

SPORTS COUNCIL REGULATIONS

COMMITTEE AND PROCEDURES

SPORTS ADMINISTRATION

CLUBS

COMMITTEES AND PROCEDURES

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 - (c) INTER-VARSITY COMMITTEE
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1 SPORTS COUNCIL

The Sports Council meets at least once per term year and consists of the following:

- a) 1 Council representative, appointed by Council
- b) 4 Senate representatives (one with financial expertise, all appointed by Senate's Nominations Committee)
- c) Manager and Assistant Manager of Sports Administration
- d) 1 Sports Administration staff representative elected by the staff of Sports Administration
- e) Dean of Students or Representative of the Dean of Students
- f) 8 Student representatives elected from the Students Sports Council
- g) The SRC Sports representative

1.1 OFFICE BEARERS

The Sports Council shall elect the following office bearers from among its members (no office-bearer may be a member of Sports Administration).

- a) Chairperson (a University staff member): to be elected for a 3-year term of office
- b) Vice-Chairperson (a University staff member): to be elected for a 2-year term of office
- c) Treasurer (University staff member)
- d) Assistant Treasurer (a student)
- e) Assistant Secretary (who will be the secretary of the Student Sports Council)
- f) The Manager of Sports Administration shall *ex officio* be the Chief Executive Officer and Secretary of the Sports Council
- g) The Administrative Assistant of Sports Admin shall *ex officio be the* servicing officer of the Sports Council. This person will not have voting powers

2 STUDENT SPORTS COUNCIL (SSC)

The Student Sports Council meets at once a term and consists of the following:

- a) Two representatives of each of the clubs recognised by the sports council who are chosen by the clubs in accordance with the provisions of their duly recognised constitutions.
- b) Every member of a standing committee of the Sports Council
- c) A member of the SRC of Rhodes University appointed by that SRC

- d) Any person who, by majority decision *(of those present at a S.S.C meeting and at which a quorum is present) of the sports council, is elected as a co-opted member of the Student Sports Council.

2.1 EXECUTIVE COMMITTEE

The S.S.C. Executive Committee shall meet at least once per month or at the discretion of the Chairperson. It shall consist of:

- 2.1.1 Chairperson
- 1.1.2 Vice-Chairperson
- 2.1.2 Treasurer
- 1.1.3 Secretary
- 1.1.3.1.1 Five Additional members
- 1.1.3.2 A member of the SRC of Rhodes University appointed by that SRC

2.1 FINANCE COMMITTEE

The finance committee considers quarterly financial reports for submission to the Sports Council. This committee consists of:

- 2.1.5.1 Treasurer (Chair)
- 2.1.5.2 Chairperson of Sports Council (ex-officio)
- 2.1.5.3 Secretary (Manager: Sports Administration)

2.2 INTER-VARITY COMMITTEE

The Inter-Varsity Committee is an ad hoc committee elected as and when necessary

2.3 AWARDS COMMITTEE

The Awards Committee meets as often as is necessary to make Sports Council awards to deserving individuals and clubs. It is the responsibility of the clubs to present motivation for the awards to their members.

- 2.3.5 Committee: This shall consist of :
- 2.4.1.1 A Chairperson appointed by Sports Council
 - 2.4.1.2 3 Elected members of the Student Sports Council
 - 2.4.1.4 At least 3 Sports Officers

QUORUM (4, of which there shall be no fewer than 2 students)

2.3.6 Rules for honours, colours, half-colours and team awards.

- 2.3.6.1 Voting:
 - i) At the Chairman's discretion all voting shall be by secret ballot.
 - ii) Awards shall be made only on two-thirds of those voting being in favour of the awards

2.3.6.2 Procedure:

- i) Before the Awards Committee Meeting, the Committee of the Club proposing the awards shall prepare for presentation to the Awards Committee six completed copies of a standardised "Nomination for Awards:" form obtainable from the Sports Administration. One copy is to be presented to the Chairman at least 24 hours prior to the Awards Committee meeting.
- ii) Team awards nomination may be put to vote **en bloc**. In this case, each voter shall indicate on the lists provided whom he/she wishes to support.

