



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

Table of Contents

1. Introduction
2. Extension of Policy
 - 2.1. Other Policies
 - 2.2. Codes of Conduct and Roles and Responsibilities
3. Rationale
4. Objectives
5. Scope
6. Roles and Responsibilities of Stakeholders in SAUWHF
7. Managing, Monitoring and Enforcing Discipline
8. Misconduct
 - 8.1. Misconduct Classification
 - 8.2. Representation
 - 8.3. SAUWHF's Power to refer misconduct
 - 8.4. Minor Misconduct
 - 8.5. Disciplinary Sanctions for Minor Misconduct
 - 8.6. Major Misconduct
 - 8.7. Disciplinary Sanctions for Major Misconduct
9. Responsibility for Discipline
 - 9.1. Disciplinary Committees
 - 9.2. Jurisdiction
10. Disciplinary Steps
 - 10.1. Reporting of Misconduct
 - 10.2. Obtaining of Affidavit
11. Pre-hearing Process
 - 11.1. Appoint an Investigator
 - 11.2. Advise Disciplinary Committee on Way Forward
 - 11.3. Service of Notices and Evidence
 - 11.4. Failure to attend Hearing

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	1 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

12. Disciplinary Committee Rules and Responsibilities
 - 12.1. Persons allowed at Hearings
 - 12.2. Disciplinary Committee's Duties
 - 12.2.1. Rights of Aggrieved person/ Complainant
 - 12.2.2. Rights of Person charged with Misconduct
 - 12.3. Keep Records
 - 12.4. Evidence tendered at the Hearing
 - 12.5. Finding by Disciplinary Committee
 - 12.6. Sanctions to be applied by Disciplinary Committee
 - 12.7. Written Report
13. Appeal
 - 13.1. Appeals Procedure
 - 13.2. Notice of appeal
 - 13.3. Responsibilities of Committees
14. Appeals Committee
 - 14.1. Composition of Appeals Committee
 - 14.2. Powers of Appeals Committee
 - 14.3. Further hearing of Appeal
 - 14.4. Powers of Appeals Committee after further Hearing
 - 14.5. Decision of Appeals Committee is Final
15. Confidentiality
16. Conclusion

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	2 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

1. Introduction

This Behaviour Management Policy (hereinafter referred to as this “Policy”) is the framework setting out all aspects relating to providing and managing Underwater Hockey in a fair, dignified and respectful manner. All sporting activities should be managed in a transparent manner for all stakeholders.

This Policy in conjunction with the SAUWHF Codes of Conduct for various members serve as a guideline to ensure that the sporting environment supports the emotional, social and physical health and well-being of all participants and promotes the best quality of sport and achievement possible for individuals and teams. In addition, this Policy provides the structure for transgressions through disciplinary warnings, hearings, applications of sanctions, and appeal procedures.

This Policy, together with the SAUWHF Codes of Conduct, govern the conduct and actions of all National, Provincial and Club elected executive officials, all other officials, coaches, players, parents of minor players and volunteers associated with South African Underwater Hockey, both in South Africa and overseas where South Africans participate in underwater hockey games or tournaments. It is the responsibility of the SAUWHF Executive, on a National Level, and each Province/ Club on a domestic level to ensure that elected executive committee members, officials, coaches, players, parents of minor players and volunteers adhere to this Policy and the Codes of Conduct.

2. Extension of Policy

2.1. Any breach of the provisions of this Policy, the SAUWHF’s Constitution and Codes of Conduct, other SAUWHF, Provincial or Club Policies, including Constitutions, Codes, CMAS Rules and Regulations, the National Competition Rules, and By-laws, Rules and Regulations of Sports Governing Bodies to which Clubs, Provinces, National Juniors, National Elite and Masters are affiliated, including the rules of sporting and accommodation venues where games / matches / tournaments are held, shall be dealt with in terms of the provisions of this Policy.

2.2. The SAUWHF Codes of Conduct including the roles and responsibilities are -

- 2.2.1. Players’ Code of Conduct;
- 2.2.2. Coaches’ Code of Conduct;
- 2.2.3. Officials’ Code of Conduct;
- 2.2.4. Managers’ Code of Conduct;
- 2.2.5. Administrators’ Code of Conduct;
- 2.2.6. Parents’ Code of Conduct;
- 2.2.7. Volunteers’ Code of Conduct; and
- 2.2.8. Spectators’ Code of Conduct.

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	3 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

3. Rationale

Leading and managing a sport involves many challenging situations and liabilities. An ethical approach to the management of and interaction with participants will protect the SAUWHF Executive, Provincial Representatives, Club Representatives and Tournament Organisers and participants, and will promote a safe environment in which to engage in sport.

