament;
- (e) learning sites may enter individual campus teams on condition that the learning site is affiliated to the relevant NUSA;
- (f) in the case of combined teams, only one affiliation per institution is required;
- (g) where qualifying events are played at provincial level, the institution must annually before 31 March, declare its format of team composition prior to the commencement of the qualifying event, i.e. combined or individual campus teams.

Where teams are divided into strength versus strength sections, the A-section should be limited to one (1) team per institution.

- 3.7.2 Institutions/provinces who wish to participate in a specific tournament, must ensure that all entries reach the Organising Committee by the due date and in the form prescribed by USSA. General and nominative entries may be sent by telefax or e-mail in order to meet the required deadlines, but they must be confirmed in writing on the official entry forms. Institutions who submit entries after the required deadlines may be penalized by the appropriate NUSA, in line with competition rules and with the approval of the NEC of USSA.



- 3.7.3 Entry forms must be completed in capital letters according to the procedures laid down by the Council of USSA and the Organising Committee. The Organising Committee / Host Institution must receive these forms on the following dates:
- (a) USSA/1 Form – General entries (notice of participation): 15 May for winter tournaments, 15 October for summer tournaments or forty-five (45) days before the start of a tournament scheduled outside the winter or summer tournament periods;
  - (b) USSA/2 Form – Nominative entries (confirmation of participation) with the names of competitors, substitutes and team officials as well as the events in which they will participate fourteen (14) days before the start of the tournament;
  - (c) USSA/3 Form – Payment of tournament fees must reach the host institution ten (10) days before the start of the tournament. No team shall be allowed to participate if their tournament fees are not paid in full.
- 3.7.4 The Nominative entry form must be personally signed and stamped by the official nominated by the member-institution (i.e. the Registrar or his/her appointed representative who may not be a sports administration employee). The list of the authorised persons with signing power is annually sent to the Heads of sports administrations prior to the start of the various tournaments. The Organising Committee for USSA tournaments must check that these forms are signed by the authorised persons. Should institutions/provinces wish to change their teams, they have to certify that the replacements are bona fide students who comply with all the regulations of USSA. This certification must be submitted at the team managers and captains meeting. Students not certified as bona fide students may not compete in tournaments.
- 3.7.5 No tournament may take place if, at the closing date for the USSA/2 entry form, the number of entries is less than:
- (a) National tournaments: Five (5) provinces or institutions;
  - (b) Provincial tournaments: Two (2) institutions.

The Organising Committee shall be responsible to inform the NEC of USSA and all participating institutions/provinces ten (10) days beforehand of the cancellation of a tournament because of lack of sufficient entries. No cancellation of a tournament shall be permitted after this date.

- 3.7.6 When a tournament has been cancelled, arrangements must be made by the NUSA to hold the Annual/Biennial General Meeting (AGM/BGM) of the NUSA concerned.

### **3.8 TEAM MANAGERS**

- 3.8.1 Each team is under the control of a manager who at all times, shall take full responsibility for the supervision and behavior of the team.
- 3.8.2 The appointment of team managers is subject to strict selection. Participants may not act as managers. When a non-staff member is selected, such a person shall be approved by the Principal/Rector (or his/her appointed representative) of that particular institution.

- 3.8.3 If a team is mixed, separate managers shall be appointed wherever possible for men's and women's teams on the same basis. An exception is made for smaller teams with 3 or 4 participants. In this case the Principal/Rector (or his/her appointed representative) of the participating institution, may appoint one of the members of the team as being responsible for the team. This written approval must be submitted to the Organising Committee with the official entry form.

### **3.9 FINANCES**

- 3.9.1 The Organising Committee shall draw up a budget for the tournament according to the expected income and expenditure.
- 3.9.2 The Organising Committee must remain inside the budget with the organisation of the tournament.
- 3.9.3 The profits from gate fees must be divided between the host institution and the NUSA.
- 3.9.4 The profits from a competition/match between a USSA team and any other representative team (national or international) shall go to the NUSA.
- 3.9.5 The host institution shall print the programme for the tournament. The profits from sales of and advertisements in the programme, go to the host institution.
- 3.9.6 The Organising Committee is responsible for the financial report of the tournament.

### **3.10 PARTICIPATION FEES**

- 3.10.1 Participating institutions/provinces must pay to the host institution the following tournament fees which will be determined by the NEC of USSA from time to time subject to ratification by the Council:
- (a) Accommodation;
  - (b) Final function fee;
  - (c) Caution fee.

Participating institutions/provinces shall pay for the accommodation of their teams for the full duration of the tournament. Caution fees must be paid irrespective whether teams are staying in the official accommodation provided by the host and/or Organising Committee.

- 3.10.2 Participating individuals, through their institutions and/or provinces, are responsible for their own transport and accommodation costs to all USSA events and tournaments. Each institution/province shall be responsible for the provision and cost of its own local transport to get their teams to the various venues for the event or tournament.
- 3.10.3 Individuals selected for USSA national teams, through their institutions, are responsible for their own transport, accommodation and participation costs to all national and international championships. The responsible NUSA shall assist where possible.

- 3.10.4 Entertainment and final function expenses must be kept to a minimum and within the budget.
- 3.10.5 Caution fees shall be reimbursed in full forty-five (45) days after the event if no damage has been done. If damage has occurred, but the persons and institution/province responsible for it cannot be identified, a pro rata amount shall be deducted from all the participating institutions/provinces.
- 3.10.6 No additional entry fee may be levied from member institutions participating in USSA tournaments other than those provided for under Article 3.19.3.
- 3.10.7 Institutions/provinces shall be liable to pay a cancellation fee to host institutions if participation is cancelled after submission of their USSA/2 forms, i.e. 20% of the total accommodation costs due to the host institution.

### **3.11 SPONSORSHIP**

- 3.11.1 The NEC of USSA shall approve all methods of fund-raising by an NUSA or provincial committee. No funds may be raised without prior approval by the NEC.
- 3.11.2 The NUSA/PEC must register their sponsorships with USSA, in other words, the NEC of USSA must be informed in writing of the name, nature and duration of the sponsorship. It is recommended that a written agreement be concluded between the sponsor and USSA National who shall act on behalf of the NUSA/PEC.
- 3.11.3 The Chief Finance and Marketing Officer of USSA shall coordinate all sponsorships on behalf of USSA.
- 3.11.4 The Organising Committee must discuss the implications of a tournament sponsorship with the host institution to ensure that the sponsor's requirements do not conflict with those of existing sponsorships on the campus.
- 3.11.5 The Organising Committee must do everything in its power to ensure that the sponsor receives the necessary acknowledgement for its sponsorship:
  - (a) The sponsor's name must be incorporated in the name of the tournament;
  - (b) All printed matter (letters, tickets, folders, etc.) must include the sponsor's logo and name;
  - (c) The cover of the programme must highlight the name and logo of the sponsor;
  - (d) All press, TV and radio releases must mention the sponsor's name;
  - (e) All posters and banners containing the sponsor's name and logo must be displayed at prominent points;
  - (f) Photographs must where possible, display the name and/or logo of the sponsor;
  - (g) Should T-shirts be printed for a tournament, the name of the sponsor must be displayed;
  - (h) The sponsor must be mentioned at all official meetings and functions;
  - (i) Representatives of the sponsor must be invited to all functions and competitions;
  - (j) After the tournament a letter of thanks and a portfolio must be sent to the sponsor.

