



**SOUTH AFRICAN  
FOOTBALL ASSOCIATION**

**Draft SAFA Standard Statutes  
LOCAL FOOTBALL ASSOCIATIONS  
v10 June 2012**



## SOUTH AFRICAN FOOTBALL ASSOCIATION

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### PREAMBLE

#### NOTING:

- that the first organized formation of football at National level was established in 1892;
- that the fragmentation in South African sport in general and football in particular, was caused by the policies of racial discrimination and apartheid;
- that the policies of racial discrimination and apartheid based on the ideology of white supremacy over people of colour created a situation of independent existence of the various football organizations against the wishes of the majority of the football family in the country.

#### ACKNOWLEDGING

- the meaningful role played by heroes and heroines of our struggle against racialism and ethnicity, and the role of non-racial organizations in particular in their attempts to unify football in South Africa.

#### REALISING

- the urgent need to fulfill the historic task of unifying the different football organizations in preparation for a united, democratic, indivisible and non-racial South Africa.
- the need to defend the democratic gains and to transform South African football to be in line with democratic values underpinning the South African Constitution and to be world class.

#### RECOGNISING a non-racial society in which: -

- all people shall be equal before the law;
- there is no oppressive interference with the rights of individuals;
- athletes/players compete equally and fairly in football;
- all shall have access to relevant, compulsory and equal education, adequate residential and recreational facilities in general and adequate housing in particular and have a universal franchise system determined by the will of the people;
- people enjoy the principles of democracy, accountability and transparency;
- all people enjoy freedom of association, freedom of movement, freedom of domicile, freedom to ownership of land, freedom to participate fully in the economy of the country and share in its wealth and live in peace, harmony and comfort.

**CONFIRMING** the philosophy of non-racialism to be the guiding principle in the organization and in our endeavour to enhance unity, peace and harmony in sport in our country;

- that since unification of national football structures on 23 March 1991 and re-admission to CAF and FIFA one National Football governing body was constituted;
- that the National Football Federation is part of South Africa having a new constitution which entrenches norms and values of the civilised world and a Bill of Rights;
- Acknowledging that as the regional structure which is part of a United, non-racial, non-sexist and democratic country;
- that the aforementioned social conditions were and still are the fundamental requirements for the entry of South African sport into the international sporting community in general, and in respect of football in particular to the FEDERATION INTERNATIONALE de FOOTBALL ASSOCIATION (FIFA) and Confederation Africaine de Football (CAF), Confederation of Southern African Football Associations (COSAFA) and South African Sports Confederation and Olympic Committee (SASCOC)

**RESOLVING** to constitute the members of the SOUTH AFRICAN SOCCER ASSOCIATION, SOUTH AFRICAN SOCCER FEDERATION, FOOTBALL ASSOCIATION OF SOUTH AFRICA and the SOUTH AFRICAN NATIONAL FOOTBALL ASSOCIATION into an indissoluble single organization under the SOUTH AFRICAN FOOTBALL ASSOCIATION and under the constitution hereby established to promote and control Association Football in SOUTH AFRICA and to give effect to the ideas set out in this preamble.

**ARTICLES OF ASSOCIATION**  
**(Insert name of LFA)**

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## **DEFINITIONS**

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In this Constitution, the Rules and Regulations, unless the context indicates otherwise,

**“Arbitration Tribunal”**: means an Arbitration Tribunal referred to in Article 70 and the Court of Arbitration for Sport (CAS) referred to in Article 72.

**“Absolute majority”**: means more than half of the entire membership that is eligible and entitled to vote;

**“Annual Congress”**: means the Annual Congress contemplated in Article 27

**“Associate Member”**: means an associate member contemplated by Article 10.2.1;

**“Association Football”**: means the game controlled by FIFA and organized in accordance with the Laws of the Game;

**“CAF”**: means the Confederation Africaine de Football;

**“CAF Statutes”** or **“Statutes of CAF”**: includes the statutes, rules and regulations of CAF;

**“CAS (TAS)”**: Court of Arbitration for Sport (Tribunal Arbitral du Sport) in Lausanne (Switzerland) referred to in Article 72;

**“Local Executive Officer”**: means the Local Executive Officer contemplated by Article 65;

**“Club”**: means a football Club affiliated to the league administered by the Association or member of the Football structure affiliated to the Association or its associate member ;

**“Constitution”**: means these Articles of Association;

**“Congress”**: means the supreme governing and legislative body of the Association;

**“Constitution of the Republic”**: means the Constitution of the Republic of South Africa Act 108 of 1996 as amended from time to time;

**“District Association”**: means a Football Association contemplated by Article 10.1. (c);

**“Electoral Code”** means the SAFA Electoral Code referred to in Article 25.12 the provisions of which are incorporated herein by reference;

**“Electoral Committee”** means the Committee referred to in Articles 25.10 – 25.12;

**“Executive office in SAFA”**: means the positions of Chairperson, Vice-Chairperson, or member of the Local Executive Committee;

**“FIFA”**: means the Federation Internationale de Football Association;

**“SAFA Statutes”** or **“Statutes of SAFA”**: means the statutes, rules and regulations of SAFA;

**“General Secretariat”**: shall mean the administrative structure of SAFA under the Local Executive Officer as contemplated in Article 19.5;

**“IFAB”**: means the International Football Association Board;

**“Emergency Committee”**: means the Emergency Committee contemplated by Article 40;

**“Member”**: means a Football Association and include any Associate Member affiliated to the LFA;

**“Member in good standing”**: means a member which has complied with all obligations imposed upon members by the Constitution;

**“Local Executive Committee”**: means the Local Executive Committee contemplated by Article 32;

**“office-bearer”**: means the Chairperson, a Vice-Chairperson or any other member of the Local Executive Committee;

**“Officials”**: means any elected or appointed individual who is affiliated to a member and includes all Local Executive Committee members, committee members, coaches, referees and attendants as well as any other person responsible for technical, medical and administrative matters at the League or Club, SAFA, CAF and FIFA ;

**“Ordinary Courts”**: means courts of law established in terms of the laws of the Republic of South Africa and the Constitution of the Republic of South Africa;

**“Player”**: means any amateur or professional football player registered with the Association or through its members;

**“Regulations”**: means Regulations made in terms of the SAFA Statutes;

**“Rules”**: means Rules made in terms of the SAFA Statutes;

**“S.A.S.C.O.C.”**: means the South African Sports Confederation and Olympic Committee;

**“SAFA”**: means the South African Football Association;

**“Simple Majority”**: means more than half of the eligible members who are present in a meeting, and who are entitled to vote;

**“The League”**: means an association of football clubs participating in organised completion under the aegis of the Association and subordinate to the Association.

# 1. NAME, HEADQUARTERS, LEGAL FORM

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- 1.1 The Association hereby constituted shall be known as the South African Football Association-(insert name of LFA) and hereinafter referred to as SAFA (insert name of LFA)".
- 1.2 In this Constitution, the Association is referred to as SAFA (insert name of LFA)".
- 1.3 The flag of SAFA (insert name of LFA)" shall consist of SAFA (insert local colours), and the emblem shall be a portrayal of a football, partly overlaid with a sphere depicting the map of South Africa.
- 1.4 The logo of SAFA (insert name of LFA) shall consist of a portrayal of a football partly overlaid with a sphere depicting the map of South Africa with the name of the region.
- 1.5 The flag, logo and abbreviation are legally registered in accordance with the Copyright and Trademarks laws of the Republic of South Africa.
- 1.6 The area of jurisdiction of SAFA (insert name) shall be throughout the (insert name) Local Municipality.
- 1.7 The headquarters of SAFA (insert name) shall be in (insert full address of the LFA), or any other address that may be chosen by the Association from time to time.
- 1.8 The date of incorporation of SAFA (Insert name) is (insert date).
- 1.9 SAFA (insert name) shall be a *universitas* with full legal personality including the rights to sue and be sued in its own name and to hold property in its own name. It is formed for an unlimited period of time.
- 1.10 No member or office-bearer of SAFA (insert name) shall have any right to its assets nor incur any liability for its obligations.
- 1.11 It is recorded that SAFA (insert name) is a Public Benefit Organisation (PBO) in accordance with the provisions of Section 30(3) of the Income Tax Act of 1962, as amended.

