



INTERNAL REGULATIONS

SOUTH AFRICAN EQUESTRIAN FEDERATION

9 OCTOBER 2021

These Internal Regulations were adopted and approved by the Executive Committee of the South African Equestrian Federation and subsequently ratified by the National Council on 9 October 2021. These Internal Regulations will come into effect on 9 October 2021.

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1. LEGAL AND STATUTORY BASIS

- 1.1. In terms of Clause 25.4, the Executive Committee has adopted these Internal Regulations to promote the aims and objects of the Federation.
- 1.2. The Internal Regulations regulate the duties and powers of the following structures within the Federation:
 - 1.2.1. The Executive Committee;
 - 1.2.2. The Management Committee;
 - 1.2.3. Headquarters;
 - 1.2.4. Committees; and
 - 1.2.5. Provincial Members.
- 1.3. Capitalised terms not defined in these Internal Regulations shall have the meanings defined in the Constitution and/or General Regulations of the Federation.

2. EXECUTIVE COMMITTEE (Exco)

2.1. General

- 2.1.1. Chapter 5 of the Constitution of the Federation governs the composition, functions and powers, meetings, election to the Exco, and provide for representation of the Federation.
- 2.1.2. These Internal Regulations provide for the manner in which the above are implemented and exercised.
- 2.1.3. All proceedings of the Exco, whether in-person meetings, telephone or video conferences, via email exchanges, or on intra-extra net sites are confidential and therefore not subject to disclosure to third parties unless compelled by law.
- 2.1.4. Communication of any information resulting from Exco proceedings shall be in accordance with Clause 2.4 below or an official process agreed by the President and Secretary General.

2.2. Meetings, convening of meetings, agenda

- 2.2.1. There shall be no fewer than twelve (12) meetings per year, one of which shall be held immediately preceding the National Council meetings and at the same location.

- 2.2.2. The President shall convene Exco meetings in coordination with the Secretary General.
- 2.2.3. The agenda of the Exco meetings shall be set by the President upon proposals by the Secretary General of the items to be included. An item may be added to the Agenda by any two Exco members acting together.
- 2.2.4. The Agenda of Exco meetings shall be made available to the Exco members no later than one (1) week preceding the meeting.

2.3. Quorum of attendance, voting and resolutions

- 2.3.1. For any Exco meeting to be validly convened and to pass resolutions, an absolute majority of all Exco members with a right to vote must be present.
- 2.3.2. If such Quorum is not reached, the Exco meeting may still take place. Any resolutions proposed and voted upon at such meeting must be circulated to absent Exco members with a request to cast their vote within one (1) week of the date of the Exco meeting. If the total number of votes cast in person and by correspondence exceeds the number required to form a Quorum, the vote will be regarded as having been validly cast at the Exco meeting.
- 2.3.3. The use of telephone, conference calls and videoconferencing is permissible where appropriate and necessary.
- 2.3.4. The passing of resolutions by the Exco shall require the approval of a Simple Majority of the Exco members who are present.
- 2.3.5. Resolutions take effect immediately upon approval unless otherwise specified.
- 2.3.6. Resolutions may be passed by correspondence. In such cases, a Simple Majority of all Exco members with the right to vote shall be required. The use of email and other generally accepted electronic communications means is permissible where appropriate or necessary.

2.4. Minutes of meetings

- 2.4.1. Minutes must be kept of the deliberations and resolutions of the Exco.
- 2.4.2. The Minutes shall contain a summary of the deliberations, the proposed resolutions, the declarations which a Exco member requests to be recorded in the Minutes, and the resolutions with the result of the vote.

- 2.4.3. The Minutes are submitted to the Exco for review. The Minutes are then signed by the Chair of the meeting and the Secretary General.
- 2.4.4. The resolutions approved by way of correspondence must be included in the Minutes of the next meeting.
- 2.4.5. Minutes of Exco meetings shall be made available to all members of Exco and the National Council no later than six (6) weeks following the meeting.
- 2.4.6. Minutes must not contain any confidential information.

2.5. Right of information and inspection

Exco members may request to review any Federation documents subject to reasonable notice given to the Secretary General and subject to confidentiality restrictions, as determined by the President and Secretary General.

2.6. Expenses of the Exco members

The reasonable expenses of the Exco members in connection with Federation matters shall be covered by the Federation in accordance with a policy set by the Secretary General and approved by the Exco.

2.7. Honorary Membership

- 2.7.1. The President, upon approval of a majority of the Exco, may appoint former Presidents to be Honorary Presidents, former Vice Presidents to be Honorary Vice Presidents, and other former members of the Exco who have given special service to the Federation to be Honorary Members of the Exco. Any such appointment may be put to the National Council for approval.
- 2.7.2. Honorary membership carries no voting rights.