### **3.12 ACCOMMODATION**

- 3.12.1 Participating institutions/provinces must ensure that their application for accommodation (i.e. general entry form – USSA/1) is received by the Organising Committee and host institution at least forty-five (45) days before the start of the tournament.
- 3.12.2 The confirmation form for accommodation (i.e. the nominative entry form – USSA/2) must reach the Organising Committee and host institution at least fourteen (14) days before the start of the tournament.
- 3.12.3 Accommodation, final function and caution fees must reach the host institution ten (10) days before the start of the tournament. No individual or team shall be allowed entrance to hostels or participation in tournament events if their tournament fees are not paid in full.
- 3.12.4 Accommodation will not be reserved for a team unless their application forms have reached the Organising Committee within the prescribed dates. Accommodation will not be cancelled after payment has been received, unless there are exceptional circumstances and then only at the discretion of the host institution.
- 3.12.5 All participating institutions/provinces should preferably use the official accommodation organised by the Organising Committee with the exception of the host institution on condition that the control over the home team is of such a nature that there will be no encroachment on the proceedings of the tournament.
- 3.12.6 Only official members of participating teams may be accommodated in the official accommodation reserved for the purpose of the tournament. No supporters or other persons may be accommodated in the official accommodation of participating teams because these persons are not subject to the rules and regulations of USSA. However, for multi sport events (e.g. USSA Games), all teams shall stay in the official accommodation (residences or hostels) provided by the Organising Committee for the full duration of such events.
- 3.12.7 Host institutions must make every effort to accommodate male and female students in residences not too far removed from each other or from the playing field and facilities in order to facilitate the control by team managers over teams.
- 3.12.8 The host institution shall be responsible for all the meals of participants staying in their residences. The supper before the commencement of the tournament is regarded as the first meal for the tournament, while the breakfast after the final prize giving function is regarded the last meal for a USSA tournament.
- 3.12.9 NUSA's are responsible for the accommodation and cost of meals of their officials and guests for the duration of the tournament.
- 3.12.10 NUSA's or individuals selected are responsible for the accommodation, transport, meals and other costs of their respective national team.

**3.13 ARRIVAL AND DEPARTURE OF TEAMS**

- 3.13.1 It is the duty of a visiting team manager to report to the warden/person in charge of the accommodation, on arrival.
- 3.13.2 It is the duty of the visiting team manager to be conversant with and inform his/her team of the rules applying for a specific host institution and residence apart from the code of conduct and the "Regulations for discipline at USSA tournaments".
- 3.13.3 It is the duty of each member of a visiting team to ascertain the condition of the room/accommodation on arrival and to report any deficiencies and/or faults immediately to the team manager who shall communicate these in writing to the residence authorities at the earliest opportunity.
- 3.13.4 It is the duty of the visiting team manager to report to the warden/person in charge of the accommodation immediately before his/her team's departure. The warden/person in charge shall then furnish written confirmation that he/she is satisfied:
- (a) with the state of the facilities used by the team;
  - (b) that no damage has been caused;
  - (c) that the team may leave the residence/accommodation.

If a team should leave without the written indemnification of the warden/person in charge, the institution in question shall be held responsible for any possible damage.

**3.14 CODE OF CONDUCT**

- 3.14.1 The conduct of participants in USSA tournaments and any event or function under the auspices of USSA shall at all times comply with the generally accepted norms of propriety and courtesy. Courtesy towards hosts, organisers, opponents, sport officials and residence staff in particular, cannot be overemphasized.
- 3.14.2 Participants in USSA tournaments are always expected to be neatly dressed and to observe the rules of the host institution and organising committee in this respect.
- 3.14.3 The domestic rules of the host institution or any accommodation establishment with regard to room visits and liquor in residences or on campus, shall apply for the duration of the tournament.
- 3.14.4 Silence shall be observed in residences or any accommodation establishment between 22:00 and 06:30 irrespective of local residential rules.
- 3.14.5 Should the host institution, the organising committee or any individual be dissatisfied with the standard of conduct at a tournament, it may be referred to the Disciplinary Committee for action. The NUSA will institute a disciplinary process immediately (within 24 hours if the alleged violation is reported during the event; and within 14 days if the alleged violation is reported after the event) and relay its verdict to all parties and their universities, including the USSA CEO for record. The NUSA shall be required to advise all the parties concerned about their rights to appeal the verdict to the USSA Dispute Resolution Subcommittee through the USSA CEO, within 14 days from receipt of the verdict.

- 3.14.6 No USSA participant(s) shall be allowed to use derogatory slogans – verbal, written, gesture, songs aimed towards other groups’ race, gender, religion, beliefs, etc.). Should such occur, the participant(s) will be instructed to immediately refrain/remove/withdraw the slogan or face expulsion from the event and further disciplinary action to follow.

### **3.15 DISCIPLINARY COMMITTEE**

- 3.15.1 Disciplinary matters concerning the rules and regulations of the host institution, are dealt with by a committee consisting of:

- (a) two (2) senior staff members appointed by the Rector/Principal (or his/her appointed representative) of the host institution;
- (b) the convener of the Organising Committee;
- (c) one (1) member nominated by the NUSA. The member of the NUSA must be the chairperson of the Association concerned or his/her appointed representative; and
- (d) the chairperson of the USSA Statutory Supervision Committee or Dispute Resolutions Committee or his/her designated representative shall form part of all Disciplinary Committees. No Disciplinary Committee may proceed without the approval of the designated person of the NEC of USSA.

The Director or Head of Sport (or his/her appointed representative) of the host institution shall act as the Chairperson of the Committee. In the event that the host institution is affected by the matter, the Dispute Resolutions Committee of the NEC must be consulted to appoint an appropriate Chairperson.

- 3.15.2 The NUSA and host institution must inform the Organising Committee well in time of their representatives on the Disciplinary Committee.
- 3.15.3 The team managers of affected member institutions/provinces are co-opted on the Disciplinary Committee and it is compulsory for them to attend all the meetings of the committee. The team managers have no voting rights but serve in an advisory and consulting capacity on the Disciplinary Committee.
- 3.15.4 The Disciplinary Committee must meet at the start of the tournament and on all subsequent days until the last students have departed from the campus.
- 3.15.5 The Disciplinary Committee must keep minutes of all its meetings. This Committee must submit at the close of the tournament, a report on all its activities and decisions to the Secretary-General of USSA.
- 3.15.6 Disciplinary matters concerning the competition format, rules and regulations, are dealt with by the relevant NUSA.

### **3.16 TEAM MANAGERS AND CAPTAINS MEETING**

- 3.16.1 A meeting of team managers and captains must be held at the host institution the night before the tournament commences.