2.4.3 Rules regarding eligibility for awards

2.4.3.1 Team Awards

- i) Only those persons who have participated in two-thirds of the First Team matches, or equivalent, during the year or season under consideration, shall be eligible for a Team Awards
- ii) Team Awards shall be awarded to those persons under section 2.4.3.1 (i) supra, who, in the opinion of the Awards Committee, have shown sufficient keenness and ability to merit the awards and have complied with the Sports Administration requirements.
- iii) The Awards committee reserves the right to withhold the awarding of Team awards to any Club which, in their opinion, has not fulfilled a sufficient number of fixtures during the season.
- iv) In the case of clubs such as swimming, athletics, Judo, etc, the attainment of standards, as laid down by the respective club constitutions, shall constitute a recommendation only to guide the Awards Committee.

2.4.3.2 Colours

- i) Only those who have been awarded Team Awards for the year or season under consideration are normally eligible for the awards of colours
- ii) In the case where injury or any other unforeseen circumstances has prevented a player from obtaining the required percentage representation for a team Awards, the Awards Committee may have the right to award Colours and Half Colours as the situation deems fit.
- iii) Colours shall be awarded to those complying with Section 2.4.3.2 (i) who, **IN THE OPINION OF TH AWARDS COMMITTEE**, have attained averaged South African Provincial standard in the sport concerned. Primary consideration in the determination of Colours awards shall be the standard of ability, of the candidate.

2.4.4 Awards to coaches and officials

- i) Recognition of services rendered by coaches and officials may be made by the awarding of a certificate.
- ii) Such certificates shall be awarded by the Awards Committee to a coach, administrator or official on the recommendation of the club concerned.
- iii) The awards shall normally not be made for less than five years coaching, service on a committee or to Rhodes or any affiliated body.

2.4.5 Rules governing the function of the awards committee

- i) Since it is the duty of the Awards Committee to maintain as uniform a standard as possible, the Awards Committee should query non-recommendation as well as cases of too many recommendations. In such case, the Club concerned should be asked to reconsider its recommendation.
- ii) Recommendations for any award must come from the Club Committee concerned. Members of the Awards Committee may only propose an individual for award if this is unanimously accepted by all members of the Awards Committee at a full meeting.
- iii) The Awards committee reserves the right to withhold the announcement of its decision at the Chairman's discretion.
- iv) Once awards have been made for a year or season, the Awards Committee shall only consider further awards to members of members of the club concerned in exceptional circumstances.
- v) The Awards Committee can at its discretion make an award to a member of a club who has achieved Honours or Colours standards in a code of sport which is not offered at Rhodes.

2.4.6 Awards committee ruling

2.4.6.1 Seasons

2.4.6.1.1 Where the seasons of a sport extends from one year to part on the next (in case of cricket and swimming), award should be made for the six months period of the season, i.e. for the last term of the year and the first term of the following year. In certain circumstances awards may be made for a year rather than for a season, eg. a person at Rhodes for one year is only able to participate at the beginning and end of the year.

2.4.6.1.2 An award should only be made to a student on the basis of his/her representation and performance while he is a student, with the proviso that:

- i) In the case of summer sports a student shall be in considered such until 31 December of that particular year.
- ii) A student, who is selected for a representative or overseas touring team on his/her performance while a student, for a tour which takes place in the next overseas season immediately succeeding the local season during which he was a student, shall be eligible for an award of colours or Honours on his/her performance during such

overseas tour. If the awards for that sport have already been made for the local season, they may be recommended for an award at the next meeting of the Awards Committee.

2.4.6.2 Staff

Only members of staff who are bona fide students shall be eligible for awards. However, staff members and members of the public would, qualify for coaching awards.

2.4.6.3 Fixtures

In those sports in which it is possible to set fixed standards (e.g. athletics and swimming) participation in and performance at Championships meetings of the University may be taken into consideration in making awards. For team awards, such meetings shall be considered the equivalent of one match, subject to the sportsperson having reached the particular standard as set out in the Sports Criterion.