3. RETAINED POWERS OF THE EXCO

3.1. Powers of the Exco

The Exco has the functions and powers enumerated in Clause 25 of the Constitution. Other than those delegated to Headquarters, it specifically retains the power to:

- 3.1.1. Issue directives and strategy to be implemented by Headquarters;
- 3.1.2. Ultimately oversee the Headquarters; and

3.1.3. Issue and modify these Internal Regulations.

3.2. Exclusive Powers

The Exco retains the exclusive power to, subject to any mandate to the Management Committee:

- 3.2.1. Examine, if required, the professional qualifications of the specially qualified Auditor;
- 3.2.2. Employ and to dismiss, upon proposal of the Secretary General, all employees of the Federation, within the ambit of the current labour legislation;
- 3.2.3. Supervise the keeping of the list of Members, Registered Individuals and Registered Groups by Headquarters;
- 3.2.4. Decide about any single financial commitment of the Federation which exceeds five hundred thousand Rand;
- 3.2.5. Approve credit or loan agreements on behalf of the Federation, whether as lender or as borrower, other than lines of credit necessary for treasury cash management purposes not to exceed two million Rand;
- 3.2.6. Approve guarantee or security agreements in excess of five hundred thousand rand;
- 3.2.7. Approve contracts exceeding a period of three (3) years;
- 3.2.8. Approve contracts of an amount exceeding five hundred thousand Rand;
- 3.2.9. Approve the Federation investment policy and approve any individual investments outside the scope of the policy;
- 3.2.10. Approve any deviation from the approved budget for the current year, not to exceed five (5) percent of the total annual expenditures;
- 3.2.11. Adopt resolutions in all matters which do not fall within the powers of the National Council or any other statutory structure.

4. ROLES OF THE EXCO MEMBERS AND MANAGEMENT COMMITTEE

4.1. Role of the President

- 4.1.1. The President of the Federation is nominated and elected by the Members of the Federation, based on the objective eligibility criteria which integrity, honesty and no criminal or civil record of fraud and/or corruption.
- 4.1.2. The President is responsible for ensuring that the purposes and the principles of the SAEF are observed and for the general supervision of its activities.
- 4.1.3. The President will lead the Federation and chair all General Council and Exco meetings in accordance with Clauses 24.10 of the Constitution.
- 4.1.4. The President may, from time to time, delegate Presidential tasks and responsibilities to the Vice Presidents or other Exco members as required. Such delegation, in terms of scope and timeframe shall be set out in writing.

4.2. Role of the Vice President

- 4.2.1. The Vice President of the Federation is nominated and elected by the Members of the Federation, based on the objective eligibility criteria which integrity, honesty and no criminal or civil record of fraud and/or corruption.
- 4.2.2. The Vice President will undertake tasks and responsibilities as directed by the President in writing.

4.3. Role of the Treasurer

- 4.3.1. The Treasurer of the Federation is nominated and elected by the Members of the Federation, based on the objective eligibility criteria which integrity, honesty and no criminal or civil record of fraud and/or corruption.
- 4.3.2. Notwithstanding any other provisions in these Internal Regulations, the Treasurer shall have at least five (5) years' experience in financial planning and management.
- 4.3.3. The Treasurer, together with the Secretary General, prepares the annual budget and is responsible for the financial performance of the Federation. The Treasurer must present such budget to the Council at the OGM for approval.

- 4.3.4. The Treasurer must oversee the financial administration of the organisation, review procedures and financial reporting, and advise the Exco on financial strategy and status of the Federation.
- 4.3.5. The Treasurer must ensure that there is a Financial Policy in place, which needs to be reviewed annually.
- 4.3.6. The Treasurer must prepare the annual Financial Report to be presented to Council at the AGM.
- 4.3.7. The Treasurer must be readily available to Headquarters for approvals and to discuss financial matters.

4.4. Role, nomination and election of the Provincial Representatives

- 4.4.1. The Provincial Representatives represent the Provincial Members and thereby the interests of the Provincial Discipline Associations, District Federations and Registered Groups of the Members.
- 4.4.2. Two Provincial Representatives are nominated and elected and represent the nine (9) Provincial Members on Exco.
- 4.4.3. Provincial Representative 1 represents the following Provinces: Northern Cape, Western Cape, Free State and Eastern Cape.
- 4.4.4. Provincial Representative 2 represents the following Provinces: Gauteng, KwaZulu Natal, Limpopo, Mpumalanga and North West.
- 4.4.5. The Provincial Representatives are nominated and elected by the Provincial Members.
- 4.4.6. Their tasks and responsibilities are:
 - 4.4.6.1. To attend and be present throughout Exco meetings, Council meetings and all meetings related to their function;
 - 4.4.6.2. To be aware of all Federation activities in order to help the Provincial Members within their Province to further develop;
 - 4.4.6.3. To drive, promote, co-ordinate and report on Federation initiatives through the Provincial Members;
 - 4.4.6.4. To communicate as necessary with the various Provincial Members, Headquarters and other Exco members and Discipline Representatives;