- 3.16.2 The Chairperson of the NUSA presides at the meeting.
- 3.16.3 The meeting must be attended by the team managers and captains (both male and female) of all the participating institutions/provinces.
- 3.16.4 The business of the meeting is conducted in the following order:
- (a) Welcome and introduction of representatives;
  - (b) Important announcements on behalf of the host institution:
    - (i) domestic rules of the host institution;
    - (ii) code of conduct for USSA tournaments;
    - (iii) composition of the Disciplinary Committee;
  - (c) Important announcements on behalf of the Organising Committee:
    - (i) checking of teams and team changes (Article 3.7.4);
    - (ii) important competition rules;
    - (iii) awarding of points;
    - (iv) confirmation of the programme;
    - (v) appeals, etc;
  - (d) Announcement of selectors;
  - (e) Distribution of files containing the programme, numbers, admission tickets, lunch tickets, etc. to the team managers concerned;
  - (f) Reminder of the date, time and venue of the AGM of the NUSA;
  - (g) General matters.

### **3.17 GENERAL MEETINGS OF THE NUSA OF USSA**

- 3.17.1 The General Meeting (AGM or BGM) of each NUSA must be held annually at the host institution where a USSA tournament for that specific sport is held or as determined by the NUSA.
- 3.17.2 The notice of the AGM/BGM of the NUSA must be forwarded to all affiliated clubs of member institutions of USSA as well as to the NEC of USSA at least two (2) months before the start of the tournament.
- 3.17.3 Each affiliated club may be represented by two delegates (one staff member and one student) whose appointments must be confirmed in writing by the appropriate academic authority of that institution. Only fully represented and authorized members of institutions may participate and vote at General Meetings of Associations.
- 3.17.4 Fifty percent plus one (50% + 1) of all possible votes shall constitute a quorum provided that at least five institutions are represented.
- 3.17.5 Each fully represented member to the AGM/BGM, i.e. one staff member and one student representative, shall have one (1) vote. The staff or student member attending the meeting may submit a written proxy vote on behalf of the person not attending.
- 3.17.6 Executive Committee members of the NUSA are ipso facto full voting members of the AGM/BGM. The Chairperson has an ordinary as well as a casting vote.

- 3.17.7 Executive Committees for each NUSA shall be elected biennially at the AGM/BGM of that Association. Persons standing for election may not serve as electoral officers in the same election.
- 3.17.8 Only officials (as defined in the USSA Constitution) and students of member institutions of USSA, may serve on the committees of NUSA's. All committees must include at least two (2) student representatives. Persons not directly connected to tertiary education institutions, and who have contributed to the development of student sport, may serve on subcommittees of USSA as experts, e.g. tournament directors or technical advisors.
- 3.17.9 Not more than three (3) persons representing the same member institution shall be elected to the Executive Committee of a NUSA.

### **3.18 PROGRAMME**

- 3.18.1 The host institution will have the responsibility to print the programme for the tournament. The following items may be considered:
- (a) Messages of welcome from the Rector/Principal, Head of Sports Administration, Chairperson of the Student Representative Council of the host institution, President of USSA and/or Chairperson of the relevant NUSA;
  - (b) Programme of the tournament with full details of the dates, times and places of all the games, functions, meetings, etc;
  - (c) List of all the previous winners of team and/or individual events both for men and women;
  - (d) List of competitors and managers of participating teams;
  - (e) Domestic rules of the NUSA including the competition rules and points allocation;
  - (f) Map showing the different places of interest on the campus, like playing fields, meetings, functions, accommodation, etc;
  - (g) General information on doctors, first aid, washing, sports shops, local organising committee with their telephone numbers, etc;
  - (h) Note of thanks to sponsors, helpers, advertisers, etc.
- 3.18.2 The Organising Committee shall be responsible for the canvassing of advertisements for the programme.

### **3.19 FACILITIES AND EQUIPMENT**

- 3.19.1 When a host institution accepts a USSA tournament, that institution also accepts the responsibility for the provision and reservation of the necessary facilities and official accommodation for the duration of the tournament as contained in the domestic rules of USSA. Reservations should include the venues for the Team Managers and Captains Meeting as well as the Annual General Meeting of the NUSA concerned.
- 3.19.2 The Organising Committee shall be responsible for determining the standard of equipment (specifications, brand, etc.) and to coordinate the provision thereof (e.g. balls, shuttles, fencing pistes, etc.). Equipment provided by participating institutions/provinces, must be as specified by the Organising Committee. In the case



of equipment affected by altitude (e.g. tennis and squash balls), the provision thereof, but not the cost, is the responsibility of the host institution.

3.19.3 A NUSA may in consultation with the host and with the approval of the NEC of USSA, charge a reasonable levy to cover tournament specific costs. The Cost implications shall be as follows:

- (a) Officials – costs be shared by participants where regional, provincial or national sport federations are unable to assist;
- (b) Hire of facilities – costs be split amongst participants where host institutions are forced to hire outside facilities;
- (c) Expendable equipment (e.g. tennis balls, shuttles) – participating teams should share costs where sponsorships are not available;
- (d) Security – costs be shared by participants to meet the requirements of the Safety at Sports and Recreational Events act, 2010;
- (e) First Aid – costs be shared by participants to meet the requirements of the Safety at Sports and Recreational Events act, 2010.

Well-motivated applications to levy the above-mentioned additional costs must be submitted to the NEC for consideration at least forty-five (45) days before the tournament is due to start. The payment of levies is applicable to participants only.

### **3.20 UMPIRES, REFEREES AND OFFICIALS**

3.20.1 The Organising Committee shall be responsible for the provision of the necessary officials for the duration of the tournament.

3.20.2 If a participating institution/province wishes to send an official(s) to the tournament, then that institution/province is itself responsible for the travel and accommodation expenses of the person(s).

### **3.21 GUESTS**

3.21.1 The Organising Committee must compile a list of guests of honour to be invited to the tournament and functions. The list may include amongst other the following persons:

- (a) Members of the NEC of USSA;
- (b) The CEO/Director of HESA;
- (c) Principals and Vice-Principals of the host and nearby institutions;
- (d) The Head of Sports Administrations and Chairperson of the Student Representative Councils of the host and nearby institutions;
- (e) The President/Chairperson or representatives of provincial and national controlling bodies of sports;
- (f) Sponsors;
- (g) Members of the media.

3.21.2 The Organising Committee sends the invitations out on behalf of the NUSA.

**3.22 PRIZES AND/OR MEDALS**

- 3.22.1 The NUSA shall at its own expense have the responsibility to organise appropriate prizes and/or medals for the winners in individual and team competitions.
- 3.22.2 The NUSA must assist the host to recover floating trophies from previous winners so that it could be available for the prize giving function at the end of the tournament.
- 3.22.3 The NUSA is responsible for the engraving costs of medals, cups and trophies.

**3.23 NEWS COVERAGE**

- 3.23.1 The news coverage of USSA tournaments is the responsibility of the Organising Committee. The name, address and telephone number of the tournament organiser or the press liaison officer must be furnished to the media.
- 3.23.2 TV rights for USSA tournaments and events must be negotiated through the USSA NEC.
- 3.23.3 A roster of USSA tournaments must be made available to the press and media at least three (3) months before the start of a tournament.
- 3.23.4 Members of the media may be invited in writing to:
  - (a) the launch of the tournament (where applicable);
  - (b) the tournament;
  - (c) AGM/BGM of the NUSA;
  - (d) All functions.
- 3.23.5 The host institution shall be responsible for providing facilities for the press such as a press gallery or a place from where they could work as well as a telephone from where results could be phoned through. Parking must also be reserved for the media.
- 3.23.6 Where possible, the media must be included in the hand out of brochures, sponsored gifts, etc.
- 3.23.7 In the liaison with the media, the correct names of competitors must be furnished and not only initials or nicknames.
- 3.23.8 Results must be made available to the media at a central place immediately after the completion of an event.