2.4.6.4 Performance standards

Consideration shall be given by the committee to Performance Standards (e.g. team awards, Colours, times and distances) set by the club in question but shall not bind the committee.

2.4.6.4.1 Team Award

In estimating the requisite two-thirds representation for the Team Awards:

- i) Players who have failed to reach the required percentage due to illness, injury or other unforeseen circumstances, may be considered for an award provided they have played 50% of the matches.
- ii) The percentage shall in the discretion of the Committee, be calculated to the nearest number of matches played that approximate reasonably to the required percentage:

Example:

Total matches 18 – 12 played gives $66\frac{2}{3}$ anything below 12 e.g. 11 matches or $61\frac{1}{4}$ % does not qualify.

Total matches 4 – 2 played = 50 % played does not qualify

Total matches 8 – 5 played = $62\frac{1}{2}$ which qualifies

Total matches 5 – 3 played – 60% since another match would give $\frac{4}{5}$ or 90%, the Awards Committee should use its discretion, regarding being had to the competitive degree of the matches in question, and the greater responsibility to play when the number of games is relative limited.

- iii) A representative tertiary tournament may be counted according to the number of matches it indicates or as one representation, whichever method of calculation is most favourable to the players concerned, e.g. one match plus one tournament, consisting of 5 matches. A player not chosen for the match but chosen for the tournament could have this representation calculated in the following alternative ways:

A One match = 1 Tournament = 1
Representation 1 out of 2 does not qualify.

B Alternative – one match = 1. Tournament matches = 6. Representation 6 out of 7 = 78%. Qualifies

However, the University expects players to take part in Tertiary Tournaments unless prevented by unavoidable circumstances.

iv) Reserves and Substitutes

- a) Selection as a reserves players shall not count as a credit toward the qualification for Team Awards
- b) The player selected should actually have played in the match. Clubs with substitutes e.g. Basketball, Waterpolo and Hockey, must state the number in their teams and all players are eligible for awards
- c) Selection for a First Team touring side or a Tertiary tournament shall count as a credit towards the qualification for a Team Awards, even if the selected players does not take part in a match provided only that he was selected and travelled in good faith as a member of the team in question.
- d) Selection for a representative side: Selection for a representation match which clashes with a fixture of that in question and prevents a player from playing in that fixtures, shall be counted as a representation of the University team in calculating the requisite percentage for a Team Awards

2.4.6.4.2 Colours

In estimating the standard of a player, who has been proposed for colours, regard shall be given to the following procedure and ruling, in determining whether the player has achieved average provincial standard:

- i) If the player has not received a team award he may in exceptional circumstances be awarded colours.
- ii) The Awards Committee shall assess the strength of Provincial teams generally and shall endeavour to estimate which of these teams represent average Provincial standard.
- iii) Selection or failure to be selected for a Province shall not of itself count decisively in favour of or against a player. Note however:

- a) Selection for a Province shall prima facie be regarded as proof that he/she has reached the required standard.
N.B This means that if the Committee finds it impossible to access average Provincial standard, or the standard of the player concerned in relation thereto, this selection being the only proof available, should count in his favour and he should be awarded Colours; conversely, failure to be selected should lead to disqualification..
- iv)
 - a) The standard of a National Tertiary team shall be regarded as equivalent to average Provincial standard unless there is satisfactory evidence to the contrary.
 - b) Selection or failure to be selected for a Tertiary team may be regarded as the equivalent of selection or failure to be selected for an average Provincial team with the same conclusion to be drawn as in Ruling (v) (a) above.
- v) When considering an award, selection for a Provincial or Tertiary team shall be taken as to whether or not the player concerned actually takes part in a match for the Team for which the player is selected.

2.4.6.4.3 Half Colours.

In assessing the standard of the player all the rulings as apply to Colour awards shall apply to Half Colours on the grounds of Provincial "B" representation.

2.4.6.4.4 Honours.

In estimating the standard of a player proposed for an Honours award the Committee shall with necessary qualifications, follow the rulings for the award of Colours except that selection for any international team shall carry particular additional weight in view of the exceptional nature of such award.