# 2. AIMS, OBJECTIVES AND POWERS OF THE ASSOCIATION

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SAFA (insert name) shall have no other objectives save for the objectives provided for below and the funds it raises be employed exclusively in the promotion of such objectives and provided further that SAFA (insert name)'s activities shall be limited to the LFA. SAFA (insert name) shall have the following aims and objectives:

- 2.1 to carry on the public benefit activity of administering, developing, co-ordinating and promoting the game of football in which the participants take part in accordance with the principles as laid down in the statutes of SAFA.
- 2.2 to improve the game of football constantly and promote, regulate and control it throughout the territory of (insert name) in accordance with the principles of fair play and its unifying, educational, cultural and humanitarian values, particularly through youth and development programmes;
- 2.3 to organise competitions in Association Football in all its forms, by defining precisely, as required, the areas of authority delegated to the various Members and Leagues of which it is composed;
- 2.4 to draw up regulations and provisions and to ensure their enforcement;
- 2.5 to protect the interests of its Members;
- 2.6 to respect and prevent any infringement of the statutes, regulations, directives and decisions of SAFA(insert name of your region), SAFA, COSAFA, CAF and FIFA as well as the Laws of the Game and to ensure that these are also respected by its Members;
- 2.7 to prevent all methods or practices which might jeopardise the integrity of matches or competitions or give rise to abuse of Association Football;
- 2.8 to control and supervise all football matches of all forms played throughout its territory;
- 2.9 to manage Local sporting relations connected with Association Football in all its forms;
- 2.10 to host competitions at both Local and Regional levels;
- 2.11 to settle disputes arising between members or bodies or persons connected directly or indirectly with football within its area of jurisdiction;
- 2.12 to raise and administer the funds of SAFA (insert name) in such a manner as SAFA (insert name) may deem advisable and in particular by means of subscriptions, donations and sponsorships;
- 2.13 to acquire and develop playing facilities including the construction of stadia;
- 2.14 to distribute monies to its members for the protection, promotion and advancement of amateur football;
- 2.15 to affiliate to SAFA (insert name of your region) ; and SASCOC structure in the area;
- 2.15 to do all such things as may be incidental or conducive to the attainment of the objective or any one of them;
- 2.16 SAFA (insert name) shall have the full power and authority to do any act, matter or thing as may be required to give effect to the aims and objectives of SAFA (insert name) as described herein, including, but not limited to the following powers:-

- 2.16.1 to engage staff on the basis of a policy of fair employment and equal opportunities;
- 2.16.2 to acquire assets and enter into commitments for the promotion of its aims and objectives;
- 2.16.3 to confer honours and awards on individuals, in recognition of their contribution to football in South Africa;
- 2.16.4 to grant practical and financial assistance to individuals and organisations in order to enable them to promote ideas and concepts consistent with the objects of SAFA (insert name);
- 2.16.5 to enter into donor funding arrangements with companies or individuals and to solicit and accept fees, donations, bequests, contributions, and subscriptions for the funds of SAFA (insert name), provided however that SAFA (insert name) shall ensure that no donor will derive any monetary advantage from any monies paid to and on behalf of SAFA (insert name);
- 2.16.6 to take, lease, purchase or otherwise acquire premises, equipment, vehicles, furniture and other property or assets, whether movable or immovable which may be deemed necessary or convenient for any of the purposes of SAFA (insert name), and in order to provide suitable equipment, accommodation and football facilities;
- 2.16.7 to improve, manage, develop, exchange or lease, mortgage, sell, dispose of, turn to account and grant options, rights and privileges in respect of, or otherwise deal with, or any part of the property and rights of SAFA (insert name);
- 2.16.8 subject to Article 73.8 below, to subscribe, grant subsidies out of, administer and invest the funds of SAFA (insert name) in such manner as it may be deemed best to achieve the objects and purposes of SAFA (insert name);
- 2.16.9 to borrow, or raise money in such a manner as SAFA (insert name) shall deem fit, and in particular to secure payment of any money borrowed by means of mortgage, pledge, charge or lien to secure and guarantee the due performance by SAFA (insert name) of any obligation or liability it may undertake;
- 2.16.10 to open and operate banking accounts and to draw, make, accept, endorse, sign, discount, execute, issue cheques, promissory notes, bills of exchange, bills of lading, warrants, debentures and other negotiable instruments;
- 2.16.11 to make rules which shall not be inconsistent with the terms of this Constitution. The Rules of SAFA (insert name) shall have the same force and effect as if they were incorporated in the Articles of the Constitution;
- 2.16.12 to select teams for Local and Representative matches at all levels within its area of jurisdiction and to arrange tours and to sanction matches in and regulate the transfer of players to and from the (insert name of LFA) in terms of the SAFA Regulations;
- 2.16.13 to keep or cause to be kept, true accounts of all receipts, credits, payments, assets and liabilities of SAFA (insert name) and all other matters necessary for showing the correct financial state of affairs of SAFA (insert name). The accounts shall be kept in such



books and in such manner as the Local Executive Committee deems fit and to the satisfaction of the Auditors of SAFA (insert name);

- 2.16.14 to appoint auditors to audit annual accounts of SAFA (insert name);
- 2.16.15 to inquire into the administrative and/or financial affairs of Members, and, where necessary, to recommend corrective measures in this regard, and if these measures are not implemented to take over the administrative and/or financial affairs of the Member until these are placed on a satisfactory footing;
- 2.16.16 to appoint such sub-committees or commissions upon such terms as it may consider necessary to give effect to its powers;
- 2.16.17 to suspend, fine, terminate the membership of or otherwise deal with any Member, Club or individual affiliated to SAFA (insert name) or any of its Members for infringing the Constitution, regulations, policies, principles or resolutions of SAFA (insert name) or for engaging in acts of misconduct, improper practices, misdemeanour, acts of defiance, or for bringing SAFA (insert name) into disrepute.

### **3. NEUTRALITY AND NON-DISCRIMINATION**

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- 3.1 SAFA (insert name) is neutral in matters of politics and religion.
- 3.2 Discrimination of any kind against a Local, Regional or Provincial structure of SAFA, any country, private person or group of people on account of ethnic origin, gender, language, religion, politics or any other reason is strictly prohibited and punishable by suspension or expulsion.

### **4. PROMOTING FRIENDLY RELATIONS**

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- 4.1 SAFA (insert name) shall promote friendly relations between its Members, Clubs, Officials and Players and in society for humanitarian objectives.
- 4.2 Every person and organisation involved in the game of football is obliged to observe the Statutes, Regulations and the principles of fair play as well as the principles of loyalty, integrity and sportsmanship.
- 4.3 SAFA (insert name) shall provide the necessary institutional means to resolve any internal dispute that may arise between Members, Clubs, Officials and Players affiliated to members of SAFA (insert name).

## **5. PLAYERS**

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- 5.1 The status of Players and the provisions for their transfer shall be regulated by the Regional Executive Committee of SAFA (insert name) in accordance with the current SAFA Regulations for the Status and Transfer of Players.
- 5.2 Players shall be registered in accordance with the regulations of SAFA (insert name). Nothing herein contained shall preclude any member from registering players of Clubs affiliated to it in accordance with its own Rules which must not be inconsistent with SAFA and FIFA Regulations for Status and Transfer of Players.

## **6. LAWS OF THE GAME**

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6. SAFA (insert name) and its Members administer Association Football in compliance with the Laws of the Game issued by IFAB. Only IFAB may lay down and alter the Laws of the Game.

## **7. CONDUCT OF MEMBERS AND OFFICIALS**

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7. The Members and Officials of SAFA (insert name) must observe the Statutes, regulations, directives, decisions and the Code of Ethics of SAFA in their activities.

## **8. OFFICIAL LANGUAGES AND POWERS OF THE ASSOCIATION**

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- 8.1 The official languages of SAFA(insert name) shall be all the official languages in the region. Official documents and texts shall be written in one or more of these languages. In the event of any divergence between the interpretations of texts in different languages, the text written in the language approved by Congress shall be regarded as authoritative.
- 8.2 The official language at the Congress shall be English.
- 8.3 Sign language shall be used as a medium of communication.

## **9. ADMISSION, SUSPENSION AND EXPULSION**

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- 9.1 The Congress shall decide whether to admit, suspend or expel a Member.
- 9.2 Admission may be granted if the applicant fulfils the requirements of SAFA (insert name).

- 9.3 Membership is terminated by resignation or expulsion. Loss of membership does not relieve the Member from its financial obligations towards SAFA(insert name) or other Members of SAFA (insert name), but leads to cancellation of all rights in relation to SAFA (insert name) or its member.

## 10. MEMBERSHIP

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- 10.1 The Members of SAFA (insert name) are the(insert the number of Football Clubs or Football Associations which exist within Local Municipal area as defined by the Municipal Structures Act 117 of 1998, as amended, and as demarcated in line with the provisions of the Municipal Demarcation Act 27 of 1998, as amended as well as those determined by the Audit and Delimitation Committee of SAFA), and are the following:

**(insert names of football Clubs or units of football clubs)**

- 10.2 Associate Members: -

10.2.1 The following associations may be recognized as Associate Members:

- 10.2.1.1 South African Football Medical Association
- 10.2.1.2 University Sport South Africa (Football)
- 10.2.1.3 South African Football Coaches Association
- 10.2.1.4 South African Schools Football Association
- 10.2.1.5 South African National Defence Force Football Association
- 10.2.1.6 South African Masters Football Association
- 10.2.1.7 South African Industrial Football League
- 10.2.1.8 South African Deaf Football Association
- 10.2.1.9 South African Intellectually Impaired Football Association
- 10.2.1.10 South African Indoor Football Association
- 10.2.1.11 South African Football Players Union

10.2.2 SAFA (insert name) may, by a majority vote taken at Congress or an Extraordinary Congress convened, inter alia, for this purpose, grant associate membership status to any other association operating at a Local level provided that no associate membership shall be granted to an association with the same aims and objectives as SAFA (insert name).

10.2.3 SAFA (insert name) may, by a two-thirds majority vote taken solely for this purpose, withdraw its recognition of any associate member contemplated in Article10.2.1 in which event the relevant association will cease, forthwith, to be an associate member of SAFA (insert name).

10.2.4 In matters of mutual interest, SAFA (insert name) and any members may enter into a written agreement covering issues such as a joint liaison committee at a Local level, communication, leagues whether national or otherwise, compensation, levies, disputes, referees, coaches and such other matters as deemed necessary from time to time.