**3.24 PUBLICITY**

- 3.24.1 The Organising Committee must ensure that posters and banners advertising the tournament are displayed on strategic places.
- 3.24.2 The Organising Committee is requested to submit at least two photographs taken at the tournament to USSA.

**3.25 SUBMISSION OF REPORTS**

- 3.25.1 The Host Institution and the NUSA must report to the Council of USSA after each USSA tournament on the prescribed report forms (USSA 4, 5 and 6). The host institution shall be responsible for submitting the USSA/5 report on the functioning of the Disciplinary Committee. The NUSA shall however be responsible to ensure that all the reports are submitted within thirty (30) days after the tournament.
- 3.25.2 Should reports on USSA tournaments not be submitted by the due dates, disciplinary action and/or a fine as determined by Council may be imposed upon the guilty party.
- 3.25.2 The NUSA must ensure that all the USSA forms are submitted to the USSA National Office by the prescribed date.”

## **ARTICLE 4: DISPUTES AND DISCIPLINARY PROCEDURE**

### **4.1 DISCIPLINARY PROCEDURE AT USSA TOURNAMENTS**

4.1.1 Discipline and order at all USSA tournaments shall be maintained by a Disciplinary Committee consisting of:

- (a) two (2) senior staff members appointed by the Rector/Principal (or his/her appointed representative) of the host institution;
- (b) the convener of the Organising Committee;
- (c) one (1) member nominated by the NUSA. The member of the NUSA must be the chairperson of the Association concerned or his/her appointed representative; and
- (d) the chairperson of the USSA Statutory Supervision Committee or Dispute Resolutions Committee or his/her designated representative shall form part of all Disciplinary Committees. No Disciplinary Committee may proceed without the approval of the designated person of the NEC of USSA.

The Director or Head of Sport (or his/her appointed representative) of the host institution shall act as the Chairperson of the Committee. In the event that the host institution is affected by the matter, the Dispute Resolutions Committee of the NEC must be consulted to appoint an appropriate Chairperson.

4.1.2 The Disciplinary Committee is authorised to promulgate and announce any rules which shall promote order and good behaviour and to prescribe rules that shall be observed in residences, hotels or other places of accommodation.

4.1.3 It is the duty of the host institution to announce the composition of the Disciplinary Committee and the rules applying to that specific institution to all participating institutions at the team managers and captains meeting before the start of the tournament.

4.1.4 Each team is under the control of a manager who at all times, shall take full responsibility for the supervision and behaviour of the team. If a team is mixed, separate managers shall be appointed wherever possible for men's and women's teams.

4.1.5 The appointment of team managers is subject to strict selection. Participants may not act as managers. When a non-staff member is selected, such a person shall be personally approved by the Principal/Rector or his/her appointed representative.

4.1.6 Apart from the rules laid down by the Council of USSA, all participants in USSA tournaments are also subject to the internal disciplinary rules of the host institution.

4.1.7 The Disciplinary Committee shall report serious misconduct to the Principal or, in his/her absence, the Registrar or other authorised assignee of the host institution. After consultation with the Disciplinary Committee, the Principal or, in his/her absence, the Registrar or other authorised assignee of the host institution, may take action against the accused in accordance with the internal disciplinary rules of the host institution. He/she may also, irrespective of any action taken by the Disciplinary Committee, impose such penalties as he/she deems necessary, for instance, prohibiting the

- individual from remaining in the residence or from further participation in the tournament, or instructing him/her to leave the campus of the host institution.
- 4.1.8 It is the duty of the visiting team manager to be conversant with and inform his/her team of the rules applying for a specific host institution and residence apart from the code of conduct and the "Regulations for discipline at USSA tournaments".
- 4.1.9 Strict discipline shall be maintained in hotels similar to that observed in residences.
- 4.1.10 The Disciplinary Committee shall meet at the start of the tournament concerned, and on all subsequent days until all students have departed from the campus.
- 4.1.11 The Disciplinary Committee shall keep minutes of all its meetings and, at the close of the tournament, submit a report of all its activities and decisions to the Secretary-General of USSA as well as to the Principal and sports committee of the institution concerned.
- 4.1.12 All complaints regarding misconduct shall be submitted to the chairperson who shall, upon receipt of such a complaint, convene the Disciplinary Committee. Complaints must be lodged without delay.
- 4.1.13 The Disciplinary Committee is authorised to hear any charge of misconduct, and is obliged to investigate all charges thoroughly and to consider all relevant evidence.
- 4.1.14 If it is not possible to identify the offender/s, but his/her institution/province, the team shall be asked to identify the offender/s in order to take the necessary disciplinary action against him/her. If the team cannot identify the offender/s, action will be taken against the team as a whole.
- 4.1.15 A person who is summoned to appear before the Disciplinary Committee shall receive prior notice of the charge against him/her.
- 4.1.16 The person summoned to appear before the Disciplinary Committee may plead guilty or not guilty in writing and may, if he/she so prefers, prior to the trial, submit a written statement to the Disciplinary Committee on the charges against him/her.
- 4.1.17 The person who is summoned to appear before the Disciplinary Committee, may:
- (a) at the outset address the Disciplinary Committee to put his/her case;
  - (b) question the witnesses called by the Disciplinary Committee;
  - (c) peruse any document or investigate any other evidence relating to the investigation;
  - (d) give evidence in his/her defence or in mitigation of sentence;
  - (e) call witnesses whose names shall be submitted to the Disciplinary Committee prior to the trial, and may submit documentary or other evidence in defence of the charges or in mitigation of sentence;
  - (f) address the Disciplinary Committee, in his/her defence or in mitigation of sentence after all evidence has been led and prior to the consideration of the findings and sentence.

- 4.1.18 The person who is summoned to appear before the Disciplinary Committee may be tried in absentia if he/she fails to appear.
- 4.1.19 No legal representation is permitted in the case of either the Disciplinary Committee or of the person who is summoned to appear before the Disciplinary Committee as in the case of the Small Claims Courts.
- 4.1.20 The Disciplinary Committee decides by means of a majority vote, whether or not any student(s) or student team(s) is/are guilty of the alleged misconduct or any other misconduct.
- 4.1.21 If the Disciplinary Committee passes a verdict of guilty of misconduct, it may impose one or more of the following penalties:
- (a) The guilty party may be reprimanded and warned;
  - (b) If any damage has been caused through the misconduct of the guilty party, such party may be ordered to compensate for the damage caused;
  - (c) If any person has been offended or insulted because of the misconduct of the guilty party, the person(s) in question may be ordered to apologise in a manner prescribed by the Committee;
  - (d) The guilty party may be prohibited from any further participation in the tournament or be suspended from a specific number of matches during the tournament;
  - (e) In the case of serious misconduct, the Disciplinary Committee may expel the guilty party from the tournament and instruct him/her/them to return to his/her/their home institution(s);
  - (f) Rule that the guilty party shall not be considered for inclusion in the USSA team, or rescind his/her selection to a USSA team;
  - (g) In the case of general misbehaviour, the Disciplinary Committee may call off the entire tournament and instruct all the participating teams to return to their home institutions;
  - (h) The Disciplinary Committee may recommend the cancellation of future tournaments for a certain period, or the prohibition of a participant(s) from participating for a specific period.
- 4.1.22 If damage has occurred, but the person or institution/province responsible cannot be identified, a pro rata amount shall be deducted from the caution fees of all participating institutions/provinces. If the caution fees are insufficient, it will be expected of all participating institutions/provinces to make an additional payment to cover the damage.
- 4.1.23 The person appearing before the Disciplinary Committee will be informed verbally of the decision of the Disciplinary Committee. This shall be confirmed and conveyed to him/her in writing by the Chairperson of the Disciplinary Committee.
- 4.1.24 The guilty party(ies) will be referred back to his/her/their home institution(s), and a report shall be submitted with a view to local disciplinary action.