2.4.6.4.5 Particular Colours

- i) Clubs must file a copy of their own requirements for all awards at the Sports Administration at the beginning of their respective seasons, detailing any particular circumstances relating to the peculiarities of that club, e.g. standard times, number of substitutes allowed, gradings in Martial Arts and Gymnastics.
- ii) Where two teams of equal strength are entered in the same league, awards will only be made to those players who would have gained a place had only one team been entered.

2.4.6.4.6 Sportsman and Sportswomen of the Year, Most Improved Club of the Year and Club of the Year.

- i) The voting for the Sportsman and Sportswomen of the Year shall be as follows:
The Chairperson of the Sports Council
The Chairperson of the Awards and Colours Committee
The Sports Officers
The Elected members of the Awards and Colours Committee.

- ii) The voting for the Club of the Year and the Most Improved Club of the Year shall be as follows:

The Chairperson of the Sports Council
The Chairperson of the Awards and Colours Committee Sports Council
The Sports Officers
The elected members of the Award and Colours Committee

2.5 DISCIPLINARY COMMITTEE

This committee will meet as in deemed necessary by the Sports Council and will consist of:

Chairman or Vice Chairman of the Sports Council. Three members of the Sports Council of whom at least one will be a student. The two other members (apart from the Chairman) shall be appointed ad hoc by the Chairman.

SPORTS ADMINISTRATION

- 1) Staff
- 2) Facilities
- 3) Opening Times
 - Indoor facilities
- 4) Time table
 - Floodlights
- 5) Fixtures
- 6) Use of facilities
- 7) Hire of facilities
- 8) Sports Store and Equipment
- 9) Social Functions
- 10) Stationary and Postage
 - Printing
 - Photostatting
 - Telephones
- 11) Intra Mural Sport
- 12) Finance
- 13) Tours and tournaments
 - Approval
 - Managers
 - Tours Reports
 - Participation
 - Code of Conduct
- 14) Use of Transport
- 15) Provincial Representatives
- 16) Coaching Honoraria
- 17) Leave of Absence

SPORTS ADMINISTRATION

The Sports Administration offices are situated in the Old Mutual Pavilion. This department provides the professional and the administrative back up to the activities of the Sports Council and attends to the needs of all clubs.

1 STAFF

Head of the Sports Administration
Assistant Manager
Sports officer
Administrative Assistant
Bookkeeper
2 Facility Supervisors
6 Facility Attendants/Cleaners
Temporary Sports Officer

2 FACILITIES

The Sports Administration had under its control the following facilities:

A GREAT FIELD COMPLEX

2 Rugby Fields
1 Cricket Field
1 30m Swimming Pool
3 Squash Courts
Sports Club Bar
Rowing Club House

B PROSPECT FIELD COMPLEX

1 Athletic Track
1 Cricket Field
2 Soccer Fields
1 Hockey Astro
1 Cross Country Course
Old Mutual Pavilion
Athletics Clubhouse

C ALEX MULLINS COMPLEX

2 Volleyball Courts
1 Basketball Court
2 Netball Courts
Martial Arts Dojo
Health Suite
5 Badminton Courts
Aerobics Hall
6 Squash Courts

9 Tennis Courts
1 Soccer Field
1 Cricket Field
Soccer, Tennis and Squash Clubhouses

D SHOOTING RANGE

1 Smallbore rifle range
1 Air Rifle range (indoor)

E SETTLERS DAM

Rowing Boat House
Sailing Lock-up
Canoe Lock-up

3 **OPENING TIMES**

Indoor Facilities:

All indoor facilities are open from 08:00 am to 10:00 pm during the term time. During vacations only the swimming pools, squash courts and the Health Suite are open from 8:00am to 4:45pm on week days and closed over weekends.

Swimming pool:

During the summer terms the swimming pool is open from 06:00 am to 07:00 pm each day with the exception of Mondays and Fridays when it is closed until 1pm. When the pools heating system is in operation these times may vary.