- 4.4.6.5. To advise and inform Provincial Federations on all Federation matters, including after Exco meetings and Council meetings;
- 4.4.6.6. To know the needs of the Provincial Members;
- 4.4.6.7. To act as mediator in case of conflict within the Provincial Structures;
- 4.4.6.8. To organise regular Provincial Member meetings and to provide Headquarters with: (i) the agenda at least two (2) weeks beforehand; and (ii) the minutes of their meetings within three (3) weeks thereof;
- 4.4.6.9. To organise, in close proximity to Annual General Meeting, a meeting with the Provincial Members and to inform the Exco of any concerns and/or issues and present them to the Exco for discussion where appropriate;
- 4.4.6.10. To attend and participate actively in workshops, and other such meetings in the context of the Annual General Meeting or other functions;
- 4.4.6.11. To facilitate the publication of Provincial newsletters, Annual Report and/or Bulletins.

4.5. Role, nomination and election of the Discipline Representatives

- 4.5.1. The Discipline Representatives represent the Discipline Association Members and thereby the interests of the various approved Disciplines of the Federation.
- 4.5.2. There are two Discipline Representatives: one Representative to represent the FEI Disciplines within the Federation and the other Representative to represent the non-FEI Disciplines within the Federation.
- 4.5.3. The FEI Discipline Representative is nominated and elected by the existing FEI Discipline Associations: Dressage; Driving; Endurance; Reining; Show Jumping and Vaulting.
- 4.5.4. The non-FEI Discipline Representative is nominated and elected by the existing non-FEI Discipline Associations.
- 4.5.5. The tasks and responsibilities of the Discipline Representatives are:
 - 4.5.5.1. To chair at least one (1) Discipline Association meeting a quarter, unless otherwise specified by the Secretary General;

- 4.5.5.2. To attend and be present throughout Exco meetings, General Council meetings and all meetings related to their function;
- 4.5.5.3. To be aware of all Federation activities within their relevant Disciplines in order to help such Disciplines develop;
- 4.5.5.4. To communicate with Headquarters, Provincial Representatives and Exco members;
- 4.5.5.5. To act as mediator in case of conflict within their Discipline group;
- 4.5.5.6. To attend and participate actively in applicable Federation forums, workshops, and other such meetings in the context of the Annual General Meeting or other functions.

4.6. Role and appointment of the Management Committee

- 4.6.1. The Management Committee will consist of the President, Vice President and Treasurer and such other Exco members as appointed by the Exco.
- 4.6.2. The Exco may delegate certain powers and functions to the Management Committee. Such delegation must be in writing and approved by an absolute majority of the Exco.
- 4.6.3. In terms of Clause 24.6.3 of the Constitution, Exco will control and oversee all the work undertaken by the Management Committee.
- 4.6.4. The Manco shall have a delegated function from Exco and shall be empowered to take decisions, and to immediately undertake any action required by given events as stipulated in the Constitution of the SAEF.
- 4.6.5. All decisions / resolutions taken by the Management Committee must be ratified by Exco.
- 4.6.6. The Management Committee shall meet when and if necessary, but all such meetings shall be convened and attended by the Secretary General.
- 4.6.7. Minutes of such meetings shall be kept under the supervision of the Secretary General and shall be made available to the Exco.

5. HEADQUARTERS

5.1. Delegation of Responsibilities to the Secretary General

The following duties and responsibilities are delegated by the Exco to the Secretary General:

- 5.1.1. To propose and implement the general and commercial strategy – as well as the framework of the Federation's activities – in accordance with the resolutions taken by the Exco and National Council;
- 5.1.2. To propose and establish the policies relating to membership fees, organisational dues and other financial charges affecting Federation members, in accordance with the resolutions taken by the National Council and Exco;
- 5.1.3. To negotiate and sign contracts (subjects to any limitations set forth in these Internal Regulations and/or the Constitution) regarding the Federation, including but not limited to Funding agreements and Service Level Agreements, and to supervise the performance of these contracts;
- 5.1.4. To fix the employment conditions of the staff at Headquarters, to take all decisions regarding employment and/or dismissal;
- 5.1.5. To establish an annual budget of income and expenditure forecast of the Federation, which is submitted to the Treasurer and Exco at the beginning of each applicable annual cycle;
- 5.1.6. To establish the financial plan for the Federation and to submit it to the Treasurer and the Exco at the beginning of each year for approval;
- 5.1.7. To propose and implement the strategy of management of the Federation's funds and liabilities in accordance with resolutions taken by the Exco and National Council;
- 5.1.8. To establish the yearly balance sheet and the profit and loss statement as well as to draft the business report in view of its approval by the Treasurer and Exco;
- 5.1.9. To implement the resolutions of the National Council and the Exco;
- 5.1.10. To maintain the list of Members;
- 5.1.11. To report to the Exco in accordance with Clause 7 of these Internal Regulations;