- 4.1.25 A person found guilty by the Disciplinary Committee and punished in terms of paragraph 4.21 above, has the right to appeal to the NEC of USSA. This right of appeal is exercised by giving written notice of intention to appeal, within three (3) days of being found guilty. Such notice shall be accompanied by a statement from the appellant setting out the grounds for appeal. This notice shall be forwarded to the Secretary-General of USSA by registered post.
- 4.1.26 The NEC of USSA considers the appeal and shall advise the appellant as well as all other parties concerned, of the decision.
- 4.1.27 If the NEC of USSA rejects or amends the decision of the Disciplinary Committee, the NEC shall order such further action as it deems necessary under the circumstances, with the provision that if the appeal is upheld, the Disciplinary Committee or any other individual is indemnified against any action for damages or compensation.
- 4.1.28 After considering charges, the Council of USSA may, if it sees fit, prohibit a club/province from participating in tournaments for a season or longer.

## **4.2 DISCIPLINARY HEARINGS**

- 4.2.1 The charge is read out to the accused in English.
- 4.2.2 The accused is asked whether he/she understands the charge and whether he/she pleads guilty or not guilty to it.
- 4.2.3 If the accused pleads guilty, the Chairperson questions the person to determine whether her/she is indeed guilty and, if satisfied, finds him/her guilty. If not satisfied, the Chairperson enters a plea of not guilty.
- 4.2.4 If the accused pleads not guilty, the Chairperson must explain to him/her that he/she has the right to be presented by a fellow member of USSA, to give evidence, to call witnesses or to remain silent. It must be pointed out to the accused that if he/she represents him/herself and wishes to exercise the last-mentioned right, only the complainant's version will be before the Committee, which may prejudice the case of the accused.
- 4.2.5 The following procedure is repeated for the complainant and/or his/her witnesses:
- (a) The complainant or the pro forma prosecutor calls the witness and leads evidence.
  - (b) If the accused or his/her representative disagrees with the evidence of the complainant's witness, he/she must furnish his/her version to the witness and cross-examine him/her.
  - (c) The complainant or the pro forma prosecutor may re-examine the witness in order to clarify any matters that have arisen from the cross-examination by the accused or his/her representative.
  - (d) The members of the Committee are given the opportunity to put questions to the witness.
  - (e) The witness steps down.

- 4.2.6 After the complainant or the pro forma prosecutor has called all his/her witnesses, he/she closes his/her case.
- 4.2.7 The accused gives evidence if he/she prefers to do so (See paragraph 4.2.4 above).
- 4.2.8 After that, the accused or his representative may exercise the right to call witnesses.
- 4.2.9 The following procedures are repeated for each of the witnesses of the accused, as well as for the accused self if he/she should prefer to give evidence:
- (a) The accused or his/her representative calls witness and leads evidence.
  - (b) The witness is cross-examined by the complainant or the pro forma prosecutor.
  - (c) The members of the Committee are given the opportunity to put questions to the witness.
  - (d) The accused or his/her representative has the right to re-examine the witness in order to clarify matters that have arisen from the cross-examination by the complainant or the pro forma prosecutor.
  - (e) The witness steps down.
- 4.2.10 After the accused or his/her representative has called all the witnesses for the accused, he/she closes his/her case.
- 4.2.11 The complainant or the pro forma prosecutor addresses the Chairperson regarding the guilt or the innocence of the accused.
- 4.2.12 The accused or his/her representative addresses the Chairperson regarding the guilt or the innocence of the accused.
- 4.2.13 After consideration of all the evidence, the Chairperson delivers the Committee's findings of guilty or not.
- 4.2.14 If the accused is found not guilty, he/she is excused.
- 4.2.15 If the accused is found guilty, he/she or his/her representative is given the opportunity to call witnesses or to furnish any information in mitigation of sentence.
- 4.2.16 Steps (a) to (e), par. 4.2.9, are repeated regarding all witnesses called by the accused or his/her representative in mitigation of sentence.
- 4.2.17 The complainant or pro forma prosecutor is given the opportunity to call witnesses or to furnish any information regarding the appropriate sentence.
- 4.2.18 Steps (a) to (e), par. 4.2.5, are followed regarding all witnesses called in respect of increase of sentence.
- 4.2.19 The complainant or the pro forma prosecutor is given the opportunity to address the Chairperson regarding the imposition of the sentence.
- 4.2.20 The accused or his/her representative is given the opportunity to address the Chairperson regarding the imposition of the sentence.



- 4.2.21 The written finding is conveyed to the accused within fourteen (14) days after the disciplinary hearing, and after consideration and approval by the NEC of USSA.
- 4.2.22 Where a person duly summoned to appear before a Disciplinary Committee is absent at the hearing, the committee may proceed with the hearing and impose sanction on condition that the person summoned to the hearing will have the right to appeal against the finding.

### **4.3 ARBITRATION**

In recognition of the desire to resolve all disputes in the sporting fraternity as amicably and effectively as possible, it is required of all existing and future members of USSA to incorporate in their constitutions (or any agreements they may enter into) a dispute resolution clause in terms substantially the same as mentioned in Article 17.2 of the USSA Constitution, specifically providing for the resolution of disputes through the mechanisms provided for by the Arbitration Federation of Southern Africa (AFSA).

## **ARTICLE 5: REGULATION FOR USSA COLOURS**

### **5.1 GENERAL**

- 5.1.1 The Protea (*Cynaroides*) flower with stem and two (2) leaves, one on either side, with the five (5) stars of FISU underneath, is accepted as the official emblem for all USSA sports. The Protea flower is borrowed from the national sports emblem of South Africa. The flower in full colour symbolises youth born from the new unified student sports movement in South Africa on 16 April 1994. The Protea further reflects the aspiration of our students to achieve the highest accolade in South African sport, i.e. the Golden Protea (senior national colours). The five (5) stars are borrowed from the emblem of the International University Sports Federation (FISU) to which USSA is affiliated. The five stars, like the five Olympic rings of the International Olympic Committee (IOC), symbolises the five continents of the world. The stars are spread on two lines, 3 above in colours from left to right: blue, black and red, and 2 below in colours yellow and green.
- 5.1.2 The wording beneath the emblem is "University Sport South Africa [sport code name]", e.g. University Sport South Africa Athletics. No date appears on the badge.
- 5.1.3 The official USSA colours shall be green and gold. This also applies to all international tours under the auspices of USSA. The colour of the blazer is navy blue. The official tie is navy blue with the official emblem and the wording "USSA" beneath that.
- 5.1.4 No clothing or any other items showing the official USSA emblem, may be made available at events or tournaments without the written approval of the NEC of USSA.
- 5.1.5 Only one outfitter, approved by the Council of USSA, shall receive the contract and authority to supply the official USSA colours.
- 5.1.6 Only persons who have earned USSA colours may purchase the official colours.