4 **TIME TABLE**

The Sports Administration prepares annually a time for club practices. This is done in conjunction with the clubs and codes concerned. Club practices take priority over general use of all facilities.

FLOODLIGHTS

The use of floodlights is restricted to club practise times and properly requisitioned use for fixtures.

5 **FIXTURES**

The Sports Administration prepares an official fixture list each term, detailing use of facilities and time allocations. Clubs and Codes are requested to provide Sports Administration with fixtures in advance of their seasons. To prevent clashes and to allow the groundsmen adequate time to prepare fields, clubs must notify Sports Administration of alterations or additions to fixtures.

Summer sports shall have priority use of University facilities from 1 October to 31 March and Winter Sport from 1 April to 30 September.

6 USE OF FACILITIES

All bona fide students of the University as defended by the University Calendar are automatically members of the Sports Council and such are entitled to make use of the facilities provided.

Members of the Council and full time members of the University staff are entitled to make use of facilities and become members of clubs, but shall not take part in University or Inter Varsity tournaments unless they are bona fide students.

The use of facilities is restricted to those mentioned above unless special permission is obtained from the Sports Administration.

Facility cards may also be purchased from Sports Administration by the following persons:

- a) Wives/Husbands of members of staff and children of 16 years and over.
- b) Old Rhodians, their wives/husbands.
- c) Students wives/husbands
Swimming pool tickets may also be purchased by the persons as well as their children of under 16 years.

7 HIRE OF FACILITIES

Sports Administration with the approval of the Sports Council hires certain facilities to schools, local sports associations and provincial bodies. The hire charges are revised on an annual basis.

8 SPORTS STORE AND EQUIPMENT

All clubs are issued small equipment (balls, beacons, nest etc) on long term loan. The clubs are held responsible for the return and requisition or maintenance of these items. Clubs requiring new or additional equipment must make application to the Sports Council on the forms provided by the Sports Administration. The application must be properly motivated and will be considered on merit by Sports Administration and finally allocated by the Finance Committee.

The Sports Administration stores all club equipment off season and clubs are responsible for assisting supervisors in taking full at the close of their season.

The Sports Store issues a limited amount of equipment for general use by individuals and house/hall teams. This equipment is issued for a 12 hour period on production of a student card.

In addition the Sports Administration office hold certain equipment (stopwatch, video camera, loud hailer, PA System and the like) which only official sports clubs may make use of.

The swimming pool office serves as the issuing office and is open and manned during the term from 09:00am to 6:30 pm.

9 SOCIAL FUNCTIONS.

All social functions held by sports club or codes on campus must be sanctioned by the Sport Administration. The sport Council at present has the following venues available for functions of this sort. Tennis, Soccer, Squash, Rowing, Pool and Athletics Clubhouse as well as the Old Mutual Pavilion and the Sports Bar. Functions held in the Sport Administration buildings shall end by 12.00 pm weekends. If a club wishes to make use of the University Club to entertain visiting teams temporary membership cards must be obtained from Sports Administration.

10 STATIONERY AND POSTAGE ,PRINTING, PHOTOSTARTING AND TELEPHONES

Stationery and postage: Sports Administration provides for all the day to day stationery and postage requirements of the clubs.

Printing: Clubs may make use of the University printing unit on Sports Administration requisitions. However, clubs are responsible for meeting the cost of all printing.

Photostatting: Clubs are permitted reasonable use of Sport Administration Photostatting facility (up to 50 copies per project) and are charged at a nominal rate per copy.

Telephone: Clubs may make use of the Sports Administration telephones for business purposes only. These calls are monitored by the Sports Administration Administrative Assistant or the Sport Officers.

11 INTER-MURAL SPORTS PROGRAMME

An assigned Sports Officer is charged with drawing up the annual programme for the Inter Residence Sport. He/ She will hold this portfolio and assist and encourage clubs to arrange competitions in their particular sports.

12 FINANCE

Funds for the financing of sport at the University are provided by the University Council. The University Council also contributes to the upkeep and maintenance of most facilities. Sport Administration prepares an annual budget after receiving motivations from the clubs. This budget shall be made available to the finance committee for ratifications.