Therefore, it is important for all role players and participants to be treated in a respectful and sensitive manner that typifies democracy in its most positive sense.

The SAUWHF is committed to working professionally to entrench this Policy and its Codes of Conduct, and where necessary, deal with transgressions transparently in accordance with the procedures set out herein. The SAUWHF will ensure that all participants and role players in the sport enjoy themselves in an environment where the rights of all stakeholders are protected and respected.

In order to ensure conformity across all provinces and clubs the Provincial Federations and Club Executives shall apply the provisions of this Policy and the SAUWHF Codes of Conduct at provincial and club levels.

4. Objectives

This Policy, the SAUWHF Codes of Conduct and Procedures are aimed at achieving the following objectives:

- 4.1. To establish standards of behaviour expected of members/ participants as set out in this Policy and the SAUWHF Codes of Conduct.
- 4.2. To establish procedures for dealing with breaches of provisions of this Policy and the SAUWHF Codes of Conduct, including Constitutions, Codes, By-laws, Rules and Regulations of Sports Governing Bodies to which Clubs, Provinces, National Juniors, National Elite and Masters are affiliated to, including rules of sporting and accommodation venues where games / matches / tournaments are held;
- 4.3. To provide all participants with the best possible sport experience regardless of race, age, gender, creed or ability;
- 4.4. To provide a supportive environment for enjoyable participation with open sporting career paths;
- 4.5. For potential high performers to reach their best;

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	4 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

- 4.6. To provide safe and friendly environments for all participants;
- 4.7. To provide equal opportunities for all participants;
- 4.8. To ensure transparency in the running of this sporting code;
- 4.9. To safeguard the rights of all stakeholders, namely, the SAUWHF Executive, Club and Provincial Executive members, players, coaches, officials, participants, parents, spectators and volunteers in this sporting code;
- 4.10. To display responsible behaviour in relation to alcohol consumption, illicit drugs and prohibited substances;
- 4.11. To prevent bringing the name of Underwater Hockey, the SAUWHF or a Province or Club into disrepute;
- 4.12. To protect and provide guidelines for all participants in situations in which decisions regarding improper conduct have to be made.

5. **Scope**

- 5.1. The provisions of this Policy and the SAUWHF Codes of Conduct provide the framework for the management of behaviour in SAUWH that extends to all persons associated with the SAUWHF. Therefore, its scope extends to and shall be implemented at all Club, Provincial and National levels in respect of:
 - 5.1.1. Committee members;
 - 5.1.2. Coaches;
 - 5.1.3. Technical and other officials;
 - 5.1.4. Managers;
 - 5.1.5. Players;
 - 5.1.6. Parents of Minor Players;
 - 5.1.7. Volunteers; and
 - 5.1.8. Spectators.
- 5.2. All affiliated and associated persons with underwater hockey are fully expected to abide by the provisions of this Policy.

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	5 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

6. Roles and Responsibilities of all Stakeholders in SAUWHF

- 6.1. The SAUWHF Executive, Provincial Federations, Club Executives, the National, Provincial and Club Disciplinary Committees shall be responsible for the implementation and enforcement of the provisions of this Policy.
- 6.2. All affiliated and associated members of the SAUWHF shall:
 - 6.2.1. Familiarise themselves and comply with the provisions of this Policy and the SAUWHF Codes of Conduct;
 - 6.2.2. Agree that any breach of the provisions of this Policy and or the SAUWHF Codes of Conduct may result in disciplinary action taken by either the SAUWHF National Disciplinary Committee, the Provincial Disciplinary Committee or Club Executive or Disciplinary Committee;
 - 6.2.3. Conduct themselves honestly and with integrity and exhibit true sportsmanship at all times in order to foster honour, fair play and the normally recognised high standards of behaviour expected in sport;
 - 6.2.4. Comply with the provisions of this Policy, the SAUWHF's Constitution and Codes of Conduct, other SAUWHF, Provincial or Club Policies, including Constitutions, Codes, CMAS Rules and Regulations, the National Competition Rules, and By-laws, Rules and Regulations of Sports Governing Bodies to which Clubs, Provinces, National Juniors, National Elite and Masters are affiliated, including the rules of sporting and accommodation venues where games / matches / tournaments are held;
 - 6.2.5. Not act in any manner which may injure any member, whether physically or emotionally;
 - 6.2.6. Respect the integrity and roles of all other members;
 - 6.2.7. Refrain from any activity or behaviour that may bring the name of the sport, the SAUWHF, the Province or Club into disrepute;
 - 6.2.8. Manage poor or bad behaviour in a healthy manner without being abusive or offensive in any way;
 - 6.2.9. Ensure that activities and programmes provide opportunities that foster access, diversity and equity; and encourage participants to reach their goals.