# 11. REQUEST AND PROCEDURE FOR APPLICATION

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- 11.1 The procedure for admission of members may be regulated by special regulations approved by the Local Executive Committee of SAFA (insert name)
- 11.2 The application must be in writing and accompanied by the following mandatory items:
- 11.2.1 a copy of its legally valid statutes and regulations;
  - 11.2.2 a declaration that it will always comply with the Statutes, regulations and decisions of SAFA (insert name of LFA), SAFA (insert name of Region) SAFA, COSAFA, CAF and FIFA and ensure that these are also respected by its own Members, Clubs, Officials and Players;
  - 11.2.3 a declaration that it will comply with the Laws of the Game in force;
  - 11.2.4 a declaration that it recognises the judicial bodies of SAFA (insert name), SAFA and the Court of Arbitration for Sport (CAS) in Lausanne, as specified in these Statutes;
  - 11.2.5 a declaration that it is located and registered in the jurisdiction of (insert name of Local Municipality or sub structure of a Metro)
  - 11.2.6 a declaration that it will play all official home matches in the territory of SAFA (insert name of LFA);
  - 11.2.7 a list of Officials, specifying those who are authorised signatories with the right to enter into legally binding agreements with third parties;
  - 11.2.8 a declaration that it undertakes to organise or participate in friendly matches only with the prior written consent of SAFA (insert name of LFA);
  - 11.2.9 a copy of the minutes of its last congress or constitutional meeting;
- 11.3 This article shall not affect the status of existing members
- 11.4 The Local Executive Committee shall request the Congress at its sole discretion either to admit or not to admit an applicant. The applicant may state the reasons for its application to the Congress.
- 11.5 The new Member shall acquire membership rights and duties as soon as it has been admitted. Its delegates are eligible to vote and be elected with immediate effect.

# 12. MEMBERS' RIGHTS

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- 12.1 The Members of SAFA (insert name) have the following rights:
- 12.1.1 to take part in the Congress of SAFA (insert name), to know its agenda in advance, to be called to the Congress within the prescribed time and to exercise their voting rights;
  - 12.1.2 to draw up proposals for inclusion in the agenda of the Congress;
  - 12.1.3 to nominate candidates for all bodies of SAFA (insert name) to be elected;
  - 12.1.4 to be informed of the affairs of SAFA (insert name) through the official bodies of SAFA (insert name);
  - 12.1.5 to take part in competitions and/or other sports activities organised by SAFA (insert name);

- 12.1.6 to exercise all other rights arising from the Statutes and regulations of SAFA (insert name).
- 12.2 The exercise of these rights is subject to other provisions in these Statutes and the applicable regulations.

## 13. MEMBERS' OBLIGATIONS

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- 13.1 The Members of SAFA (insert name) have the following obligations:
  - 13.1.1 To comply fully with the Statutes, regulations, directives and decisions of FIFA, CAF, SAFA and SAFA (insert name of region) and (insert name of LFA) at all times and to ensure that these are also respected by its members;
  - 13.1.2 To ensure the election of its decision-making bodies;
  - 13.1.3 To take part in competitions and other sports activities organised by SAFA (insert name);
  - 13.1.4 To pay their membership subscriptions;
  - 13.1.5 To respect the Laws of the Game as laid down by IFAB and to ensure that these are also respected by its members through a provision in the Constitution of such a member;
  - 13.1.6 to adopt a clause in its constitution specifying that any dispute requiring adjudication involving itself or one of its members and relating to the Statutes, regulations, directives and decisions of the Member, SAFA (insert name), SAFA, CAF and FIFA shall come solely under the jurisdiction of the appropriate dispute resolution Tribunal of the Member, SAFA (insert name), SAFA, CAF or FIFA and that any recourse to ordinary Courts is prohibited subject to Article 61.5;
  - 13.1.7 to communicate to SAFA (insert name) any amendment of its statutes and regulations as well as the list of its Officials or persons who are authorised signatories with the right to enter into legally binding agreements with third parties;
  - 13.1.8 not to maintain any relations of a sporting nature with entities that are not recognised by SAFA (insert name), SAFA, FIFA or CAF; or with Members that have been suspended or expelled;
  - 13.1.9 to observe the principles of loyalty, integrity and good sporting behaviour as an expression of fair play through a statutory provision;
  - 13.1.10 to observe the mandatory items specified under Article 11.2 for the duration of their affiliation;
  - 13.1.11 to administer a register of members which shall be regularly updated and make such register available to SAFA at all times;

- 13.1.12 to comply fully with all other duties arising from the Statutes and other regulations of FIFA, CAF, SAFA and SAFA (insert name of region)and (insert name of LFA).
- 13.2 Violation of the above-mentioned obligations by any Member may lead to sanction provided for in this Constitution.

## 14. SUSPENSION

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- 14.1 Only the Congress may suspend a Member. However, the Local Executive Committee may suspend a Member that seriously violates its obligations as a Member with immediate effect. The suspension shall last until the next Congress, unless the Local Executive Committee has lifted it in the meantime. Provided that nothing herein contained shall preclude the Local Executive Committee from suspending any member pending an investigation or Disciplinary Inquiry.
- 14.2 A suspension shall be confirmed at the next Congress by a simple majority of the votes taken. If it is not confirmed, the suspension is automatically lifted.
- 14.3 During the period of suspension, a suspended Member shall lose its membership rights. Other Members may not entertain sporting contact with a suspended Member. The Disciplinary Committee may impose further sanctions.
- 14.4 Members that do not participate in the activities of SAFA (insert name) for three (3) consecutive years shall be suspended from voting at the Congress and their representatives shall not be elected or appointed until they have fulfilled their obligations in this respect.

## 15. EXPULSION

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- 15.1 The Congress may expel a Member or a person, if:
- 15.1.1 it fails to fulfil its financial obligations towards SAFA( Insert name);
- 15.1.2 it seriously violates the Statutes, regulations, directives or decisions of FIFA, CAF, SAFA , SAFA (insert name of region)or (insert name of the LFA);
- 15.2 The presence of an absolute majority of eligible Members entitled to vote at the Congress is necessary for an expulsion to be valid, and the motion for expulsion must be adopted by a two-third majority of the valid votes cast.

## **16. RESIGNATION**

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- 16.1 A Member may resign from SAFA (insert name) with effect from the end of the season applicable to the member. Notice of resignation must reach the general secretariat no later than three (3) months before the end of the season applicable for that member.
- 16.2 The resignation is not valid until the Member wishing to resign has fulfilled its financial obligations towards SAFA (insert name) and the other Members of SAFA (insert name).

## **17. STATUS OF CLUBS, LEAGUES, REGIONAL ASSOCIATIONS AND SUBORDINATE STATUS OF MEMBERS AND OTHER GROUPS**

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- 17.1 Football Associations, Associate members or any other groups of members affiliated to SAFA (insert name of LFA) shall be subordinate to and recognised by SAFA (insert name of LFA). This Constitution defines the scope of authority and the rights and duties of these members and groups. Their statutes and regulations must be approved by the Local Executive Committee of SAFA (insert name).
- 17.2 The affiliated clubs and members of SAFA (insert name) shall take all decisions on any matters regarding their membership independently of any external body. This obligation applies regardless of their corporate structure.
- 17.3 In any case, no natural or legal person (including holding companies and subsidiaries) shall exercise control over more than one Club or group whenever the integrity of any match or competition could be jeopardised.
- 17.4 Members shall be subordinate to SAFA(insert name) and must comply with this constitution, the Regulations and any directive issued by SAFA (insert name).
- 17.5 No amendments to the Constitution, Rules or Regulations of any member shall be of any force and effect until the Local Executive Committee of SAFA (insert name) has ratified it.
- 17.6 No provision of the Constitution or Rules or Regulations of a Member or any amendment thereof which conflicts with a provision of this Constitution, the Statutes of SAFA, CAF or FIFA shall be of any force and effect until ratified by the Emergency Committee or the Local Executive Committee as the case may be.

## **18. HONORARY PRESIDENTS AND HONORARY MEMBERS**

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- 18.1 The Congress may confer the titles of Honorary Chairperson or Honorary Member upon a person or persons who has/have rendered meritorious service to SAFA (insert name).

- 18.2 The Local Executive Committee shall make these nominations.
- 18.3 The Honorary Chairperson or Honorary Member may attend and participate in Congress. They may participate in the debates but are not entitled to vote.
- 18.4 The Honorary Members shall not be obliged to attend meetings of the Local Executive Committee.

## 19. BODIES OF SAFA

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The bodies of SAFA (insert name) shall be the following:

- 19.1 Congress which is the supreme and legislative body of SAFA (insert name).
- 19.2 The Local Executive Committee which is the executive body of SAFA (insert name).
- 19.3 The Emergency Committee contemplated in article 40 below.
- 19.4 Standing and ad-hoc committees shall advise and assist the Local Executive Committee in fulfilling its duties. Their duties, composition and function are defined in these Statutes and/or special regulations drawn up by the Local Executive Committee.
- 19.5 The general secretariat which is the administrative body of SAFA (insert name).
- 19.6 The judicial body is the Local Disciplinary Committee.
- 19.7 The bodies of SAFA (insert name) shall be either elected or appointed by SAFA (insert name) itself without any external influence and in accordance with the procedures described in this Constitution.