### **5.2 BASIS FOR AWARDING COLOURS**

- 5.2.1 USSA colours may only be awarded to national student teams of USSA that participated in national senior provincial and/or international championship events approved by USSA. These teams must comprise of students selected from five (5) or more institutions/provinces who participated in an official USSA national tournament.
- 5.2.2 Only the first team of the NUSA qualifies for USSA colours. The conduct of members on and off the playing field, must be taken into account when nominations are made for USSA colours. This regulation applies for men and women teams.
- 5.2.3 USSA colours may be awarded to team managers and coaches who actually acted as a manger or coach of an official USSA team at a national or international tournament or meeting. If a NUSA wishes to award USSA colours to such a person, the association shall submit a full motivation and curriculum vitae to the NEC of USSA for consideration. Such a person, if approved by the NEC, qualifies to purchase a USSA

badge with the word "Manager" or "Coach" as subtitle with the name of the sport concerned.

- 5.2.4 USSA colours may also be awarded to sports administrators, officials and office bearers for services rendered to USSA sport in a management capacity over a minimum period of five (5) years. If a NUSA wish to award colours to such a person, the association shall submit a full motivation and curriculum vitae to the NEC of USSA for consideration. Such a person, if approved by the NEC, qualifies to purchase a USSA badge with the words "Pro Merito" meaning "awarded on merit" as subtitle together with the name of the sport concerned.
- 5.2.5 USSA colours may be awarded to NEC members after the Annual General Meeting at which they were elected and having attended at least two (2) Executive Committee meetings. Colours will be awarded with the approval of all members of the NEC.
- 5.2.6 USSA colours may be awarded to PEC members after the General Meeting at which they were elected and having completed at least one (1) year service to the satisfaction of the Provincial General Assembly. If approved by the General Assembly, the PEC shall submit a full motivation and curriculum vitae of the person to the NEC of USSA for ratification. Such a person, if approved, qualifies to purchase a badge with the USSA corporate logo and the name of the province as subtitle, e.g. "Gauteng PEC".

### **5.3 SELECTION PROCEDURE**

- 5.3.1 The NUSA's of USSA are empowered to select their own national teams. Each association shall determine its own standards according to which persons are selected for teams to represent the sport. All teams must be ratified by the NEC of USSA.
- 5.3.2 National teams, subject to the verification and approval of the NEC of USSA, are selected by the official selection committee of the relevant NUSA of USSA.
- 5.3.3 The selection of students for international events or tournaments shall be according to Article 3.4.11 and that of the appropriate international federations' rules and regulations.
- 5.3.4 Only students registered with a member club of USSA, i.e. club affiliated with USSA, may be considered for selection. The USSA NEC may however at the request of the South African Sports Confederation and Olympic Committee (SASCOC), the relevant NSF and/or the relevant NUSA, consider the selection of a limited number of merit student sportspersons who are South African citizens studying abroad in national teams for participation in the World University Championship events. For team sports, such persons must participate in an official USSA trial in order to qualify.
- 5.3.5 A student participating for an outside clubs or another tertiary institution without the permission of his/her institution, may not be considered for USSA national teams.

### **5.4 PROCEDURE FOR AWARDING USSA COLOURS**

- 5.4.1 The awarding of all USSA colours are subject to the approval of the NEC of USSA. The Council of USSA may however refrain from ratifying colours in a specific year

for disciplinary purposes if the NUSA in question failed to comply with the regulations of USSA during that year.

5.4.2 The NUSA shall submit the following details of each team member to the Secretary-General of USSA as soon as possible after their participation in a national or international event:

- (a) Full names (as they appear in the person's identity document);
- (b) Date of birth;
- (c) Institution where enrolled;
- (d) Student number;
- (e) Course of study.

5.4.3 The Secretary-General of USSA shall circulate the names of all the nominated persons to the members of the NEC of USSA for their approval. If no objection is received within fourteen (14) days, colour cards and a letter of authority to purchase USSA colours are issued. If an objection is lodged, the case is referred to the Council of USSA.

5.4.4 The Secretary-General of USSA shall keep record of the names, the kind of sport, and the year (or years) in which persons were awarded colours.

## **5.5 WITHDRAWAL OF USSA COLOURS**

The NEC, may withdraw USSA Colours from a person(s) who has been found guilty of misconduct and/or by bringing the name of USSA in disrepute (e.g. bad behaviour, fraud, racism, doping offence, ban imposed by an international and/or national federation, etc.).

**ARTICLE 6: REGULATIONS FOR THE USSA SPORTS FUND**

**6.1 GENERAL**

- 6.1.1 The NEC, as authorised by the Council, shall open and operate a banking account with a registered banking institution in South Africa in accordance with the financial regulations approved by Council. The fund shall be known as the USSA Sports Fund.
- 6.1.2 There shall be two (2) signatories to every cheque or instrument drawn on the banking account, one of whom shall be the Chief Finance and Marketing Officer and/or the Secretary-General and any other official delegated by the NEC.
- 6.1.3 The financial year of USSA shall commence on the first day of January and end on the last day of December of each calendar year.
- 6.1.4 The Chief Executive Officer shall keep proper books of account, which books shall record all financial transactions by USSA, and such books of account shall be reconciled regularly with the banking account of USSA.
- 6.1.5 The Chief Executive Officer shall submit an annual auditor's report as well as an audited financial statement to the AGM of USSA.
- 6.1.6 The auditors shall be appointed by the NEC for ratification by the AGM.

**6.2 INCOME**

- 6.2.1 The Council of USSA shall upon the recommendation of the NEC, annually determine the affiliation and participation fees for institutions and sport clubs payable to USSA from which the operating costs of USSA will be administered.
- 6.2.2 Subscription fees shall be paid by the thirty-first (31) day of March of each year.
- 6.2.3 The annual subscription fees received from institutions, shall be utilised for the administration of the USSA Secretariat.
- 6.2.4 Each institution shall annually before the thirty-first (31) day of March affiliate their sports clubs for participation in the various USSA tournaments, whether it be national, provincial or sectoral tournaments. The total amount received for club affiliations, shall be divided in the following manner:
  - (a) USSA 10%;
  - (b) National University Sports Associations 90%.

The allocation to the NUSA's shall be made annually by 30 April based on the number of clubs affiliated to each sports association.

- 6.2.5 The NEC of USSA shall authorise the Chief Executive Officer to invest the capital assets of the Sports Fund.