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	6 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

7. Managing, Monitoring and Enforcing Discipline

7.1. The SAUWHF, being a proactive organisation, hereby establishes a transparent system for handling breaches of the provisions of this Policy and or the SAUWHF Codes of Conduct as follows:

- 7.1.1. The management of complaints and misconduct;
- 7.1.2. The responsibility for monitoring and implementing disciplinary procedures;
- 7.1.3. The sanctions for minor and major misconduct; and
- 7.1.4. The appeals' procedure.

7.2. These guidelines, principles and procedures are aimed at providing consistency in the management of misconduct by the SAUWHF. They are aimed at promoting fairness and due process in dealing with misconduct. Above all, this Policy and SAUWHF Codes of Conduct should be seen as a way of ensuring that all participants conduct their activities in a supportive and secure environment that encourages the development of self-worth/esteem, mutual respect and a healthy/ supportive community.

8. Misconduct

8.1. Misconduct Classification

Misconduct is classified according to its severity and frequency. Misconduct may be classified as minor on a first report, but if a pattern of minor misconducts continues, a following offence may be treated as a major misconduct. A first transgression may amount to major misconduct if the matter is serious, e.g. if an injury results from the misconduct.

8.2. Representation

Persons charged with misconduct may be represented during disciplinary procedures and or hearings by a member in good standing with the SAUWHF. However, such representative may *not* be a legal practitioner, who is defined as a person who is admitted to practise as an advocate or an attorney in South Africa. Furthermore, such person charged with misconduct may not be represented at any stage of disciplinary proceedings by such legal practitioner.

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	7 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

8.3. SAUWHF's Power to refer Misconduct

Conduct that transgresses any of the provisions of this Policy, the SAUWHF's Constitution and Codes of Conduct, other SAUWHF, Provincial or Club Policies, including Constitutions, Codes, CMAS Rules and Regulations, the National Competition Rules, and By-laws, Rules and Regulations of Sports Governing Bodies to which Clubs, Provinces, National Juniors, National Elite and Masters are affiliated, including the rules of sporting and accommodation venues where games / matches / tournaments are held, may be referred directly to the relevant Disciplinary Committee by the SAUWHF Executive.

8.4. Minor Misconduct

Transgressions include but *are not limited to*:

- 8.4.1. Disrespectful, offensive, abusive, discriminatory or sexist comments or behaviour;
- 8.4.2. Remonstrating or arguing with an official (unsportsmanlike conduct);
- 8.4.3. Behaviour that is unsportsmanlike;
- 8.4.4. Unbecoming behaviour by any member that brings the name of the sport, SAUWHF or any Provincial Federation or Club into disrepute;
- 8.4.5. Being late for or absent from games, tournaments, sport events, meetings or activities without good reason;
- 8.4.6. Failure to adhere to dress code at events;
- 8.4.7. Transgression by any member of the rules of a competition / tournament and or the rules of the sporting and accommodation venues where such competition / tournament is held depending on the nature of the transgression; and
- 8.4.1. Any other transgression of any of the provisions of this Policy, the SAUWHF's Constitution and Codes of Conduct, other SAUWHF, Provincial or Club Policies, including Constitutions, Codes, CMAS Rules and Regulations, the National Competition Rules, and By-laws, Rules and Regulations of Sports Governing Bodies to which Clubs, Provinces, National Juniors, National Elite and Masters are affiliated, and the rules of sporting and accommodation venues where games / matches / tournaments are held.

8.5. Disciplinary Sanctions for Minor Misconduct

Sanctions may be applied singly or in a combination of any of the following:

- 8.5.1. Verbal warning which shall be in force for a period of 3 months from the date of issue thereof;

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	8 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

- 8.5.2. Written warning which shall be in force for a period of 6 months from the date of issue thereof;
- 8.5.3. Final written warning which shall be in force for a period of 12 months from the date of issue thereof;
- 8.5.4. A fine of not more than One Thousand Rand (R1,000.00);
- 8.5.5. Suspension from underwater hockey sport activities for a specific game, competition, tournament or period of time (e.g. It may include suspension from the next scheduled competition) and or a fine of not more than One Thousand Rand (R1, 000.00).
- 8.5.6. Warnings alone do not suspend the person charged with misconduct from any play or duty.
- 8.5.7. Fines are to be increased annually with the CPI as from the date of the signature of this Policy.