## 20. CONGRESS

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### Definition and composition of the Congress

- 20.1 The Congress represents the supreme and legislative authority of SAFA (insert name). It is the meeting at which all the Members of SAFA (insert name) formally convene. Only a Congress that is properly convened has the authority to make decisions.
- 20.2 A Congress may be an Ordinary or Extraordinary Congress.
- 20.3 The Chairperson shall conduct the Congress business in compliance with the standing orders of the Congress.
- 20.4 The Congress may appoint observers who take part in the Congress without the right to debate or to vote.



- 20.5 The Honorary Chairpersons or Honorary members may take part in the Congress. They may join the debates but are not entitled to vote.

## 21. DELEGATES AND VOTES

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21.1 The Congress is composed of a number of delegates allocated as follows:

21.1.1 Each Football Association shall be entitled to three (3) delegates and with three(3) votes. Each Local Association may either mandate their three (3) delegates to exercise its three votes collectively, alternatively, to abstain from voting or to allow one vote each delegate?.

21.1.2 Football Club shall be entitled to one (1) delegate and with one (1) vote each.

21.2.3 Each Associate member shall be entitled to one (1) delegate to exercise their one (1) vote , alternatively, to abstain from voting.

21.2 Delegates must be accredited by the Member that they represent having been either appointed or elected by that Member. Written proof of appointment or election must be provided upon written request.

21.3. Only accredited delegates present are entitled to vote. Voting by proxy or by letter is not permitted.

21.4. The members of the Local Executive Committee may participate in the Congress and are not entitled to vote.

21.5. During their terms of office, members of the Local Executive Committee may not be appointed as delegates for their Football Associations or any other Member of SAFA (insert name of region).

21.5 The Local Executive Officer may participate in the Congress, but may not vote.

NOTE:Members should consider making provision for effective participation of Local League Clubs in the LFA.In this regard proposals should be sent to SAFA Legal and Constitutional Affairs Committee.

## 22. CONGRESS AREAS OF AUTHORITY

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The Congress has the following authority:

- 22.1 adopting or amending the Constitution, Regulations Governing the Application of the Statutes and the Standing Orders of the Congress;
- 22.2 approving the Minutes of the last meeting;
- 22.3 electing the Chairperson, the Vice-Chairperson and members of the Local Executive Committee, other than those elected by Associate members;
- 22.4 appointing the scrutineers;
- 22.5 approving the financial statements;
- 22.6 approving the budget;
- 22.7 approving the Local Executive Committee report;
- 22.8 appointing the independent auditors upon the proposal of the Local Executive Committee;

- 22.9 fixing the membership subscriptions;
- 22.10 deciding, upon the nomination of the Local Executive Committee, whether to confer the title of Honorary Chairperson or Honorary member upon any person;
- 22.11 admitting, suspending or expelling a Member;
- 22.12 revoking the mandate of one or a number of members of a body of SAFA (insert name);
- 22.13 dissolving SAFA (insert name);
- 22.14 passing decisions at the request of a Member in accordance with this Constitution.

## 23. QUORUM OF THE CONGRESS

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- 23.1 A Quorum of the Congress shall be 50% plus 1 of the Members who are in good standing and who are entitled to vote.
- 23.2 In the event of a quorum not being present sixty (60) minutes after a proposed time of commencement of the Congress, the Congress will be postponed the same day until two (2) weeks later, and at such postponed date whoever shall be present shall then constitute a quorum and the Congress will proceed.
- 23.3 A quorum is not required for the second (postponed) meeting unless any item on the agenda proposes the amendment of the SAFA (insert name) constitution or the election of the President, the vice-Presidents and any member of the Regional Executive Committee, the dismissal of one or a number of members of a body of SAFA (insert name), the expulsion of a Member of SAFA (insert name) or the dissolution of SAFA (insert name).

## 24. DECISIONS OF THE CONGRESS

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- 24.1 Unless otherwise stipulated in these Statutes, a simple majority of the accredited Members in good standing who are entitled to vote is sufficient for a vote to be valid. The number of valid votes counted shall decide the majority. Spoilt or blank voting slips or any other forms of abstentions are disregarded in calculating the majority.
- 24.2 A decision that requires a vote shall be reached by a show of hands or by means of an electronic count. In the event that voting by a show of hands does not result in a clear majority in favour of a motion, the vote shall be taken by calling the roll in alphabetical order.

## 25. ELECTIONS

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### ELECTIONS OF OFFICERS

- 25.1 Subject to the provisions of this Article, the election of office-bearers shall be by vote of accredited delegates and office-bearers present at a Quadrennial Congress of SAFA (insert name).

- 25.2 Any person shall be eligible for election as Chairperson, Vice Chairperson, Secretary, Vice Secretary, Treasurer or member of the Local Executive Committee provided that such person is nominated by a member in good standing and complies with the eligibility provisions of the SAFA Standard Electoral Code.
- 25.3 Each Member present at the elective Congress shall have a vote which shall be exercised in accordance with the provisions of Article 21 in any election of office bearers, provided that no delegate shall be entitled to vote unless the Member which he/she represents is a Member in good standing and the vote to be cast represents the duly mandated position of the member on whose behalf the vote is to be cast.
- 25.4 Any Member in good standing shall be entitled to submit nominations for the position of Chairperson, Vice-Chairperson, Secretary, Deputy Secretary, Treasurer and the Local List of candidates for election to the LEC.
- 25.5 Only Members in good standing shall be entitled to submit nominations from their Associations to the Local Executive Committee for election.
- 25.6 Sixty (60) days prior to the date of the elective Congress the Local Executive Officer/Secretary shall distribute nomination forms to Members per registered post duly certified or by hand.
- 25.7 Members shall submit the original nomination forms either by registered post duly certified or by hand duly acknowledged to SAFA (insert name)'s auditor such that they are received at least thirty (30) days prior to the date of the elective Congress. The closing date and time shall be specified in a circular distributed by the Local Executive Officer/Secretary with the nomination forms.
- 25.8 No nomination form will be accepted by SAFA (insert name) unless:-
- 25.8.1 The nomination form is signed by the Chairperson and the Secretary of the Member submitting the nomination; and
- 25.8.2 The nominee has submitted to the auditors his/her signed acceptance of the nomination on the form provided for this purpose, or in a copy or facsimile thereof, and this signed acceptance has been received by the auditor at least thirty (30) days prior to the date of the elective Congress.
- 25.9 The onus shall be on the Member concerned to ensure that nominations and acceptances are received by the auditors on or before the closing date.
- 25.10 Within seven (7) days after the closing date for nominations, the auditor shall submit a list of those persons duly nominated to the Local Executive Officer who shall forward the list to the SAFA (insert name) Electoral Committee for approval. The original nomination forms shall be retained by the auditors.
- 25.11 Within fourteen (14) days of receipt of nominations from the auditors, the Local Executive Officer/Secretary shall send the list of nominations as received from the auditors and approved by the Electoral Committee to all Members along with the agenda for the elective Congress.

- 25.12 The Chairperson of Electoral Committee and members of the Committee will conduct the elections in accordance with the provisions of SAFA Electoral Code.
- 25.13 Should there be fewer nominations for a post than there are vacancies to be filled nominations may be made from the floor. In such event no nomination will be accepted unless the nominee in question is present at the elective Congress and indicates his/her willingness to accept nomination.
- 25.14 The first person to be elected shall be the Chairperson. Should only one nomination be received the candidate shall be declared duly elected. Where more than one nomination is received, the election shall take place by simple majority vote. In the event of a tie, the outgoing Chairperson (or if he/she is a candidate, an outgoing Office Bearer nominated for this purpose by the outgoing Local Executive Committee) shall have a casting vote.
- 25.15 Following the election of the Chairperson, the Vice-Chairperson shall then be elected. Should only one (1) nomination be received, the candidate shall be declared duly elected. Should more than one (1) nomination for this position be received, then such elections will be determined by means of a ballot with the candidates polling the most number of votes elected to the position of Vice-Chairperson.
- 25.16 Following the election of the Vice-Chairperson, the Secretary Vice-Secretary and then the Treasurer shall be elected. Should only one (1) nomination be received for each position, the candidate shall be declared duly elected. Should more than one (1) nomination for the position be received, then such elections will be determined by means of a ballot with the candidate polling the most number of votes elected to the position of Secretary, Vice Secretary and Treasurer respectively.
- 25.17 Following the election of the Secretary, Deputy Secretary and the Treasurer, the Chairperson shall announce the names of the Football Association Representatives and the Associate members of the Local Executive Committee elected for this purpose by the member in good standing.
- 25.18 Thereafter the LEO shall be announced by the Chairperson if one has been appointed by LEC on such terms and conditions agreed upon in line with Labour laws of South Africa. In cases where there is no such appointment, the LEC will advertise the post and appoint the incumbent on such terms and conditions agreed upon.
- 25.19 Should any dispute relating to an election arise during the meeting, the electoral Committee shall rule thereon, and its ruling shall be final and may not be challenged by any candidate, delegate or Member.
- 25.20 Subject to the provisions of this Article, Office Bearers hold office until their successors have been elected at an elective Congress.
- 25.21 A vacancy in any office of the Local Executive Committee shall occur:-
- 25.21.1 upon the death or resignation of a member;
  - 25.21.2 if a member is absent from three (3) consecutive meetings of the Local Executive Committee without prior permission unless the Local Executive Committee upon good cause being shown, otherwise decides;

- 25.21.3 if a member is found guilty of having conducted himself in any manner likely to prejudice the objects or activities of SAFA (insert name) and/or whose conduct has the effect of bringing SAFA (insert name) into disrepute;
- 25.21.4 upon the amendment of these Statutes providing for the addition of new members;
- 25.22 Should the office of any member of the Local Executive Committee become vacant, the remaining members of the Regional Executive Committee shall have the power to co-opt a member in his/her place until the next Quadrennial elective Congress provided that should the office of the Chairperson become vacant, the Vice Chairperson shall act as Chairperson until the next Ordinary Congress when the Congress shall elect the Chairperson.
- 25.23 At any Ordinary Congress which is not an elective Congress, elections will be held to fill offices that are vacant. Candidates for such elections may be nominated only in accordance with the nomination procedures of this Article. In each category of Office Bearer in respect of which there are vacancies, delegates may vote for as many candidates as there are vacancies with the required number of candidates who obtain the highest number of votes in the first round of voting being elected. In the event of a tie, the tie-break mechanisms set out in this Article for the relevant category of Office Bearer will apply.
- 25.24 An office bearer elected in accordance with Article 25.22 to fill a vacancy on the Local Executive Committee holds office until the next Quadrennial elective Congress.
- 25.25 The Chairperson and Local Executive Officer, if any, shall not serve on the Executive body of any Member.