- 5.1.12. To supervise in general the activities of the Federation, its debtors and the Federation's liabilities;
- 5.1.13. To establish any additional internal regulations or policies necessary to a smooth operation of the Federation, such as but not limited to a personnel handbook, evaluations processes, etc;
- 5.1.14. To inform the Exco of any employment or dismissal of employees;
- 5.1.15. To manage the Federation staff in line with the objective approved by the Exco; and
- 5.1.16. Any other responsibilities which are not listed here but which are delegated to the Secretary General by the Exco or the National Council. Such delegation must be in writing and approved by the Exco and ratified by the National Council at a General Meeting of the Council. The Secretary General shall keep a file of such delegation.

6. COMMITTEES AND ADVISORY BODIES

6.1. Nominations Committee

- 6.1.1. The Nominations Committee is composed of nine (9) members:
 - 6.1.1.1. Each Provincial Member shall select one (1) representative from that Province – who is not the Provincial Federation President or Vice President and who does not hold a position on Exco;
 - 6.1.1.2. The Exco shall elect a Chair for the Nominations Committee, whose term shall be for four (4) years.
- 6.1.2. The Nominations Committee shall receive nominations for all positions on the Exco, Committees and the Judicial Commission and make recommendations to the Exco and/or National Council, as appropriate, on objective eligibility criteria for each position provided by the Exco.
- 6.1.3. The Nominations Committee will, in line with the Nominations Charter, vet all staff and volunteers of the Federation.
- 6.1.4. The Nominations Committee shall report to the Exco.
- 6.1.5. The President and the Secretary General (or their delegates) may attend meetings of the Nominations Committee.

- 6.1.6. The Nominations Committee meets at least once annually to evaluate Candidates. The Nominations Committee shall duly consider regional representation, gender balance, experience and the occupation of each candidate for any given position.
- 6.1.7. Meetings may be held via videoconference or conference call when appropriate.
- 6.1.8. The Secretary General shall establish and communicate, as relevant, the processes for the Nominations Committee to fulfil its role, which will include the following concepts:
 - 6.1.8.1. For all positions, Headquarters informs all Members of the final date for submission of nominations;
 - 6.1.8.2. Nominations received by the Headquarters should be circulated to the members of the Nominations Committee and relevant Standing Committees, and Judicial Commission where applicable;
 - 6.1.8.3. As soon as is practicable following the annual Standing Committees' meetings, each Standing Committee will communicate their comments and considerations for each individual candidate. Any may, if they so wish, specify which candidate has the unanimous support of that Committee and the reasons why;
 - 6.1.8.4. For all applications, the Nominations Committee then screens each candidate to ensure his or her compliance with the objective eligibility criteria for each position as provided by the Exco;
 - 6.1.8.5. The Nominations Committee will then make a recommendation to the Exco in terms of those candidates who meet the criteria and comment with regard to any candidate that may have received the unanimous support of a particular Standing Committee. In addition, the Nominations Committee may recommend a candidate that, in its view, is best qualified for the position.
- 6.1.9. The role of the Nominations Committee Chair is to:
 - 6.1.9.1. To liaise with the Secretary General and Standing Committee Chairs to clearly establish the vacancies existing and receive instruction on the detailed criteria which should apply to each such position;
 - 6.1.9.2. To ensure that all members of the Nominations Committee receive full documentation in terms of applications and criteria applicable for each position with sufficient time prior to any meeting of the Nominations Committee;

- 6.1.9.3. To Chair the Nominations Committee meeting, to be held at a time and in a place indicated by the Secretary General;
- 6.1.9.4. On behalf of the Nominations Committee members to communicate the recommendations to the Exco and/or National Council;
- 6.1.9.5. The Chair shall appoint a Deputy Chair with the approval of the Nominations Committee, with whom the Chair shall work closely with and cooperate with the furtherance of his/her tasks and responsibilities listed in these Internal Regulations.
- 6.1.10. Minutes of meetings shall be kept under the supervision of the Chair of the Nominations Committee. Nominations Committee proceedings, whether in-person meeting, by teleconference or video conferences, via email exchanges, or on intra-/extra-net sites, are confidential and therefore not subject to disclosure to third parties unless compelled by law.