8.6. Major Misconduct

Transgressions include but *are not limited to*:

- 8.6.1. Unsportsmanlike conduct involving violence such as fighting, hitting or kicking another person;
- 8.6.2. Repeated or gross display of offensive, abusive, discriminatory or sexist comments or behaviour;
- 8.6.3. Repeated or gross disrespectful behaviour toward others;
- 8.6.4. Repeatedly being late for or absent from sport activities, events, functions or meetings without good reason;
- 8.6.5. Conviction of any common law or statutory criminal offence, involving dishonesty, e.g. theft or fraud;
- 8.6.6. Minors (under the age of 18 years) partaking of alcohol, illicit drugs or prohibited substances; or being in possession of or selling illicit drugs;
- 8.6.7. Adults being under the influence an intoxicating, illegal, unauthorised, habit-forming and/or stupefying drug, including alcohol while on official duties or while playing in any game or tournament;
- 8.6.8. Possessing or selling illegal, unauthorised, habit-forming and/or stupefying drugs;
- 8.6.9. Any behaviour that disrupts a game or competition without good reason;
- 8.6.10. Pranks, jokes or other activities that may endanger the safety of others;
- 8.6.11. Any behaviour which may be considered to be harassment;
- 8.6.12. Any abandonment of any official game in progress by a coach or player;
- 8.6.13. Unbecoming behaviour by any member which may bring the name of the sport, SAUWHF or any Provincial Federation or Club into disrepute;
- 8.6.14. The abuse of any person's position in the SAUWHF, Provincial or Club Federations to promote or to prejudice the interest of any player / athlete;

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	9 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

- 8.6.15. The disregard of safety rules or regulations which may endanger the lives of self or others;
- 8.6.16. The wilful or negligent mismanagement of any of the finances of the SAUWHF, any Provincial Federation or Club or any of its tournaments/ tours. This includes the failure to account for any finances when requested by the SAUWHF, Provincial or Club Executive members within seven (7) working days of such request; and
- 8.6.17. Any other transgression of any of the provisions of this Policy, the SAUWHF's Constitution and Codes of Conduct, other SAUWHF, Provincial or Club Policies, including Constitutions, Codes, CMAS Rules and Regulations, the National Competition Rules, and By-laws, Rules and Regulations of Sports Governing Bodies to which Clubs, Provinces, National Juniors, National Elite and Masters are affiliated, and the rules of sporting and accommodation venues where games / matches / tournaments are held.

8.7. Disciplinary Sanctions for Major Misconduct

Sanctions may be applied singly or in a combination of the following:

- 8.7.1. Written warnings and monetary fines of not more than Ten Thousand Rand (R10,000.00);
- 8.7.2. The suspension from underwater hockey sport activities for a specific game, competition, tournament or period of time (e.g. It may include suspension from the next scheduled competition) and or a fine of not more than Two Thousand Five Hundred Rand (R2,500.00);
- 8.7.3. The suspension from underwater hockey sport activities, play and or duty, on a Club, Provincial and or National Level for not more than 2 years and or a fine of not more than Five Thousand Rand (R5,000.00);
- 8.7.4. The cancellation of membership of the SAUWHF and or a fine of not more than Ten Thousand Rand (R10,000.00); and or
- 8.7.5. The withdrawal of National Colours of a member at SASCOC, the consequence of which the member will not be allowed to represent South Africa in any manner at the following international competitions, tournaments or events as determined by the Disciplinary Committee.
- 8.7.6. Any disciplinary sanction may be *suspended* for a period of not more than two (2) years on condition that the member is not found guilty again of similar behaviour or transgresses a similar provision as the one for which the sanction is suspended, within that two-year period of suspension; in which case the suspended sanction will come into immediate effect.
- 8.7.7. Warnings and or fines alone do not suspend the person charged with misconduct from any play or duty.
- 8.7.8. Fines are to be increased annually with the CPI as from the date of the signature of this Policy.

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	10 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

9. Responsibility for Discipline

The following rules will apply when dealing with the responsibility of enforcing discipline-

9.1. Disciplinary Committees

- 9.1.1. The SAUWHF must elect a National Disciplinary Committee every alternate year at the annual AGM of the SAUWHF;
- 9.1.2. Every Provincial Federation must elect a Provincial Disciplinary Committee every alternate year at its AGM: provided that members of the National Disciplinary Committee should sit on the Provincial Disciplinary Committees in which they are ordinarily resident;
- 9.1.3. Where there is more than one club in a province, each club must elect a Club Disciplinary Committee every alternate year at its annual AGM;
- 9.1.4. Where there is only one club in a province, that club may refer its disciplinary matters to its Provincial Disciplinary Committee.
- 9.1.5. The Club and Provincial Disciplinary Committees shall be subject to and apply the provisions of this Policy and the SAUWH Codes of Conduct and processes.