**6.3 ALLOCATION OF FUNDS**

- 6.3.1 The NEC of USSA shall decide before 31 April annually on the amount to be made available from the Sports Fund for allocation. The NEC shall submit an annual report to the Council regarding the application of the amount that was made available.
- 6.3.2 Provincial Committees must annually submit an application for financial assistance from the Sports Fund to the NEC. All applications must include a detailed proposed budget.
- 6.3.3 Allocations from the Sports Fund are subject to the following conditions:
- (a) The Sports Fund may not be used to defray expenses that may be incurred by a NUSA, institution or individual in respect of normal USSA tournaments;
  - (b) The NEC of USSA makes, in observance with paragraph 6.3.1 above, and according to its discretion, allocations out of the annual amount available to members for overseas touring teams under the auspices of USSA, individual sportspersons and officials or sports administrators to defray expenses incurred on behalf of USSA sports (e.g. a USSA team participating in a national or international tournament);
  - (c) Allocations from the Sports Fund shall be made on merit and in the case of individual sportspersons and teams, only if all the requirements of the Constitution and Regulations of USSA have been satisfied.
- 6.3.4 Applications of allocations from the Sports Fund shall normally be submitted to the Secretary-General of USSA at least three (3) months before the date of the intended tour/meeting.
- 6.3.5 Applications shall include full details of the proposed journey, tour or meeting and shall contain at least the following information:
- (a) Date of tour, journey or meeting;
  - (b) Itinerary and means of travel;
  - (c) A clear description of the purpose of the tour, journey or meeting;
  - (d) Where applicable, a letter of consent from the relevant NSF to travel, tour or attend the meeting;
  - (e) Names of the team members with their student numbers and course of study at member institutions of USSA;
  - (f) Names and curricula vitae of managers and other persons accompanying the team;
  - (g) Details of the financial planning of the tour; and
  - (h) Details of the sponsor and the sponsorship or other fundraising projects for the proposed tour, journey or meeting.
- 6.3.6 In cases of misrepresentation by the applicant in order to obtain an allocation from the Sports Fund, an amount equal to that paid to the individual or team may be recovered from the NUSA concerned.
- 6.3.7 The Council of USSA may at its discretion suspend allocations from the Sports Fund for any period.

**ARTICLE 7: REGULATIONS FOR THE SPORT FUND OF USSA  
SPORTS ASSOCIATIONS AND PROVINCIAL COMMITTEES**

**7.1 GENERAL**

- 7.1.1 The National Secretariat of USSA shall administer all accounts of National University Sports Associations (NUSA).
- 7.1.2 The NEC of USSA may authorize a NUSA and/or Provincial Executive Committee (PEC) to open and operate a separate banking account with a registered banking institution in South Africa in accordance with the control procedures approved by the NEC. Such accounts, provincial and national, must be declared to the NEC of USSA, i.e. the NUSA or PEC must provide the NEC with full banking details.
- 7.1.3 There shall be two (2) signatories to every cheque or instrument drawn on the banking account, one of whom shall be the Treasurer and any other official delegated by the Executive Committee of an NUSA/PEC.
- 7.1.4 The financial year of the NUSA/PEC shall commence on the first day of January and end on the last day of December of each calendar year.
- 7.1.5 The Treasurer shall keep proper books of account, which books shall record all financial transactions by the NUSA/PEC, and such books of account shall be reconciled regularly with the banking account of the NUSA/PEC.
- 7.1.6 The Treasurer shall in association with the CEO of USSA, submit an annual auditor's report as well as an audited financial statement to the AGM/BGM of the NUSA/PEC. All reports must also be copied to the NEC of USSA. A NUSA/PEC may request the finance department of a member institution to audit their books.
- 7.1.7 The auditors shall be appointed at the AGM/BGM of the NUSA/PEC.

**7.2 FUNDS**

- 7.2.1 Affiliation fees due to a NUSA/PEC as decided from time to time by the NEC of USSA, shall be payable to USSA by the thirty-first (31) day of March of each year.
- 7.2.2 The affiliation fees will be transferred to the NUSA/PEC account by 30 April of each year.
- 7.2.3 The Executive Committee of the NUSA/PEC is empowered to decide on the raising and application of their Sports Fund and to give effect to the implementation thereof in accordance with the policy of USSA regarding the allocation and application of funds for student sport.

**7.3 ALLOCATION AND APPLICATION OF FUNDS**

- 7.3.1 The NEC of USSA shall decide before 30 April annually on the amount to be made available from the Sports Fund for allocation to each NUSA/PEC. The Executive Committee of the NUSA/PEC shall submit an annual report to the AGM/BGM of the

NUSA/PEC and to the NEC of USSA regarding the application of the amount that was made available.

7.3.2 Allocations from the Sports Fund are subject to the following conditions:

- (a) The Sports Fund may not be used to defray expenses that may be incurred by an institution/province or individual in respect of expense that was not officially approved by the Executive Committee of the NUSA/PEC;
- (b) The Executive Committee of the NUSA/PEC makes, in observance with paragraph 7.3.1 above and according to its discretion, allocations out of the annual amount available to members for overseas touring teams under the auspices of USSA, individual sportspersons and officials or sports administrators to defray expenses incurred on behalf of USSA sports e.g. a NUSA/PEC team participating in a provincial, national or international tournament;
- (c) Allocations from the Sports Fund shall be made on merit and in the case of individual sportspersons and teams, only if all the requirements of the Constitution and Regulations of USSA, and the NUSA/PEC have been satisfied.

7.3.3 Applications of allocations from the Sports Fund shall normally be submitted to the Secretary of the NUSA/PEC at least two (2) months before the date of the intended tour/meeting.

7.3.4 Applications shall include full details of the proposed journey, tour or meeting and shall contain at least the following information:

- (a) Date of tour, journey or meeting;
- (b) Itinerary and means of travel;
- (c) A clear description of the purpose of the tour, journey or meeting;
- (d) Where applicable, an official letter of invitation to travel, tour or attend the meeting;
- (e) Names of the team members with their student numbers and course of study at member institutions of USSA;
- (f) Names and curricula vitae of managers and other persons accompanying the team;
- (g) Details of the financial planning of the tour, journey or meeting;
- (h) Details of the sponsor and the sponsorship or other fundraising projects for the proposed tour, journey or meeting.



## **ARTICLE 8: REGULATIONS FOR SPONSORSHIP**

The USSA Sponsorship Guidelines regulates all aspects of sponsorships, including the following clauses related to authority, coordination at tournaments, financial implications and team sponsorship guidelines.

### **8.1 THE AUTHORITY FOR SPONSORSHIP**

8.1.1 The NUSA and PEC shall register their sponsorships and/or sponsorship agencies with USSA, in other words, the NEC of USSA must be informed in writing of the name, nature and duration of the sponsorship or agreement. A copy of all agreement must be submitted to the National Secretariat of USSA.

8.1.2 It is recommended that a written agreement be concluded between the sponsor/sponsorship agency and USSA National who shall act on behalf of the NUSA/PEC.

8.1.3 Sponsorships for USSA and USSA sports, shall be divided as follows:

- (a) Sponsorships raised by USSA:  
USSA to keep 10%  
Associations / Provinces to benefit 90%
- (b) Sponsorships raised by Associations:  
USSA to benefit 5%  
Associations to keep 95%
- (c) Sponsorships raised by Provincial Committees:  
USSA to benefit 5%  
Provincial Committees to keep 95%

Note: Each USSA Association and Provincial Committee shall provide the NEC of USSA with their annual audited financial statements for control purposes. All accounts (provincial and national) must be declared to the NEC of USSA.

8.1.4 Sponsorships raised by a specific sector, shall remain with that sector with the understanding that the NEC may negotiate a mutual beneficial situation with that specific sector.