6.2. Veterinary Committee

- 6.2.1. The Veterinary Committee, having consulted the various Discipline Associations shall advise the Headquarters on the following:
 - 6.2.1.1. Establishing and amending the Veterinary Regulations and any special conditions for National Championships;
 - 6.2.1.2. The appointment, education, monitoring, demotion, suspension and removal of Federation Veterinarians;
 - 6.2.1.3. The list of approved laboratories for doping and medication control testing of Horses;
 - 6.2.1.4. The procedures for doping and medication control and authorisation and maintenance of the list of Prohibited Substances for Horses;
 - 6.2.1.5. The management of Horse Inspections and Veterinary Examinations, including pony measurement, at Events as required by the General Regulations and Discipline specific Rules;
 - 6.2.1.6. The monitoring of Horse diseases, quarantine and isolation requirements, transportation solutions and all other matters concerning the health of Horses and Horse welfare at National and International Events;
 - 6.2.1.7. Relations with organisations concerned with the international and national movement of Horses, Horse identifications and Passports,

Veterinary Health Certificates and customs control of the movement of competition Horses; and

6.2.1.8. The education of relevant personnel on matters of stable security and Horse welfare.

6.2.2. The Veterinary Committee is responsible for making proposals to Headquarters and/or the Exco for approval of the following matters:

6.2.2.1. Maintaining communications with National Head Veterinarians and advising Members on all veterinary matters affecting Horses;

6.2.2.2. Research into Horse diseases, drugs and medications and the factors affecting the fitness and welfare of competition Horses and the detection of abnormal sensitivity of Horses' limbs;

6.2.2.3. Methods for the identification of Horses;

6.2.2.4. The organisation of courses and seminars for Event Veterinarians and for Testing Veterinarians involved with the Doping and Medication Control of Horses, within a budget approved by the Federation;

6.2.2.5. Establishing and maintaining contacts with other International Veterinary Organisations;

6.2.2.6. Establishing the Internal Regulations of the Equine Prohibited Substances List Group;

6.2.2.7. Recommending the members of the Equine Prohibited Substances List Group for appointment by the Exco.

6.2.3. The Veterinary Committee shall be composed of six (6) members including the Chair. At least four (4) of these shall be from the current Federation list of Event Veterinarians at the time of appointment or election, and at least one (1) shall be a specialist on medication matters.

6.2.4. The Equine Prohibited Substances List Group shall be a Sub-Committee of the Veterinary Committee.

6.3. Athletes' Commission

6.3.1. The Athletes' Commission is a consultative body of the Federation and a link between the active Athletes and the Federation.

6.3.2. It ensures that the Athletes' points of view are taken into account in Federation decisions.

- 6.3.3. It ensures respect of the rights of the Athletes within equestrian sport and draws up recommendations to that effect.
- 6.3.4. During National and International Championships, a representative of the Athletes Commission from each relevant participating Discipline may be present to be at the Athletes' disposal.
- 6.3.5. The Athletes' Commission forwards its recommendations / proposals to the Exco through the Chair of the Athletes' Commission subject to the approval, after discussion within the Athletes' Commission, of the majority of the members present.
- 6.3.6. The Athletes' Commission is composed of the Athlete's representative for each Discipline and a Chair, who is appointed by Exco. The Chair of the Athletes' Commission shall be a member of the Exco.
- 6.3.7. The Chair of the Athlete's Commission must be an athlete who has represented South Africa (where the athlete was selected by SASCOC or SAEF) at an event such as the World Equestrian Games, Olympics, World Cup and World Championship events.
- 6.3.8. The Athletes' Commission shall meet at the request of the Exco if there are relevant items to be discussed.
- 6.3.9. The meetings are convened by the Chair of the Athletes' Commission through Headquarters.
- 6.3.10. The agenda and the working documents, as well as the Minutes of meetings are prepared by Headquarters at the request of the Chair.
- 6.3.11. One Athlete shall be elected for each Discipline to serve as the Athlete's Representative of that Discipline and to ultimately together form the Athletes' Commission.
- 6.3.12. The Athlete's Representative for each Discipline shall be elected via that Discipline's Rules and Regulations. Any election of the Athlete's Representative must be free and open. Only Athletes' who are eighteen (18) or older are eligible to vote for the Athlete's Representative.
- 6.3.13. The minimum requirements for an Athlete's Representative are:
 - 6.3.13.1. The Athlete must be at least eighteen (18) years of age at the time of the nomination;

- 6.3.13.2. The Athlete must have competed at a senior level in an International Championship where such an Athlete was selected by SASCOC or the Federation to represent South Africa in the Discipline for which they are seeking election; or
- 6.3.13.3. Where a discipline does not compete internationally, such athlete who wishes to be elected for this discipline, must have represented his or her province at a CN (National Championship) event;
- 6.3.13.4. The Athlete must have a clean anti-doping record with respect to both the EADCMRs and the ADRHAs as of April 2010 when the new anti-doping system came into effect.
- 6.3.14. Each Discipline may, in their Internal Rules and Regulations, stipulate further requirements that their Athlete's Representative must comply with, but the Athlete's Representative must adhere to the minimum requirements stated in clause 6.3.13 above.