9.2. Jurisdiction

- 9.2.1. Club Executive Members should enforce discipline for minor misconduct within the Club's jurisdiction. Where however, there is only one (1) club in the province, or the Club is of the opinion that the incident should be referred to the Provincial Disciplinary Committee, then it may refer the incident thereto.
- 9.2.2. The Provincial Disciplinary Committees shall enforce discipline for minor misconduct referred to it by clubs and for major misconduct for incidents that take place within its geographical area: provided that the SAUWHF National Disciplinary Committee will have jurisdiction where it is deemed necessary by the Provincial Disciplinary Committee to refer it to the National Disciplinary Committee (e.g. where sanctions may affect the offending member's national status).
- 9.2.3. Where members of more than one club are involved in an incident, the Club or Provincial Disciplinary Committee of the province where the incident took place, shall enforce discipline in conjunction with at least one (1), but not more than two (2) members, of the other relevant Club or Provincial Disciplinary Committee/s.
- 9.2.4. Where members of more than one province are involved in an incident, the Provincial Disciplinary Committee of the province in which the incident took place shall enforce discipline in conjunction with at least (1) one, but not more than (2) two members of the other relevant Provincial Disciplinary Committee/s.

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	11 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

10. Disciplinary Steps

10.1. Reporting of Misconduct

The aggrieved person / complainant must set out the incident on the Incident Report Form and submit it within two (2) working days of the incident, to the relevant Club or Province: provided that where the incident happens outside South Africa the Incident Report Form must be submitted within two (2) working days after the return of the aggrieved person / complainant to South Africa.

Where the aggrieved person/ complainant is a minor (under the age of 18 years), one of his /her parents must also sign the Incident Report Form.

10.2. Obtaining of Affidavits

The aggrieved party/ complainant must thereafter submit an affidavit setting out full details of the incident to the relevant Club or Province within four (4) working days after the incident, together with other relevant evidence of the incident: provided that where the incident took place outside South Africa the aggrieved party/ complainant must submit the affidavit within four (4) working days after his/ her return to South Africa.

11. The Pre-hearing Process

11.1. Appoint an Investigator

When an Incident Report Form is received, the relevant Disciplinary Committee must appoint one of its members to investigate the incident within three (3) working days after receipt of the affidavit from the aggrieved person/ complainant. Such investigator shall obtain affidavits of other witnesses and all other relevant evidence (e.g. photos or cell phone messages) from all witnesses within three (3) working days of being appointed to investigate: provided that where the incident took place outside South Africa the investigator shall obtain the affidavit/s of other witnesses and other relevant evidence within three (3) working days after the return of such witness/es to South Africa.

11.2. Advise Disciplinary Committee on Way Forward

Thereafter, the investigator, together with one of the National Players' Representatives, (or one of the Provincial Players' Representatives in the instance of discipline at Club level) must consider the matter, and advise the Disciplinary Committee whether any disciplinary action is required-

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	12 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

- 11.2.1. If a warning and or a fine is to be issued, the Disciplinary Committee shall draft the warning and or fine and serve it on the person charged with misconduct: provided that where the person charged with misconduct is a minor (under the age of 18 years), it shall also be served on one of the minor's parents.
- 11.2.1.1. If the investigator and the relevant Players' Representative are of the opinion that action stronger than a final written notice may be warranted, a hearing for major misconduct or repeated minor misconduct must be held.
- 11.2.2. If a disciplinary hearing is required, the investigator shall draft a notice of hearing setting out the details of the incident as per the Notice of Disciplinary Hearing Form: provided that he / she shall establish a suitable hearing date and venue for all parties.
- 11.3. Service of Notices and Evidence
- 11.3.1. The Disciplinary Committee must serve the Notice of Disciplinary Hearing on the person charged with misconduct at least five (5) working days' notice of the hearing, of the date, time and venue. Where the person charged with misconduct is a minor (under the age or 18 years) the notice must be served on one of his / her parents. The notice must include details of the alleged Major Misconduct or repeated Minor Misconducts against him/her, *and copies of all affidavits of witnesses and other evidence that is to be presented at the hearing.*
- 11.3.2. All Notices of Disciplinary Hearing and copies of evidence must be served on the person charged with misconduct, either personally or sent via his/ her private e-mail address: provided that the investigator or Disciplinary Committee shall ensure that the notice and copies of evidence are received.
- 11.3.3. Where the person charged with misconduct is a minor (under the age of 18 years) the Notice of Disciplinary Hearing and copies of all evidence must also be served on at least one of his /her parents as per the provisions of this paragraph.
- 11.3.4. The person charged with misconduct must be asked to sign acceptance of receipt of a notice where it is served personally: provided that where the person charged with misconduct is a minor (under the age of 18 years) at least one of his /her parents as must also sign acceptance thereof.