## **26. ORDINARY CONGRESS / AND POLICY CONGRESS**

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- 26.1 The Ordinary Congress shall be held once a year.
- 26.2 The Local Executive Committee shall fix the place and date. The Members shall be notified in writing at least 90 calendar days in advance.
- 26.3 Subject to Article 27.3, the formal convocation shall be made in writing at least thirty (30) calendar days before the date of the Congress. This convocation shall contain the agenda, the Local Executive Committees activity report, the financial statements and the auditor's report, the minutes of the last Congress and any other relevant documents.
- 26.4 All delegates of Members in good standing shall be entitled to speak at any General Meeting of SAFA(insert name);
- 26.5 The following, if present, shall be entitled to vote:
- 26.5.1 delegates appointed by each Member in good standing.
- 26.6 Policy Congress shall be held once a year and the provisions set out above for Ordinary Congress shall mutatis mutandis apply.

## 27. ORDINARY CONGRESS AGENDA/ AND POLICY CONGRESS

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### ANNUAL CONGRESS

- 27.1 The Local Secretary/Local Executive Officer shall, by registered post or telefax, give all Members at least ninety (90) days advance notice of the date of the Ordinary Congress, which date shall be determined by the Regional Executive Committee and shall ordinarily be a date in June.
- 27.2 If, by 30 June in any year, no date for an Ordinary Congress has been fixed by the Local Executive Committee, any Member may by written notice to the Local Executive Officer nominate a date for the Ordinary Congress between 100 and 120 days away, and the Local Executive Committee shall convene the Ordinary Congress for the date nominated in the first such notice s/he receives.
- 27.3 The Local Executive Officer/Secretary shall draw up the agenda based on proposals from the Local Executive Committee and the Members. Any proposal that a Member wishes to submit to the Congress shall be sent to the Local Executive Officer in writing, with a brief explanation, at least thirty (30) days before the date of Congress.
- 27.4 Motions to an Ordinary Congress shall be submitted to the Local Executive Officer of SAFA (insert name) in writing per registered post and/or telefax not less than thirty (30) days prior to the date of such Ordinary Congress. The Local Executive Officer of SAFA (insert name) shall circulate all motions submitted to him/her together with the agenda for the Meeting and the audited financial statements of SAFA (insert name) to all Members per registered post and/or telefax not less than fourteen (14) days prior to the Ordinary Congress.
- 27.5 Members must forward in writing to the Local Executive Officer the names of the delegates who will represent them at the Annual Congress. Unless such confirmation is received by the Local Executive Officer at least seven (7) days before the meeting, the delegates in question will not be accredited and will not be entitled to participate in the meeting;
- 27.6 The Annual Congress may on good cause shown condone any non-compliance with the time limits set out in this Article.
- 27.7 The following business will be considered at each Annual Congress:-
- 27.7.1 The Congress agenda shall include the following mandatory items:
- a) a declaration that the Ordinary Congress has been convened and composed in compliance with the Constitution of SAFA (insert name);
  - b) approval of the agenda;
  - c) an address by the Chairperson;
  - d) appointment of Members to check the minutes
  - e) appointment of scrutineers
  - f) suspension or expulsion of Members (if applicable);
  - g) dismissal of a Member or a person (if applicable);
  - h) approval of the minutes of the preceding Congress;
  - i) Local Executive Committees activity report (containing the activities since the last Congress);

- j) presentation of the consolidated and revised balanced sheet and profit and loss statement
- k) consider and adopt the Accounts, Audited Balance sheet and reports of the Auditors for the previous year; (Financial Statement)
- l) approval of the budget
- m) admission for membership (if applicable);
- n) votes on proposals for amendments to the constitution, the regulations governing the application of the constitution and the standing orders of the Congress (if applicable);
- o) Discussion of items proposed by the Local Executive Committee of SAFA (insert name) or the Members of SAFA (insert name) as contemplated in Article 27.4;
- p) appointment of independent auditors (if applicable) upon the proposal of the Local Executive Committee;
- q) election of the Chairperson, Vice-Chairperson and members of the Local Executive Committee (if applicable);
- r) any further items proposed by the Members of the LEC (if applicable)

27.7.2 The agenda of an Annual Congress may be altered, provided two-thirds (2/3) of the Members present at the Congress and eligible to vote, agree to such a motion.

27.7.3 The Congress shall not make a decision on any point not included in the agenda.

27.8 The Agenda for Policy Congress shall be determined by the Local Executive Committee and the provisions regarding notices, motions etc shall be mutatis mutandis be those set out for Annual Congress.

## 28. EXTRAORDINARY CONGRESS

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28.1 The Local Executive Committee may convene an Extraordinary Congress at any time.

28.2 The Local Executive Committee shall convene an extraordinary Congress if one third (1/3) of the members of SAFA (insert name) make such a request in writing. The request shall specify the items for the agenda. An extraordinary Congress shall be held within three months of receipt of the request. If an Extraordinary Congress is not convened, the Members who requested it may convene the Congress themselves. As a last resort, the Members may request assistance from SAFA (insert name of region).

28.3 The Members shall be notified of the place, date and agenda at least 30 calendar days before the date of an extraordinary Congress.

28.4 When an extraordinary Congress is convened on the initiative of the Regional Executive Committee, it must draw up the agenda. When an Extraordinary Congress is convened upon the request of Members, the agenda must contain the points raised by those members.

28.5 The agenda of the Extraordinary Congress may not be altered.

## **29. AMENDMENTS TO THE CONSTITUTION, REGULATIONS GOVERNING THE APPLICATION OF THE STATUTES AND THE STANDING ORDERS OF THE CONGRESS**

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- 29.1 The Congress is responsible for amending the Statutes, the Regulations Governing the application of the Statutes and the Standing Orders of the Congress.
- 29.2 Any proposals for an amendment to the Constitution must be submitted in writing with a brief explanation to the general secretariat by a Member or by the Local Executive Committee.
- 29.3 A proposal for an amendment to the Statutes shall be adopted only if two-thirds (2/3) of the Members present and eligible to vote; agree to it.
- 29.4 When considering an amendment to the Constitution, regulations and standing order of the Congress, it shall be competent to adopt an amendment to such amendment.
- 29.5 The text of all amendments to the Constitution shall be forwarded to all members within 30 (thirty) days of it having been approved by Congress.
- 29.6 Any proposal to amend the Regulations Governing the Application of the Constitution and the Standing Orders of the Congress must be submitted in writing with a brief explanation to the general secretariat by a Member or by the Local Executive Committee.
- 29.7 A proposal for an amendment to the Regulations Governing the Application of the Constitution and the Standing Orders of the Congress shall be adopted only if a simple majority of the Members present and eligible to vote, agree to it.

## **30. MINUTES**

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- 30.1 The Local Executive Officer/Secretary shall be responsible to oversee the recording and the preparation of the minutes at the Congress. The minutes shall be checked by those Members designated and shall be approved at the next Congress.
- 30.2 The Local Executive Officer/secretary shall distribute the minutes of the Congress within 30 days after the date of the Congress.

## **31. EFFECTIVE DATES OF DECISIONS**

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31. Decisions passed by the Congress shall come into effect for the Members immediately after the close of the Congress, unless the Congress fixes another date for a decision to take effect.



## 32. LOCAL EXECUTIVE COMMITTEE

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### Composition

- 32.1 The Local Executive Committee shall consist of the following members:
- 32.1.1 the Chairperson;
  - 32.1.2 Two (2) Vice-Chairperson, Local Secretary, Vice Secretary, Treasurer, (insert number) of FA Representatives of whom shall be directly elected by the Members and one (1) representative from each Associate Members if there is any.
  - 32.1.3 The Vice-Chairperson shall be elected by the SAFA Congress
  - 32.1.4 One (1) member each elected by the FA to serve in the Local Executive Committee as its representative.
  - 32.1.5 One (1) member each elected by the Associate Members if there is any;
- 32.2 The Chairperson, Vice-Chairperson, Local Secretary, Vice Secretary and Treasurer shall be elected by the Congress. Every candidate in the election of Local Executive Committee members must be proposed by at least one Member.
- 32.3 The mandate of the Chairperson, Vice-Chairperson and members of the Local Executive Committee is for four (4) years. They may be re-elected.
- 32.4 The members of the Local Executive Committee shall have been active in football, must not have been previously found guilty of a criminal offence and sentenced to a period of imprisonment without the option of a fine and have residency within the territory of (insert name of Local Municipality or Sub-structure of the Metro).
- 32.5 The official list of candidates must be sent to the Members of SAFA (insert name) along with the agenda for the Congress at which the Local Executive Committee will be elected as contemplated in Article 25.11.
- 32.6 A member of the Local Executive Committee may not at the same time be a member of a judicial body of SAFA LFA
- 32.7 Should a position become vacant, the Local Executive Committee shall fill that position until the next Quadrennial election Congress.