The Clubs are made individual grants towards the major areas of expense. These are detailed below:

- Transport
- Equipment
- Affiliation Fees (Provincial and Tertiary)
- Tournaments (Accommodation)
- Stationery
- Refreshments

Maintenance and repair

Clubs are permitted on request to Sport Administration to transfer monies from one allocation to another.

Sports Administration allocates Capital Equipment and Coaching Honoraria on recommendation from Sports Administration.

The Sports Administration operates two banking accounts:

- a) The Sports Council account for all the monies received from the University and any other Sport Administration receipts.
- b) The Sports Club account, for the accumulated funds of the clubs. The various clubs have control any monies they might have in this account.

The Sports Council is in no way responsible for the debts incurred by its members in respect of sports equipment, or other items ,unless such purchase are supported by duly authorised Sports Administration order forms.

The Sports Council as a body has various expense to meet. These amounts are borne by the Sports Administration out of a grant from University. The budgeted expenses of the Sports Council may include:

- Accommodation
- Audit and Accounting Fee
- Bank Charges
- Coaching Grants
- Engraving
- Entertainment
- Electricity and Water
- Licence and Insurance.
- Provincial Representatives
- Maintenance and Repair
- Stationery, Printing and Postage
- Refreshments
- Telephone
- Transport and Travel

13

TOURS AND TOURNAMENTS

a)

Approval

All tours, whether hosted or undertaken by clubs affiliated to the Sports Council, whether receiving financial assistance or not, must be approved by the Sports Council. Detailed applications for approving the tour itinerary, must be made through the Head of Sports Administration, and be submitted at least three (3)weeks prior to the tour taking place .

The team must be of reasonable standard (particularly if financially assisted)

If the tour encroaches on academic time, team members must obtain leave of absence through the relevant department.

b) Managers

All touring teams ,whether receiving financial assistance or not , must be accompanied by an approved manager and in the case of mixed teams ,an approved chairperson .Requests for approval of managers must be submitted with the application to tour three weeks prior the tour commencing.

Clubs may nominate the following managers:

Club coach, staff member or post graduate student.

c) Participants

A full list of names and student numbers of those taking part in the tour must be submitted to the Heads of Sports Administration at least one (1) week before the tour commences and in case of Tertiary tournaments at least three (3) weeks prior to the event.

d) Tour reports

On the return, the manager must submit a written report to the tour to the Head of Sports Administration .This should include the results of matches played.

e) Code of Conduct for Tours and Tournaments

1. Upon arrival and at departure.

1.1 It shall be the duty of the visiting team's manager / managers to report, with his/her team, to the warden /person in charge, **UPON ARRIVAL**.

1.2 It shall be the duty of the visiting team's manager /managers to acquaint himself /herself (over and above the code of conduct and the rules for Discipline at host Universities /Educational Institutions) with the **RULES** in force at the specific residence and to inform his/her team accordingly.

1.3 It shall be the duty of the visiting team's manager/manageress to report , immediately **PRIOR TO THE DEPARTURE**, to the warden /person in charge, and to draw the latter's attention to the fact that

(a) The team is about to leave:

(b) All facilities used by the team are being left in good order.

The warden /persons in charge shall confirm in writing that they are satisfied that:

(a) all facilities used by the team were left in good order;

(b) that no breakage s have occurred; and

(c) the team may leave the residence.

If a team should leave without the written indemnification of the warden/person in charge, the club will be held liable for any possible breakages.

2 Conduct

2.1 The conduct of participants in tournaments shall at all times comply with the generally accepted norms of propriety and courtesy.

The need for courtesy towards the host, organisers, sport officials and residence staff in particular, cannot be over –emphasised.

3 Dress

3.1 Participants in tournaments are expected to be dressed neatly at all times and to follow the relevant rules of the host institutions in this regard.

3.2 Regarding dress for meals, participants at tournaments are expected to comply with the relevant domestic rules.

4 Times of Silence during Tournaments

Apart from compliance with local domestic residence rules in this regard, silence shall be observed in residence between 10.00 pm to 6.30 pm.