If such person, or parent of a minor, refuses to sign receipt of the notice, it shall be recorded on the notice, and the time, date and place where the notice was served and shall be signed by the person delivering the notice. Alternately, the notices may be sent via e-mail to the personal e-mails of the person charged with misconduct and the parent of the minor charged with misconduct. The person sending the e-mail/s must confirm that the e-mail/s were received by such person/s.

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	13 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

11.4. Failure to attend Hearing

If the person charged with misconduct fails to attend the hearing and the Chairperson/s conclude/s that the he /she does not have a valid reason for such absence, the hearing may continue in his /her absence. However, where he /she has a good and valid reason for not attending the hearing, the hearing may be postponed in his / her absence to a date agreed upon.

Where the aggrieved person / complainant fails to attend the hearing and the Chairperson/s conclude/s that the he /she does not have a valid reason for such absence, the hearing shall not proceed. However, where he / she has a good and valid reason for not attending the hearing, the hearing may be postponed his / her absence to a date agreed upon.

12. Disciplinary Committee Hearing Rules

These procedures shall apply to all National, Provincial and Club Disciplinary Committee hearings.

12.1. The following persons may be present at such a hearing:

- 12.1.1. The Chairperson/s and Disciplinary Committee members (or nominee/s);
- 12.1.2. The complainant / aggrieved person;
- 12.1.3. The representative of the complainant, who will present the evidence against the person charged with misconduct; provided that he /she shall be a member in good standing with the SAUWHF; and provided further that he /she shall not be a legal practitioner, who is defined as a person who is admitted to practise as an advocate or an attorney in South Africa;
- 12.1.4. The person charged with misconduct;
- 12.1.5. The representative of the person charged with misconduct: provided that he shall be a member in good standing with the SAUWHF; and provided further that he shall not be a legal practitioner, who is defined as a person who is admitted to practise as an advocate or an attorney in South Africa;
- 12.1.6. Any witnesses of the complainant or the person charged with misconduct: provided that such witnesses may not be present at the hearing before they have testified.
- 12.1.7. Parents of Minors - Where any of the aggrieved persons/ complainants or the persons charged with misconduct is a minor (under the age of 18 years), at least one of his / her parents must assist him / her at all times throughout the process, and must be present at the hearing.

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	14 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

12.2. Disciplinary Committee's Duties

12.2.1. At the hearing the chairperson/s of the Disciplinary Committee must ensure that the *aggrieved party/ complainant or his / her representative* knows that he/ she:

- 12.2.1.1. Has the right to an interpreter: provided that he /she gives the Disciplinary Committee at least two (2) working days' notice, of such requirement, before the date of the hearing;
- 12.2.1.2. Or his/ her representative is allowed to state the complaint and lead evidence either by the calling of witnesses and or the handing in of relevant documentary or other evidence, provided such evidence can be authenticated;
- 12.2.1.3. Knows that he /she and his/ her witnesses may be questioned by the person charged with misconduct and or his / her representative;
- 12.2.1.4. Has the opportunity to question any person who testifies on behalf of the person charged with misconduct, and on good grounds, challenge any evidence handed in by him / her;
- 12.2.1.5. Knows that the Chairperson/s may question him /her or any of his/ her witnesses for the purpose of clarification; and
- 12.2.1.6. Has his/her privacy respected by holding the hearing in private.
- 12.2.1.7. Has one of his/ her parents present at the hearing where the aggrieved party / complainant is a minor (under the age of 18 years).