## 33. MEETINGS OF THE LOCAL EXECUTIVE COMMITTEE

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- 33.1 The Local Executive Committee shall meet at least once a month.
- 33.2 The Local Executive Officer/Secretary shall convene the Local Executive Committee meetings in consultation with the Chairperson. Should 50% of the Local Executive Committee members request a meeting, the Local Executive Officer/Secretary shall convene it within fourteen (14) calendar days of such request.

- 33.3 The Local Executive Officer/Secretary shall compile the agenda in consultation with the Chairperson. Each member of the Local Executive Committee is entitled to propose items for inclusion in the agenda. The members of the Local Executive Committee must submit the items they wish to be included in the agenda for the meeting to the Local Executive Officer/Secretary at least seven (7) calendar days before the meeting. The agenda must be sent out to the members of the Local Executive Committee at least seven calendar days before the meeting.
- 33.4 The Local Executive Officer, if any, shall participate in the meetings of the Regional Executive Committee but shall not have the right to vote.
- 33.5 The meetings of the Local Executive Committee shall not be held in public. The Local Executive Committee may, however, invite third parties to attend. Those third parties shall not have voting rights, and may only express an opinion with the permission of the Local Executive Committee.
- 33.6 The Local Executive Committee shall approve a meetings calendar of the various standing and other committees appointed by the LEC.

## **34. POWERS OF THE LOCAL EXECUTIVE COMMITTEE**

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### **The Local Executive Committee:**

- 34.1 shall pass decisions on all cases that do not come within the sphere of responsibility of the Congress or are not exclusively reserved for other bodies by law or under these Statutes;
- 34.2 shall prepare and convene the Annual, Policy and Extraordinary Congresses of SAFA (insert name);
- 34.3 shall appoint the chairperson, deputy chairperson and members of the standing committees;
- 34.4 shall recommend to the Congress the chairperson, deputy chairperson and members of the judicial bodies;
- 34.5 may decide to set up ad-hoc committees, if necessary at any time;
- 34.6 shall compile the regulations for the organisation of standing committees and ad-hoc committees;
- 34.7 shall appoint or dismiss the Local Executive Officer;
- 34.8 shall propose the independent auditors to the Congress;
- 34.9 shall decide the place and dates of and the number of teams participating in the competitions of SAFA (insert name);
- 34.10 shall appoint the coaches for the representative teams and other technical staff including Heads of Delegation;
- 34.11 shall approve regulations stipulating how SAFA (insert name) shall be organised internally;
- 34.12 shall ensure that the Statutes are applied and adopt the executive arrangements required for their application;
- 34.13 may dismiss a person or body or suspend a Member of SAFA (insert name) provisionally until the next Congress;
- 34.14 may delegate tasks arising out of its area of authority to other bodies of SAFA (insert name) or third parties.

## **35. DECISIONS OF THE LOCAL EXECUTIVE COMMITTEE**

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- 35.1 Local Executive Committee shall not engage in valid debate unless the absolute majority (50%+1) of its members are present. Once the Local Executive Committee meets the quorum at the commencement of the meeting, all decisions taken by the meeting shall be valid and binding.
- 35.2 The Local Executive Committee shall reach decisions by a simple majority of the members present. In the event of a tied vote, the Chairperson shall have the casting vote. Voting by proxy or by letter is not permitted.
- 35.3 Any member of the Local Executive Committee must withdraw from the debate and from taking a decision if there is any risk of a conflict of interests.
- 35.4 The decisions taken shall be recorded in the minutes.
- 35.5 The decisions taken by the Local Executive Committee shall come into effect immediately unless the Regional Executive Committee decides otherwise.

## **36. DISMISSAL OF PERSON OR BODY**

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- 36.1 The Congress may dismiss a person or body. The Local Executive Committee or Member may place the dismissal of a person or body on the agenda for the Congress. The Local Executive Committee may also dismiss a person or body provisionally for a period of not longer than three (3) months. The Local Executive Committee or member may submit a proposal to place such a motion for dismissal on the agenda of the Local Executive Committee or Congress
- 36.2 The motion for dismissal must be justified in writing and sent to the members of SAFA (insert name) along with the agenda.
- 36.3 The person or body in question may attend the Congress and has the right to speak in his/her or its defence.
- 36.4 If the motion for dismissal is upheld, the Congress or Local Executive Committee shall reach a decision by means of secret ballot. For the motion to be passed, a majority of two-thirds of the valid votes is required.
- 36.5 The person or body dismissed (provisionally) must be relieved of his/her or its functions with immediate effect.

## **37. CHAIRPERSON**

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- 37.1 The Chairperson represents SAFA (insert name) legally.
- 37.2 He/She is primarily responsible for:
- 37.2.1 monitoring the implementation of the decisions passed by the Congress and the Local Executive Committee through the Local Executive Officer/ Secretary;
  - 37.2.2 ensuring the effective functioning of the bodies of SAFA (insert name) in order that they achieve the objectives described in these Statutes;
  - 37.2.3 overseeing the work of the Local Executive Officer;
  - 37.2.4 promoting good relations between SAFA (insert name) and its Members, political bodies and other organisations within its area of jurisdiction.
- 37.3 The Chairperson may in consultation with the Local Executive Committee propose the appointment or dismissal of the Local Executive Officer/ Secretary.
- 37.4 The Chairperson shall preside over the Congress, the Executive Committee, Emergency Committee meetings and those committees of which he/she has been appointed chairperson.
- 37.5 The Chairperson shall have an ordinary vote on the Executive Committee and, whenever votes are equal, shall have a casting vote.
- 37.6 If the Chairperson is absent or unavailable, the Vice Chairperson and should he/she not be available any senior member of the Local Executive Committee, shall deputise, and enjoy the same powers of the Chairperson.
- 37.7 Any additional powers of the Chairperson shall be contained in the internal organisation regulations of SAFA (insert name);
- 37.8 Performs other responsibilities assigned by the LEC.
- 37.9 The Chairperson shall not be an owner or have any interest financial or otherwise in any Football Club under the jurisdiction of SAFA (insert name).

## **38. CANDIDATE FOR THE OFFICE OF THE CHAIRPERSON**

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- 38.1 The Chairperson shall be elected by Congress for period of four (4) years. His/Her mandate shall begin after the end of the Congress which has elected him. A Chairperson may be re-elected.

- 38.2 For the election of the Chairperson, 2/3 of the votes recorded and valid are necessary in the first ballot. In the second and any other requisite ballot, an absolute majority of the votes recorded (50%+1) is sufficient. If there are more than two candidates, the candidate that obtains the lowest number of votes is eliminated from the second ballot until only two candidates are left.
- 38.3 Only members of SAFA (insert name) may propose candidates for the office of the Chairperson. Members shall notify the general secretariat (or its appointed agent for this purpose) in writing of the name of a candidate at least 30 calendar days before the date of the Congress.
- 38.4 The general secretariat shall notify the Members of the names of the proposed candidates at least thirty (30) days before the date of the Congress.
- 38.5 If the Chairperson is permanently or temporarily prevented from performing his/her official functions, the Vice Chairperson shall represent him/her until the next Congress. This Congress shall elect a new President, if necessary.

## **39. REPRESENTATION AND SIGNATURE**

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39. The Chairperson and the Local Executive Officer/Secretary represent SAFA(insert name) legally and are duly authorised to represent SAFA (insert name) in any legal proceedings and are entitled to sign for and on behalf of SAFA (insert name). The Local Executive Committee may set up internal organisation regulations regarding the joint signature of officers, in particular in case of the Presidents absence concerning all important business of SAFA (insert name).

## **40. EMERGENCY COMMITTEE**

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- 40.1 The Emergency Committee shall deal with all matters requiring immediate settlement between the meetings of the Local Executive Committee. The Committee shall consist of the Chairperson of SAFA (insert name), the Vice-Chairperson, Secretary, Vice-Secretary and Treasurer and one additional member chosen from amongst the Local Executive Committee members and appointed by the Local Executive Committee for a period of 4 years. The Local Executive Officer shall be an ex-officio member without the right to vote;
- 40.2 The Chairperson shall convene the Emergency Committee meetings. If a meeting cannot be convened within an appropriate period of time, decisions may be passed through other means of communication. Such decisions shall have immediate legal effect. The Chairperson shall notify the Local Executive Committee immediately of the decisions passed by the Emergency Committee.
- 40.3 All decisions taken by the Emergency Committee shall be ratified by the Local Executive Committee at its next meeting.
- 40.4 If the Chairperson is unable to attend a meeting, the Vice Chairperson shall deputise.