6.4 Coaches' Commission

- 6.4.1 With reference to the White Paper on Sport and Recreation for the Republic of South Africa, the Federation accepts the importance that coaches play within any sport and particularly in equestrian sport. It is important that coaches are empowered with best practice to enable them to maximise the potential of our Athletes. This empowerment should take place in a structural manner where the coaches can also share best practice.
- 6.4.2 It is imperative that a grading system of equestrian coaches is implemented and that a national database of all coaches is created and maintained by the Federation.
- 6.4.3 The Coaches' Commission's functions include:
 - 6.4.3.1 to run and manage all aspects of coaching, recognized prior learning, education, clinics, government liaison and coaching exchange programs;
 - 6.4.3.2 manage all the Federation and SASCOC high performance teams, funding ensuring the route from mass participation, talent identification and high performance (in conjunction with discipline performance cycles);
 - 6.4.3.3 liaise with organisations on behalf of the Federation as well as fostering meetings, visits, competitions and systems relating to coaching and high performance on behalf of the Federation.
- 6.4.4 The Coaches' Commission have the following duties:

- 6.4.4.1 Implementation of SASCOC's coaches framework;
- 6.4.4.2 Preparation of existing standards for all Disciplines;
- 6.4.4.3 Manage and attend SASCOC (and any relevant International Federations) coaching conferences;
- 6.4.4.4 Manage, liaise and inform the Members, Registered Individuals and Registered Groups of the Federation about any formal / informal coaching courses;
- 6.4.4.5 Manage and grow the Federation's coaches database;
- 6.4.4.6 Manage and support the FEI (and other International Federations) coaches program;
- 6.4.4.7 Manage the RPL coaches program (in all Disciplines);
- 6.4.4.8 Run a minimum of two (2) coaches courses for the Federation annually;
- 6.4.4.9 Set-up, manage and maintain the CPD points system for coaches (continuing professional development), including the minimum CPD points required over a period of time;
- 6.4.4.10 Set-up, manage and maintain the high performance long list ensuring representation on national teams;
- 6.4.4.11 Ensure all high performance athletes are exposed to best coaching practice available;
- 6.4.4.12 Manage teams to Olympics, World Championships and any SASCOC multi coded events;
- 6.4.4.13 Develop programs to manage participating children, young riders and young adults ensuring that development competition is created;
- 6.4.4.14 Oversee (or receive report back on) the implementation and management of talent identification and development of all Disciplines;
- 6.4.4.15 Ensuring the utilization of all National High Performance centres.
- 6.4.5 The Coaches' Commission shall consist of a Coach Representative from each Discipline. Each Discipline shall select one coach from that Discipline to represent the Discipline on the Coaches' Commission. Exco shall appoint the Chair of the Coaches' Commission.
- 6.4.6 The Chair of the Coaches' Commission is appointed for a period of two (2) years. This period may be extended to a period of not more than four (4) consecutive years.

- 6.4.7 The Coaches' Commission shall meet at least twice annually. Meetings are convened by the Chair of the Coaches' Commission, in consultation with the Secretary General. Such meetings may take place in person or electronically.
- 6.4.8 The agenda and the working documents, as well as the Minutes of meetings are prepared by Headquarters at the request of the Chair.
- 6.4.9 Minutes of any meeting shall be circulated to all Coach Representatives for approval. Once approved, the Minutes shall be signed by the Chair and circulated to Exco.
- 6.4.10 The Coaches' Commission will prepare a report for Exco every quarter and provide feedback to Exco on the areas listed above. These reports will be circulated to members of Exco and shall be made available to the National Council at General Meetings.

7. DUTY TO REPORT

- 7.1. Headquarters reports through the Secretary General to the Exco about the evolution of the business and the most important Events regarding the Federation.
- 7.2. The Secretary General has the general duty to inform the Management Committee and Exco about the evolution of the results compared with the annual plan including the budget, sport and development targets. The Secretary General provides the Management Committee and/or Exco as necessary with regular reports and information, which shall include at least one quarterly report.
- 7.3. Whenever relevant, the Secretary General must further report to the Management Committee and/or Exco on any of the following matters:
 - 7.3.1. General strategy of the Federation from the Headquarters' point of view (as a basis for discussion and decision-making by the Exco);
 - 7.3.2. Short-term forecasts and measures considered by the Headquarters;
 - 7.3.3. General financial situation of the Federation including key figures;
 - 7.3.4. Extraordinary and material investments and divestments;

7.3.5. Financial planning and control; and

7.3.6. Personnel policy and planning.

7.4. Committee Chairs shall report to the Secretary General within the guidelines of the annual management plan, and as appropriate at meetings of the Exco.