12.2.2. And the chairperson/s of the Disciplinary Committee must ensure that *the person charged with misconduct* knows that he / she:

- 12.2.2.1. May be accompanied at the hearing by a representative: provided that such representative is a member in good standing with the SAUWHF; and provided further he /she is *not* a legal practitioner, who is defined as a person who is admitted to practise as an advocate or an attorney in South Africa;
- 12.2.2.2. Has the right to an interpreter at the hearing: provided that he /she gives the Disciplinary Committee at least two (2) working days' notice, of such requirement, before the date of the hearing;
- 12.2.2.3. Has the opportunity to question any person who testifies on behalf of the aggrieved party/ complainant and, on good grounds, challenge any evidence handed in by or on his/ her behalf;
- 12.2.2.4. Has an opportunity to address the Disciplinary Committee and state his/ her defence, including the calling of witnesses and handing in of relevant documentary or other evidence in his / her defence, provided such evidence can be authenticated;
- 12.2.2.5. Knows that the Chairperson/s may questions him /her or any of his / her witnesses for the purpose of clarification; and
- 12.2.2.6. Has his/her privacy respected by holding the hearing in private.
- 12.2.2.7. Has one of his/ her parents present at the hearing where the person charged with misconduct is a minor (under the age of 18 years).

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	15 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

12.3. Keep Records

The chairperson/s of the Disciplinary Committee shall keep a record of the Notice of the Disciplinary Hearing, evidence handed in at the hearing, and the proceedings of the hearing.

12.4. Evidence tendered at the Hearing

12.4.1. Any person who testifies may be questioned by the opposing side.

12.4.2. All evidence other than oral evidence must be shown to be authentic and not tampered with in any way before the Disciplinary Committee can attach any weight to the evidence. For e.g. a document, video or photo must be presented at the hearing by the person who created the document, if the document is not an original document; and the person who filmed the said video or took the photo must present such evidence at the hearing. Furthermore, where such evidence has been downloaded to any other device, such person who downloaded the evidence shall also need to testify of its authenticity.

12.5. Finding by Disciplinary Committee

12.5.1. The Disciplinary Committee shall, after hearing all the evidence given concerning the alleged misconduct at the hearing, decide if the evidence shows on a balance of probabilities that the person charged with misconduct has committed misconduct; and whether it amounts to major or minor misconduct.

12.5.2. The Disciplinary Committee shall *not* take into consideration any past misconduct or warning when deciding the matter of guilt of misconduct.

12.5.3. Where the Disciplinary Committee finds that the person charged with misconduct has committed the misconduct with which he is charged, it must inform such person of its finding and the reasons therefor, by no later than five (5) working days after the hearing has been adjourned for such purpose.

12.6. Sanctions to be applied by Disciplinary Committee

12.6.1. Before deciding on a sanction, the Disciplinary Committee shall afford the person found guilty of misconduct or his / her representative the opportunity to present evidence in mitigation of the sanction. Furthermore, it shall afford the aggrieved person / complainant and or his / her representative to present evidence in aggravation of the sanction.

12.6.2. Thereafter, the Disciplinary Committee shall consider the nature and seriousness of the misconduct, including any mitigating or aggravating circumstances, and past conduct of the person, including valid warnings for similar offences, and pronounce appropriate

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	16 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

sanction/s to be imposed or corrective action/s to be taken: provided that it may take into account any valid warning, whether verbal or in writing, where such transgression is similar or the same as the contravention with which he /she is currently being charged. And provided further that it shall *not* take into account any warning, whether verbal or in writing, where its period of validity has lapsed.

- 12.6.3. The Disciplinary Committee must communicate the final outcome of the sanctions to the person found guilty of misconduct within three (3) working days after it has heard the evidence in mitigation or aggravation of sanctions, if any.

12.7. Written Report

The Provincial Disciplinary Committee shall provide a written report of its decision and its reasons therefor, and the sanctions on the Disciplinary Hearing Report to the person found guilty of misconduct and supply a copy thereof to the National Disciplinary Committee, within five (5) working days after the conclusion of the disciplinary hearing. Provided, that the National Disciplinary Committee shall forward a copy to the SAUWH Federation Executive.

13. Appeal

Anyone disciplined under the provisions of this Policy may appeal the decision and or the sanction.

13.1. Appeals Procedure

The person found guilty of misconduct may appeal the decision and or sanction of the by lodging an appeal as per the Appeal Procedures.

13.2. Notice of Appeal

The appellant must, within three (3) working days of the receiving the outcome of the hearing or other disciplinary procedure, such as a warning or a fine, submit the Appeal of Disciplinary Form to the SAUWHF Executing Authority, or to his /her Club or Province, who shall then forward it to the SAUWHF Executing Authority: provided that where the appellant is a minor, one of his /her parents shall sign the form:

- 13.2.1. The Appellant must pay an amount of Two Thousand Five Hundred Rand (R2,500.00) to the SAUWHF to cover costs of the Appeal Committee Members; and attach proof of such payment to the Appeal of Disciplinary Form;

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	17 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

- 13.2.1.1. Such monies must be paid within three (3) working days of the receiving the outcome of the hearing or other disciplinary procedure;
- 13.2.1.2. No appeal will be considered before such monies are paid;
- 13.2.1.3. These monies will be refunded to the appellant where the appellant succeeds wholly in his appeal;
- 13.2.1.4. The appeal amount as per paragraph 13.2.1. above will be increased annually with the CPI as from the date of the signature of this Policy.