5 Liquor

Except with the prior written consent of the university authorities responsible, liquor may not under any circumstances be brought in to the residence /campus during tournaments. No bottles in this regard shall be allowed on any sport or facility of Rhodes University

6 Room Visits

Access shall be had, in accordance with local domestic rules.

7 Misconduct

The disciplinary committee of the Sports Council shall be convened in the case of misconduct by Rhodes University teams.

8 General

The Sports Council recommends that visiting institutions be furnished with the Standing Orders of Disciplinary before the tournament commences.

14 USE OF TRANSPORT

The Sports Council pays for all transport to league fixtures only. Clubs are responsible for friendly fixtures and for financing their transport to Tertiary tournaments. Sport Administration may apply exceptions to this rule in the case of clubs where the burden

of transport will fall on the members and such members are proven to be financially needy. Clubs (e.g. Mountain Underwater) which do not play in leagues, may apply for special assistance for transport.

Regulations for the Use of Transport

- i) All requisitions for University transport should be booked through the Temporary Sports Officer by 11h30 on the Wednesday before the weekend in which the transport will be required or at least (2) days before in other instances. It is however, advisable for clubs to requisition transport on receipt of the season's fixtures and then to confirm that bookings have been accepted.
- ii) Cancellations of confirmed bookings must be made immediately as failure to do so in circumstances when the vehicle could have been re allocated shall be a contravention and will result in a substantial fine
- iii) Clubs are urged to have a sufficient number of properly qualified drivers as using university drivers is an expensive procedure.

The qualifications necessary for student drivers are as follows:

- (a) The student shall hold a valid license accepted by South African traffic authorities for the class of vehicle to be driven.
- (b) The student shall have held a license for at least two years
- (c) Such license shall carry no endorsements for any traffic offenses.
- (d) The student shall be cognizant of all other regulations for the use of the University transport as stipulated by the Director of the Estates Division.

Student Supervisors shall be appointed by the club/code. He/she may be a student or member of staff member. The supervisors shall sign the transport requisition acknowledging responsibility for the control of the group making the journey. The supervisor shall not be the driver of the vehicle.

If private transport is used, the Sports Council will reimburse the club if the reimbursement forms are submitted within (3) days of the fixture. These forms are obtainable from the Sports Administration.

15 PROVINCIAL REPRESENTATIVES

The Sports Council, on application, assists members of Rhodes University clubs selected for provincial teams at the prescribed rate per day for the days on which the team actually competes (exclude s travelling time and practices).

16 COACHING HONORARIA

The University Council grants a sum of money to the Sports Council specifically for use as coaching honoraria. The Finance Committee allocates these honoraria on merit after submission of motivation by clubs through the Sport Administration.

17

LEAVE OF ABSENCE

Sport teams or individuals may be granted leave of absence by the department concerned. Individuals must collect and the necessary information from the Sports Administration and provide proof of relevant fixtures.

CLUBS / CODES

1. Membership
2. Membership Fees
3. Finance
4. Affiliation
5. Annual General Meetings
6. Clubs / Office Bearers
7. Constitutions
8. Equipment
9. Sport Dress
10. Use of Name or Badge of the University
11. New Clubs / Codes
12. Correspondence
13. Notice Boards
14. Sportsman and Sports women of the year Dinner
15. Entertaining visiting teams
16. First Aid
17. Rhodes sport Magazine

CLUBS

1 Membership

Membership of clubs is open to all registered students and also staff members at the discretion of the club concerned.

Clubs are permitted non-student/non-staff members in the instance where the sport in question does not have a functioning club in Grahamstown. These members must submit themselves to the discipline of the club, the Sport Council and the University.

Clubs should ensure that they are represented at the Sport Evening held early in the first term of each year.

2 Membership Fees

Clubs are permitted to levy within reasonable limits subscriptions on their members according to the needs of the club.

All members must be signed up each year on the approved membership list.

Clubs may make use of the student debit order forms once in a year. Any further use of the student debit forms will be at the discretion of the Finance Department.