8. ABSTENTION IN CASE OF CONFLICT OF INTEREST

8.1. The members of the Exco and all Committees, Sub-Committees and working group members must refrain from dealing or voting on objects in which their own interest or the interests of persons or corporate bodies related to them are involved and shall agree to be bound by the Federation Code of Ethics and Conflict of Interest Policy (Appendix 3) and any other applicable Federation code of conduct.

8.2. Exco and Committee members shall abide by the specific Sport Rules on officiating when fulfilling any technical duties at Federation Events. Where such a role might be or appear to conflict with their responsibilities as a member of Exco or a Committee, such conflict should be specifically disclosed to other Exco members sufficiently prior to the Event to allow for comment and recusal if requested.

8.3. Exco members cannot officiate at National Championships.

9. FINAL PROVISIONS

9.1. Entry into force

These Internal Regulations shall come into force immediately following the session at which they are adopted by Exco.

9.2. Implementing Regulations

9.2.1. Headquarters shall establish the necessary regulations to carry out its duties.

- 9.2.2. Headquarters has no authority to delegate those powers and duties which these Internal Regulations have conferred upon organs of the Federation.

9.3. Revision and modification

- 9.3.1. These Internal Regulations shall be reviewed as often as necessary by the Exco, and no less than once every two (2) years. They are effective upon adoption by the Exco and submitted to the National Council for ratification.
- 9.3.2. Proposals for modification must be received by the Secretary General within deadlines set by his/her office prior to Exco meetings.

Appendix 1 – Signature rights

1. The individuals holding the positions listed below shall have the authority to bind the Federation through their signature:
 - 1.1. President – contractual;
 - 1.2. Secretary General – contractual and financial;
 - 1.3. Vice President – financial;
 - 1.4. Chair of the Judicial Commission – contractual;
 - 1.5. Treasurer – financial.
2. Two of the above-mentioned individuals holding such positions must always sign collectively and none may sign individually, and one of the two signatures must be that of the President or the Secretary General.
3. All contracts must be reviewed by and have the approval of the Treasurer and Judicial Commission prior to signature, and such approval must be written (initialled). Where the contract is signed by the Treasurer and/or Legal Director, the signature indicates approval of the respective (financial or legal) terms.

Appendix 2 – Code of Ethics and Conflict of Interest Policy with Disclosure Statement

Federation Code of Ethics

1. To recognise the interests of all the various role players within equestrian sport, and the Federation itself to foster harmonious collaboration and to formalise the collective commitment to the Olympic ideal.
2. The achievement of this goal and the image of equestrian sport are dependant on the respect of the following ethical principles that are compatible with maintenance of the values, spirit and ideals of equestrian sport and its part in the Regional, International and Olympic Movement (where relevant).
3. Consequently, all participants in equestrian sport, including Athletes (and their Support Personnel), Owners, Organisers, Officials, sponsors and Federation volunteers and staff undertake to respect and be bound at all times by the present Code.

4. Dignity

- 4.1. Safeguarding the dignity of the equine and human Athletes is a fundamental requirement of equestrianism.
- 4.2. There shall be no discrimination between human Athletes based on race, gender, ethnic, origin, religion, philosophical or political opinion, marital status or other grounds.
- 4.3. All doping practices at all levels are strictly prohibited. The provisions against doping in the Equine Anti-Doping and Controlled Medication Regulations and the Anti-Doping Rules for Human Athletes shall be scrupulously observed.
- 4.4. All forms of Harassment of Athletes, by it physical, professional or sexual, and any physical or mental injuries to participants, are prohibited.
- 4.5. All forms of participation in, or supporting for betting on equestrian sport, and all forms of promotion of betting related to any Event are prohibited.
- 4.6. Also – in the context of betting, participants in any Federation Events must not, by any manner whatsoever, infringe the principle of fair play, show non-sporting conduct, or attempt to influence the result of a competition in a manner contrary to sporting ethics.
- 4.7. Federation structures shall guarantee the Athletes conditions of safety, well-being and medical care favourable to their physical and mental equilibrium.

5. Integrity

- 5.1. Any Federation representative shall not, directly or indirectly, solicit, accept or offer any form of personal remuneration or commission, nor any concealed benefit or service of any nature, connected with the organisation of Federation Events that is not part of the official negotiation process or set forth in the contract with the Organiser or Organising Committee.
- 5.2. Only gifts of nominal value, in accordance with prevailing local customs, may be given or accepted by Exco members, Federation volunteers or staff by or to any member of an Organising Committee bidding for a Federation Event, as a mark of respect or friendship. Any other gift must be passed on to the organisation of which the beneficiary is a member.
- 5.3. The hospitality shown by any Organising Committee bidding for a Federation Event to the volunteers and staff of the Federation as well as persons accompanying them, shall not exceed the standards prevailing.
- 5.4. Conflicts of interest, whether real or perceived, are to be avoided.
- 5.5. Even the appearance of misconduct or impropriety should be recognised as damaging to the Federation's reputation and should therefore be avoided.
- 5.6. Federation structures must not be involved with organisations, firms or persons whose activity or reputation is inconsistent with the principles set out in the present Code of Conduct and Ethics.