- 13.2.2. The appellant must state whether he/ she is appealing against the finding and or the sanction;
- 13.2.3. The grounds for appeal must clearly be set out in the notice;
- 13.2.4. The desired outcome/s of the appeal must be set out in the notice;
- 13.2.5. The appellant must state whether or not he / she wishes to present further evidence that was *not available at the time of the hearing, or fine or warning*, in which case, he / she must forward copies and details of such evidence to the SAUWHF Executing Authority, within three (3) working days of the submission of the notice of appeal.

13.3. The Responsibilities of Committees

- 13.3.1. The SAUWHF Executive shall instruct the National Disciplinary Committee to appoint an Ad Hoc Appeal Committee to hear the appeal as soon as possible but by no later than five (5) working days after receiving the Appeal Form and additional evidence from the appellant, if any; and
- 13.3.2. The convenor of the Ad Hoc Appeal Committee shall ensure that the members thereof are neutral and impartial.

14. Appeals Committee

14.1. Composition of Appeals Committee

The Appeals Committee will comprise of the following:

- 14.1.1. National Disciplinary Committee members;
- 14.1.2. A member of the relevant Provincial Disciplinary Committee; and
- 14.1.3. A current SA Elite or Master Player Representative:
Provided such members were not involved in the decision to institute the disciplinary proceedings or hearing, or did not partake in the hearing of the Disciplinary Committee against which the appeal is made.

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	18 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

14.2. Powers of the Appeals Committee

The Appeals Committee may decide to do any one of the following:

- 14.2.1. Uphold the decision of the Disciplinary Committee;
- 14.2.2. Substitute another decision;
- 14.2.3. Modify the sanction/s applied by the Disciplinary Committee; or
- 14.2.4. Where evidence was not available at the time of the hearing, require a further hearing after which it shall make its decision, in which case it shall notify the appellant of the date, time and venue of such further hearing: provided it shall give the appellant at least five (5) working days' notice before the hearing.

The same rules that apply to minors at disciplinary hearings shall apply in all respects where the appellant is a minor in appeal proceedings.

14.3. Further Hearing for Appeal

In the event that the Appeals Committee requires or agrees to further evidence being tendered at a further hearing, the same rules shall apply to the appeal hearing as those for the disciplinary hearing as per paragraphs 12 to 15 above.

- 14.3.1. The appellant may only present evidence that *was not available at the time of the disciplinary hearing, or issue of the warning or fine*;
- 14.3.2. The person who presented the case of the complainant in the disciplinary hearing, or his nominee, or a person nominated by the National Disciplinary Committee, may attend the further hearing and question any witnesses or challenge, on good grounds, any further evidence tendered by the appellant. Furthermore, he /she may call witnesses or tender further evidence in rebuttal.

14.4. Powers of the Appeals Committee after further Hearing

The Appeals Committee may decide to do any one of the following:

- 14.4.1. Uphold the decision of the Disciplinary Committee;
- 14.4.2. Substitute another decision;
- 14.4.3. Modify the sanction/s applied by the Disciplinary Committee.

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	19 of 20



POLICY DOCUMENT

BEHAVIOUR MANAGEMENT

14.5. Decision of Appeals Committee is final

The decision of the Appeal Committee is final.

15. **Confidentiality**

The SAUWHF Executive, Provincial Federations, Clubs, National, Provincial and Club Disciplinary Committees shall keep the names and details of misconduct confidential unless disclosure is necessary as part of the disciplinary, corrective or appeals process.

Where the aggrieved person/ complainant or the person charged with misconduct is a minor (under the age of 18), his / her names shall not be disclosed to any person except, by the Disciplinary Committee and or Appeals Committee, in the report of the outcomes to the SAUWHF. Such report shall remain confidential.

16. **Conclusion**

This Policy and the SAUWHF Codes of Conduct are issued under the authority of the SAUWHF Executive. The authority to make exceptions, approve revisions and amendments to this Policy and the Codes of Conduct rests with the SAUWHF Executive.

Document Name	Document Number	Complied By	Effective Date	Revision Number	Page
Policy Document BEHAVIOUR MANAGEMENT	POLDEC - 01	Noreen Hartman	June 2019	0	20 of 20