# 41. STANDING COMMITTEES

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41.1 The standing committees of SAFA (insert name) are:

- a) Finance and Procurement Committee;
- b) Internal and Audit Committee
- c) Organising Committee for SAFA competitions;
- d) Technical and Development Committee;
- e) Referees Committee;
- f) Legal and Constitutional Affairs Committee;
- g) Women's Football Committee;
- h) Youth Football Committee;
- i) Futsal and Beach Football Committee;
- j) Sports Medical Committee;
- k) Players Status Committee;
- l) Committee for Ethics and Fair Play;
- m) Media Committee;
- n) Football and Strategic Studies Committee;
- o) Commercial and Marketing Advisory Board;
- p) Remuneration Committee;
- r) Safety, Security and Protocol Committee;
- s) Dispute Resolution Committee;
- t) Membership Affairs Committee;
- s) Regional Affairs Committee;

41.2 The chairperson of the standing committees shall be members of the Local Executive Committee with the exception of those for the Internal Audit Committee and the Remuneration Committee, who must not belong to the Local Executive Committee. The members of each standing committee shall be appointed by the Local Executive Committee on the proposal of members or the Chairperson of SAFA (insert name). The chairperson and the members of the standing committees shall be designated for a term of office of no more than four years or until the next elective Congress.

41.3 Each chairperson shall represent his/her committee and conduct business in compliance with the relevant organisation regulations drawn up by the Local Executive Committee.

41.4 Each chairperson shall fix the dates of meetings in consultation with The Local Executive Officer or Local Secretary.

41.5 Each committee may propose amendments to its regulations to the Local Executive Committee.

## **42. FINANCE AND PROCUREMENT COMMITTEE**

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- 42.1 The Finance and Procurement Committee shall consist of a Chairman and no more than 05 (five) members and shall:
  - 42.1.1 Monitor the financial management and advise the Regional Executive Committee on financial matters and asset management;
  - 42.1.2 analyse the budget of SAFA (insert name) and the financial statements prepared by the Treasurer;
  - 42.1.3 advise the Local Executive Committee on the management of the Associations property and finances;
  - 42.1.4 advise on matters relating to human resources and administration in general;
  - 42.1.5 submit regular reports to the Local Executive Committee.

## **43. INTERNAL AUDIT AND RISK COMMITTEE**

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- 43.1 The Internal Audit Committee shall consist of a chairperson, a deputy chairman and no more than 5 (five) members and shall:-
  - 43.1.1 Ensure the completeness and reliability of the financial accounting and review the external auditors report at the request of the Local Executive Committee;
  - 43.1.2 Submit proposals on financial systems and accounting;
  - 43.1.3 Submit regular reports to the Local Executive Committee.

## **44. ORGANISING COMMITTEE FOR SAFA COMPETITIONS**

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The Organising Committee for SAFA (insert name) Competitions shall consist of a chairperson and no more than 05 (five) members and shall:-

- 44.1 organise and monitor the competitions of SAFA (insert name) in compliance with the provisions of the Constitution and the regulations applicable to SAFA competitions;
- 44.2 provide and monitor the implementation of guidelines for the efficient management of all SAFA competitions;
- 44.3 advise the Local Executive Committee on the competitions calendar;

- 44.4 shall examine and approve applications for all proposed new competitions amateur and non-amateur) by members to be played within SAFA (insert name)'s jurisdiction;
- 44.5 submit regular reports to the LEC.

## **45. TECHNICAL AND DEVELOPMENT COMMITTEE**

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The Technical and Development Committee shall consist of a chairperson and no more than 05 (five) members who shall:

- 45.1 primarily analyse the basic aspects of football training and technical development;
- 45.2 seek the improvement of training methods;
- 45.3 take all possible measures to improve the qualifications of coaches;
- 45.4 resolve questions on the theory of and practice of football;
- 45.5 take all possible measures to promote familiarisation with and experience in teaching football;
- 45.6 organise courses and conferences for instructors, trainers, coaches and administrators;
- 45.7 compile material on teaching and coaching techniques for players, trainers, coaches and referees;
- 45.8 provide the assistance necessary for the production of didactic films;
- 45.9 issue memoranda from time to time regarding technical assistance and grants which have been given or are to be given towards any development project;
- 45.10 be responsible for editing the technical section of official SAFA (insert name) publications;
- 45.11 recommend coaches, instructors or trainers for all Local **Football Association** teams and Members at the Members' request;
- 45.12 consider and submit proposals on promotion and development of football;
- 45.13 develop and maintain regulations on football pitches;
- 45.14 advise the Local Executive Committee on Reports submitted by coaches of Local Teams;
- 45.15 submit regular reports to the Local Executive Committee.



## 46. LOCAL REFEREES COMMITTEE

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The Local Referees Committee shall consist of a chairperson and no more than 05 (five) members and shall:-

- 46.1 supervise and monitor the implementation/ of the Laws of the Game;
- 46.2 decisions and interpretations regarding the Application of the Laws of the Game;
- 46.3 propose to the Local Executive Committee any amendments to the Laws of the Game for submission to the FIFA Executive Committee through the SAFA regional structure;
- 46.5 compile a list of referees qualified to supervise Local and regional matches for submission to SAFA;
- 46.6 appoint the referees for all matches under the jurisdiction of SAFA (insert name) and its affiliates;
- 46.7 establish uniformity in methods of refereeing and implementation of the Laws for nationwide use;
- 46.8 establish uniform criteria for the inspection of referees for use by all SAFA (insert name) members;
- 46.9 organise courses for referees and referee instructors;
- 46.10 draw up a list of instructors and lecturers capable of conducting courses for referees;
- 46.11 prepare and produce useful didactic material on refereeing;

## 47. LEGAL AND CONSTITUTIONAL AFFAIRS COMMITTEE

---

The Legal & Constitutional Affairs Committee shall consist of a chairperson and no more than 05 (five) members and shall be responsible for the following:

- 47.1 analyse basic legal issues relating to football and the evolution of the Statutes and regulations of SAFA (insert name) and its Members;
- 47.2 take counsel, give advice on cases, disputes, or enquiries submitted to the Committee;
- 47.3 follow the development of the FIFA Statutes and Regulations which govern SAFA (insert name) and propose to the Local Executive Committee any amendment which the Committee deems useful;

- 47.4 check the statutes and regulations governing affiliated members, as the case may be, and recommend that the Local Executive Committee intervene to bring about any desired amendments;
- 47.5 issue memoranda from time to time on the meaning of, and lessons to be learnt from Disciplinary Committee, Appeals Board and Arbitration decisions and to advise the Association and/or its Members on relevant matters in this regard;
- 47.6 assist in the review of sponsorship, player/official and other contracts/legal agreements entered into from time to time by the Association;
- 47.7 conduct regular reviews of the SAFA (insert name) Constitution to ensure compliance with SAFA statutes and to advise and propose changes/updates to the Associations Articles, Rules, Regulations and Guidelines;
- 47.8 supply a panel of pro-forma prosecutors to present cases for SAFA (insert name) at(insert name)'s judicial bodies;
- 47.9 review SAFA (insert name) Members Constitutions, Rules and Regulations to ensure compliance with the provisions of the SAFA statutes;
- 47.10 assist in the Players Agent accreditation process;
- 47.11 provide guidelines for the maintenance of the SAFA (insert name) Legal archives;
- 47.12 review SAFA (insert name)s competition rules from time to time;
- 47.13 submit regular reports to the LEC.

## **48. WOMEN'S FOOTBALL COMMITTEE**

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The Committee for Women's Football shall consist of a chairperson and no more than 05 (five) members and shall be responsible for the following:

- 48.1 drafting and submitting proposals on policies on women football development;
- 48.2 dealing with all matters relating to women football;
- 48.3 monitoring women's football competitions;
- 48.4 submitting regular reports to the LEC.

## **49. YOUTH FOOTBALL COMMITTEE**

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The Youth Football Committee shall consist of a chairperson 05(five) members and be responsible for the following:

- 49.1 monitoring youth football competitions;
- 49.2 advising the Local Executive Committee on all matters related to youth development;
- 49.3 conceptualising, guiding and coordinating the development of a comprehensive youth development policy framework for the Association;
- 49.4 ensuring the implementation of the Associations Youth Development Framework;
- 49.5 advising the Local Executive Committee on all matters related to development of youth at all school levels;
- 49.6 ensuring the establishment of viable football structures in the local school system;
- 49.7 submitting regular reports to the LEC.

## **50. FUTSAL AND BEACH COMMITTEE**

---

The Futsal Committee shall be composed the chairperson and no more than five (05) members responsible for the following:

- 50.1 monitoring futsal competitions and dealing with all matters relating to beach football;
- 50.2 advising the LEC on matters related to the development of the Laws of the Game for futsal;
- 50.4 organising such matches and competitions as may be necessary for the advancement of futsal in South Africa;
- 50.5 conceptualising, guiding and coordinating the development of a comprehensive futsal development framework for the Association;
- 50.6 drafting and proposing policy on development and administration of Beach football in South Africa;
- 50.7 monitoring Beach football competitions;
- 50.8 dealing with all matters relating to Beach football;
- 50.9 submitting regular reports to the LEC.