6. Good Governance and Resources

- 6.1. The basic principles of good governance, as contained in the King V report, in particular transparency, responsibility and accountability, must be respected by all the structures within the Federation.
- 6.2. The resources available to the Federation volunteers and staff may be used for Federation purposes.
- 6.3. The Federation's income and expenditures shall be recorded in its accounts, which must be maintained in accordance with generally accepted accounting principles. An independent auditor will check these accounts.
- 6.4. In cases where the Federation gives financial support to any Member or other person or entity:
 - 6.4.1. The use of these resources must be clearly demonstrated in the accounts of the recipient;

- 6.4.2. The accounts of the recipient may be subjected to auditing by an expert designated by the Management Committee upon reasonable notice to the recipient.
- 6.5. The structures within the Federation recognise the significant contribution that broadcasters, sponsors, partners and other supporters of equestrian Events make to the development and prestige of Federation Events throughout the Republic. Such support must be in a form consistent with the rules of sport and the principles defined in the General Regulations and other Federation Rules and Regulations, Olympic Charter (where applicable) and this Code. They must not interfere in the running of equestrian sport. The organisation and staging of equestrian Events are the exclusive responsibility of the Federation and its Members and, where appropriate the Organising Committees recognised by the Federation.

7. Confidentiality

The Federation structures shall not disclose information entrusted to them in confidence. Disclosure of other information shall not be for personal gain or benefit, nor be undertaken maliciously to damage the reputation of any person or organisation. All disclosure of information must be in line with the Protection of Personal Information Act.

8. Implementation

- 8.1. The Headquarters shall see to it that the principles and rules of the Federation Rules and Regulations, the Olympic Charter (where relevant) and the present Code are applied.
- 8.2. The Headquarters shall inform the President of any breach of the present Code, with a view to possible referral to the Judicial Commission.
- 8.3. The Management Committee may, if it wishes, set out the provisions for the implementation of the present Code in a set of Implementing Provisions.
- 8.4. The principles listed in this Code – which all Members, Registered Individuals and Registered Groups of the Federation must comply with – as a condition of being a Member of the Federation or of representing or participating in any Federation activities in any form and under any circumstances.

Conflict of Interest

1. The appearance of impropriety can be as damaging as actual impropriety to the Federation's reputation. As a result, this policy is designed in such a way that compliance therewith will avoid, to the fullest practicable extent, both the perception and incidence of improper situations. A substantial appearance of a conflict of interest exists whenever others may reasonably infer from the given circumstances that a conflict exists.
2. A conflict of interest is defined as any personal or financial relationship, including relationships of family members that could influence or be perceived to influence objectivity when representing or conducting business or other dealings for or on behalf of the Federation. Family members include a spouse, parent, child or spouse of a child, sibling, spouse of a sibling, cohabitating companion or any other individual with a significant familial or familial-like relationship.
3. On an annual basis and more often as necessary, each Federation Exco member, member of a Committee or Sub-Committee thereof, member of a body or group designated by any of the former to act on behalf of or advise the Federation (including working groups and task forces) and senior Federation employees must disclose any conflict by submitting the appropriate form to the Secretary General. The Secretary General must submit a copy of the appropriate form to the President.
4. Any Federation Representative with a conflict of interest with respect to a given person or concern must:
 - 4.1. Disclose the interest to the Secretary General, who shall have the authority to either:
 - 4.1.1. Approve or disapprove the relationship if with respect to an employee other than the Secretary General himself;
 - 4.1.2. Refer the matter to the Judicial Commission.
 - 4.2. Not be present during or participate in any formal or informal discussions related to the relationship between the Federation and the person or concern unless and until notified by the Secretary General or the Judicial Commission; and
 - 4.3. Not be present during any discussion and abstain from voting and from influencing the vote on any matter related to the person or concern.
5. The Secretary General may disclose decisions taken under 4.1.1 and 4.1.2 above in the interest of transparency.

6. If a conflict of interest involves the Secretary General, the matter shall be referred to the Judicial Commission by the President.
7. Any person who violates or condones a violation of the Conflict of Interest Policy is subject to disciplinary measures which may include termination of employment and/or expulsion from the Exco, Management Committee, other Committees or Sub-Committee, or other relevant body including but not limited to working groups or task forces. The Secretary General shall review all violations of this Policy and, if appropriate:
 - 7.1. As to volunteers, refer the matter to the Judicial Commission for determination of what, if any, disciplinary action should be taken; or
 - 7.2. As to staff, sanction the individual in accordance with the Federation's or generally accepted employment practices.