3 Finance

The control of Club funds, such as membership fees, club/code committee in conjunction with its relevant Sports Officer. All sponsorship shall be approved & discussed with the Head of Sports and the relevant Sport Officer before entering into agreement.

However, all income and expenditure of such funds must be deposited and properly accounted for through the Club/ Codes Own funds Account only.

4 Affiliation

The Sports Council makes grants to Clubs to meet the major part of affiliation and capitation fees. If the affiliation or capitation fees of a Club exceed the grant the Club is responsible for covering the excess.

5 Annual General Meetings

The Club Annual General Meetings should take place during the latter half of the third term or at the beginning of the fourth term. All the Annual General Meetings shall have taken place prior to the Final forum meeting of the year.

6 Club Office Bearers

Immediately following the Club's Annual General Meeting the Sports Administration should be informed of the names, address and telephone numbers of all the office bearers of incoming committee. Clubs are to advise the Sport Administration of any changes to their committees.

Clubs are to meet with the Sports Administrator within (3) weeks of the beginning of the new University year.

7 Constitution

Clubs are required to operate in terms of an approved constitution, which shall be lodged with the Sport Administration. Copies of an approved model constitution may be obtained from Sports Administration.

Clubs are urged to update constitutions as the need arises and should check them annually in collaboration with Sports Administration.

8 Equipment

Since All sports equipment purchase by the Sports Council or Clubs is the property of the University and not that of the Clubs, it is expected that good care be taken of it.

A regular strict check is made (for audit purposes) and an inventory is kept.

9 Sports Dress

Clubs are required to have an official club uniform acceptable to the provincial association or SASSU regional committee.

10 Use of Name or Badges of the University

No unauthorised use may be made of the name or badge of the University. Should any Club wish to use the name or badge of the University on any particular article such as Tracksuit, T-shirt, Ties, etc, application must be made through Sports Administration to the Sport Council.

11 New Clubs

Students wishing to start a new Club on campus shall submit a fully motivated application with a list of at least twenty (20) members to the Sports Council or two teams and a full bench of reserves as per the rules of the relevant governing body. Should their application be successfully, the club shall serve a period of one (1) year's probation (during which time they will receive no financial support from the Sports Council) after which the Sports Council will review their performance and decide whether to accept the Club as full members of the Sports Council.

12 Correspondence

Outgoing: All club correspondence must go through the Sports Administration on official stationery. The Sports Administration Administrative Assistant is available to

type letters and / newsletters .However, please allow for a reasonable time factor as Sport Administration typing receives priority. Copies of all letters written are kept in club files at the Sport Administration.

Incoming: All incoming correspondence will be opened and stamped by the Sport Administration. It will then be put into the Club's pigeon-hole in Sports Administration. The club official must initial them and return them to the club secretary for filing. A copy shall be made available to the relevant Sport Officers.

13 Notice Boards

Each Club is allocated space on the notice boards situated at the Swimming Pool. These notice boards should be kept tidy and up to date.

14 Sports Awards Dinner

This is formal dinner held in October of each year and organised by Sports Administration. The purpose of the function is to honour all those sportsmen and sportswomen who have achieved colours standards and to make the following awards:

- (a) Sportsman of the Year
- (b) Sportswomen of the Year
- (c) Most Improved Club of the Year
- (d) The Club of the Year
- (e) Administrator of the Year.

15 Entertaining visiting teams

Any team, where obliged and financially viable because of reciprocal arrangements, to feed visiting teams will be assisted financially by Sports Council. This assistance is restricted to providing meals and teas and does not extend to post-game drinks.

Clubs are urged to entertain visiting teams in suitable manner.

16 First Aid

The Sports Council makes available certain basic First Aid facilities. Clubs, however, are responsible for their own First Aid Equipment.

In the case of high risk activities clubs may make special applications for the specialised equipment and financial aid in employing properly qualified personnel.

17 Rhodes Sport Magazine

The "Rhodes Sports" magazine is the official publication of the Sports Council and is published at least once a year. The publication is produced by Sports Administration and clubs are urged to use this facility in order to publicise their activities.