### **8.2 COORDINATION OF SPONSORS AT TOURNAMENTS**

8.2.1 The NUSA/PEC as well as the host institution are jointly responsible for coordinating sponsorships in the case where more than one sponsor is involved in a tournament.

8.2.2 The NUSA/PEC shall discuss the implications of their sponsorships with the host institution before the commencement of a tournament.

8.2.3 Negotiations shall be conducted to ensure that the sponsor's requirements do not conflict with those of existing sponsorships on the campus of the host institution.

8.2.4 The host institutions shall do everything in its power to ensure that the sponsor receives the necessary acknowledgement for its sponsorship.

**8.3 FINANCIAL IMPLICATIONS OF SPONSORSHIPS**

8.3.1 The NUSA/PEC shall inform the host institution in writing of the financial implications of the sponsorship.

8.3.2 A budget aimed at procuring the greatest benefit for the participants shall be drawn up in advance. A written copy of this budget shall be circulated among all institutions and the NEC of USSA.

8.3.3 The financial statement of the NUSA/PEC shall reflect all sponsorship monies received and distributed.

**8.4 INDIVIDUAL TEAM SPONSORSHIPS**

8.4.1 There shall be prior liaison to prevent team and individual sponsorships from conflicting with the tournament sponsor.

8.4.2 The use of a sponsor's name and emblems shall conform to acceptable standards. The amateur rules of the applicable NSF and ISF must be observed.

8.4.3 The USSA Emblem and Colours shall not be eclipsed by the name of sponsors.

## **ARTICLE 9: REGULATIONS FOR USSA TOURS**

### **9.1 GENERAL**

- 9.1.1 All international tours, to and from South Africa, involving a member of USSA, fall under the jurisdiction of USSA. The general arrangements for tours are subject to the approval of the NEC of USSA.
- 9.1.2 Permission to tour shall be obtained at least three (3) months in advance from the NSF concerned as well as from the NEC of USSA. The NEC may in exceptional circumstances consider well motivated written applications that are received on shorter notice. Applications received after the closing date set by FISU or Organising Committees of international championship events, will not be considered.
- 9.1.3 Applications must include the following:
- (a) detailed progress report on the development programme for that specific sport;
  - (b) copy of the invitation to tour;
  - (c) general arrangements and programme of the tour;
  - (d) details on travel and accommodation arrangements;
  - (e) detailed report on the trials, and team selection process, e.g. dates, venues, number of participants, number of teams, selection criteria, etc;
  - (f) names of team members, their institutions, student numbers and course of study;
  - (g) name of team manager, occupation and institution;
  - (h) indication of the standard of team;
  - (i) necessary guarantees of sufficient funds.
- 9.1.4 Only applications from teams affiliated with USSA and a unified NUSA shall be considered if the NEC of USSA is satisfied that:
- (a) unity has successfully been achieved in that particular sport;
  - (b) progress has been made with the implementation of a development programme at all tertiary levels;
  - (c) touring teams can provide the necessary financial guarantees that sufficient funds are available for all team members to tour.
- 9.1.5 Tours may not clash with tours arranged by the NSF of a specific sport.
- 9.1.6 NUSA's are requested to arrange tours during holidays, and in particular avoid the period immediately before and/or after examinations.
- 9.1.7 If tour members will be absent for a period in the academic term of their respective institutions, such members shall personally obtain leave of absence from the Registrar or his/her appointed representative.
- 9.1.8 The NUSA shall ensure the necessary liaison with the various Embassies concerned (e.g. visas, customs, etc.).

9.1.9 All forms of international liaison, including contact with FISU and the Organising Committees of World University/Student Championship events must be done through the Office of the USSA Secretariat.

## **9.2 TRIALS**

9.2.1 Official trials involving all possible students from that specific association, province, sector or club, shall be held before a touring team is constituted. Trials for the selection of the final teams to participate in multi-sport events (Universiade, FASU and CUCSA Games), must be completed in time for USSA to meet all deadlines.

9.2.2 The selection of students for international events or tournaments shall be according to Article 5.3 and that of the appropriate international federations' rules and regulations.

9.2.3 NUSA's must submit their teams to the NEC of USSA for verification and approval. A tour takes place only when both the selection committee and the NEC of USSA find the standard in the specific sport sufficiently high for competition at international level, whether at development and/or elite levels.

## **9.3 CONTROL**

9.3.1 Each team is under the control of a manager (chef de mission) who at all times, shall take full responsibility for the supervision and behaviour of the team.

9.3.2 The appointment of team managers is subject to strict selection. The manager is nominated by the NUSA or affiliated clubs. The NUSA shall submit the name of their managers to the NEC of USSA for approval. Participants may not act as managers.

9.3.3 If a team is mixed, separate managers shall be appointed wherever possible for men's and women's teams on the same basis.

9.3.4 The manager(s) must:

- (a) be a South African citizen;
- (b) have organisational and leadership qualities;
- (c) have a proven record of involvement (and success) in managing teams during USSA events;
- (d) preferably have experience of international tours and/or as a sports administrator, referee, coach or selector.

9.3.5 The manager(s) shall be assisted by a coach appointed by the appropriate NUSA. In the case of him/her not being a South African citizen, his/her appointment shall be subject to ratification by the NEC of USSA.

9.3.6 The management team of USSA delegations that participate in multi-sport events, must be appointed at least one (1) year prior to the event and shall at least, consist of the following capable persons who must accept full responsibility for their portfolios and must be (within reason) available to fulfill their duties:

- (a) Chef de Mission – Responsible for protocol and liaison.

- (b) Project Manager – Responsible for all logistical arrangements and coordination (i.e. a recognised sports manager).
- (c) Financial Manager – Responsible for all financial matters and fundraising.
- (d) Medical Coordinator – Qualified medical practitioner or senior medical student.
- (e) Administrative Assistant – Linked to the Project Manager or an employee of USSA dedicated to the task.

Note: Clothing, transport and accommodation portfolios can be linked or separated depending on the event.

#### **9.4 DISCIPLINE**

- 9.4.1 The manager, in collaboration with the NUSA, is responsible for control and discipline that shall be strictly enforced. In addition, the regulations for discipline as approved by the Council shall apply.
- 9.4.2 The behaviour of tour members shall at all times be worthy of their country, tertiary institution and sport, so that they may be regarded as true ambassadors of South African student sport.
- 9.4.3 In the event of misconduct by a student or students, he/they shall be sent home without reimbursement.

#### **9.5 FINANCIAL ASPECTS**

- 9.5.1 The NUSA shall furnish proof and give assurance that it has sufficient funds for the tour, and indicate how it obtained funds, before a tour can take place. The NUSA should therefore provide USSA with contractual proof of sponsors or their financial obligation must be met in full at least two (2) months before participation in the international events (World University Games / Championships) or one (1) month before participation in continental events (FASU & CUCSA Games). NUSA's may not have outstanding debts before approval for participation in international and/or continental events is granted.
- 9.5.2 The confirmation of tour finances rests with the tour manager.
- 9.5.3 Funds for the tour must be paid into a special savings account to facilitate payments and control.
- 9.5.4 Tour members are responsible for their own pocket-money for personal expenses.
- 9.5.5 Gifts (e.g. pins) intended for overseas clubs shall be typically South African and of a high quality.