## **51. SPORTS MEDICAL COMMITTEE**

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The Sports Medical Committee consists of a chairperson, a deputy chairperson and no more than five (05) members and shall be responsible for the following:

- 51.1 dealing with all medical aspects of football;
- 51.2 advising the Local Executive Committee on every aspect of medicine, physiology and hygiene;
- 51.3 developing and using scientific experience in the fields of physiology, medical control, training theories, psychology and hygiene;
- 51.4 developing and maintaining a medical guide for use by coaches, players and referees;
- 51.5 developing and maintaining a guide for players to improve their athletic ability, physical fitness and performance capacity;
- 51.6 preparing memoranda for trainers and coaches on the physical preparation of football players;
- 51.7 preparing memoranda on diet and nourishment for players, giving appropriate recommendations;
- 51.8 preparing memoranda on general aspects of sports hygiene and, in particular, the effects of certain substances on the body (alcohol, nicotine, medicaments, drugs, etc.);
- 51.9 issuing instructions regarding medical facilities to be made available at all international matches and tournaments;
- 51.10 investigating all types of injuries suffered during football matches and issuing recommendations for improved prevention or treatment of such injuries;
- 51.11 developing and maintaining regulations on doping control as contemplated by FIFA's Doping Control Regulations.
- 51.12 Submit regular reports to the LEC.

## **52. PLAYERS STATUS COMMITTEE**

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- 52.1 The Players Status Committee shall consist of a chairperson, a deputy chairperson and no more than five (05) members and shall be responsible for the following:-

52.1.1 Setting up and monitoring compliance with transfer regulations in accordance with the SAFA Regulations for the Status and Transfer of Players;

52.1.2 Determining the status of Players for various competitions of SAFA;

52.1.3 Submitting regular reports to the LEC.

52.2 Players' status disputes involving SAFA, its Members, Players, Officials and match and players' agents shall be settled by an Arbitration Tribunal in accordance with these Statutes.

## **53. COMMITTEE FOR ETHICS AND FAIR PLAY**

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The Committee for Ethics and Fair Play shall consist of the chairperson, a deputy chairperson and no more than five (05) members and shall be responsible for the following:

53.1 dealing with everything relating to ethics in football and the promotion of fair play;

53.2 drafting policies to promote Ethics and fair-play;

53.3 monitoring all activities of SAFA;

53.4 submitting regular reports to the LEC.

## **54. MEDIA COMMITTEE**

---

The Committee for Media Football shall consist of the chairperson, a deputy chairperson and no more than five (05) members and shall be responsible for the following:

54.1 dealing with the working conditions for the media at SAFA;

54.2 maintaining relations with media organizations;

54.3 drafting media policy for approval by the LEC;

54.4 monitoring compliance with policy;

55.5 submitting regular reports to the LEC.

## **55. FOOTBALL AND STRATEGIC STUDIES COMMITTEE**

---

The Committee for Football shall consist of the chairperson, a deputy chairperson and no more than five (05) members and shall be responsible for the following:

- 55.1 dealing with general issues in football but primarily with its structure as well as relations between Clubs, Leagues, Members, COSAFA, CAF and FIFA;
- 55.2 drafting policy to promote football talent in South Africa;
- 55.3 monitoring the implementation of the policy;
- 55.4 submitting regular reports to the LEC.

## **COMMERCIAL AND MARKETING ADVISORY BOARD**

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It shall consist of a chairperson a deputy chairperson and no more than five (05) members and shall be responsible for the following:-

- 56.1 conceptualising, guiding and coordinating the development of a comprehensive commercial policy framework for the Association;
- 56.2 in consultation with the Legal Committee, advising the Local Executive Committee with regard to drafting and implementing contracts between SAFA and its partners;
- 56.3 developing and analysing marketing and television strategies;
- 56.4 dealing with all sponsorship and commercial matters;
- 56.5 advising the LEC on all matters related to the commercialisation of the Association's properties;
- 56.6 Submitting regular reports to the LEC.

## **57. REMUNERATION COMMITTEE**

---

The Remuneration Committee (Remco) shall consist of no more than five (05) members who must not be members of the Regional Executive Committee and shall be responsible for the following:-

- 57.1 to determine remuneration payable to the REC members subject to the approval of the Regional Congress .
- 57.2 to determine subject to the approval of LEC any remuneration for staff members employed by the region.

## **58. SAFETY, SECURITY AND PROTOCOL COMMITTEE**

---

The Safety, Security and Fair Play Committee shall consist of a chairperson a deputy chairperson and no more than five (05) members and shall be responsible for the following:

- 58.1 examining generally every aspect of security inside stadia and in the immediate vicinity;
- 58.2 investigating every possible way of improving security at football matches;
- 58.3 dealing with security issues at SAFA offices;
- 58.4 dealing with matters of protocol;
- 58.5 dealing with matters of protocol during SAFA events;
- 58.6 drawing up relevant proposals for presentation to the Local Executive Committee;
- 58.7 submitting regular reports to the LEC.

## **59. DISPUTE RESOLUTION COMMITTEE**

---

The Dispute Resolution Committee shall consists of at least three (3) members, provided that the Chairperson shall have legal qualifications and shall be responsible for the following:-

- 59.1 dealing with the following disputes and other disputes not provided for in the Disciplinary Code:
  - 59.1.1 disputes between SAFA (insert name) and its members;
  - 59.1.2 disputes between affiliates and its members;
  - 59.1.3 disputes involving players, officials and players agents that do not fall under the jurisdiction of the judicial bodies or the Players Status Committee;
  - 59.1.4 submitting regular reports to LEC.

## **60. MEMBERSHIP AFFAIRS COMMITTEE**

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The Membership Affairs Committee shall consist of the chairperson and not more than ten (05) members and shall be responsible for the following:

- 60.1 advising the Local Executive Committee on all matters related to status of Members;

- 60.2 establishing guidelines to ensure that all SAFA (insert name) Members operate viable structures to develop the game of football in their areas of jurisdiction;
- 60.3 assisting the Football Associations and Clubs in the execution of their duties;
- 60.4 assisting in the establishment of efficient communication systems between SAFA (insert names) Members and Local structures;
- 60.5 ensuring that all SAFA (insert name) Members participate fully in the establishment and maintenance of the Regional players, coaches, referees, administrators and competitions registration database;
- 60.6 ensuring that all SAFA (insert name) Members submit Annual Reports to SAFA (insert name);
- 60.7 ensuring that all Association property allocated to the members is utilised in accordance with the rules, regulations and policies of the Association;
- 60.8 submitting regular reports to LEC.

## **61. SAFETY, SECURITY AND FAIR PLAY COMMITTEE**

---

The Safety, Security and Fair Play Committee shall consist of a chairperson and no more than 05 (five) members and shall be responsible for the following:

- 61.1 examining generally every aspect of security inside stadia and in the immediate vicinity;
- 61.2 investigating every possible way of improving security at football matches;
- 61.3 dealing with security issues at SAFA (insert name) offices;
- 61.4 dealing with matters of protocol;
- 61.5 dealing with matters of protocol during SAFA (insert name) events;
- 61.6 drawing up relevant proposals for presentation to the Local Executive Committee;
- 61.7 submitting regular reports to the LEC.

## **62. REGIONAL AFFAIRS COMMITTEE**

---

The Regional Affairs Committee shall consist of a chairperson and no more than 05 (five) members and shall be responsible for the following:

- 62.1 recommending the approval of local competitions by the Local Executive Committee of SAFA (insert name);



- 62.2 organising national competitions subject to the approval of the Local Executive Committee;
- 62.3 overseeing Football clubs and/or teams representing the region and participating in national competitions;
- 62.4 ensuring that such competitions do not conflict with other Local competitions of SAFA (insert name);
- 62.5 assisting the Local Executive Committee in the authorisation of matches between representative Local teams and representative club teams of another LFAs and ensuring that such matches do not assume the status of a competition or championship without special permission from the Local Executive Committee and/or SAFA;
- 62.6 submitting regular reports to the LEC.

## **63. AD-HOC COMMITTEES AND SUB COMMITTEES**

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- 63.1 The Local Executive Committee may, if necessary, create Ad-Hoc committees for special duties and a limited period of time.
- 63.2 The convenor and the members and the terms of reference shall be set out in the resolution adopted by the Local Executive Committee.
- 63.3 Ad-Hoc committees shall report directly to the Local Executive Committee.
- 63.4 Standing Committees may establish sub-committees to facilitate their work and shall submit reports to their respective Standing Committees.

## **64. LOCAL EXECUTIVE OFFICER/LOCAL SECRETARY**

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- 64.1 The Local Secretary/Local Executive Officer represents SAFA (insert name) legally and is entitled to sign for SAFA (insert name).
- 64.2 The Local Secretary is the Local Executive Officer of the Association and the accounting officer of SAFA (insert name).
- 64.3 He/She shall be appointed on the basis of an agreement governed by private/labour law and shall have the necessary professional qualifications.
- 64.4 He/She shall be responsible for:
  - 64.4.1 implementing decisions passed by the Congress and Local Executive Committee;
  - 64.4.2 attending the Congress and meetings of the Local Executive Committee, Emergency Committee and the standing and ad-hoc committees;

- 64.4.3 Organising the Congress and meetings of the Local Executive Committee and other bodies;
  - 64.4.4 Compiling the minutes for the meetings of the Congress, Local Executive Committee, Emergency Committee and standing and ad-hoc committees;
  - 64.4.5 In conjunction with the Treasurer manage and keep the accounts of SAFA (insert name) properly;
  - 64.4.6 The correspondence of SAFA (insert name);
  - 64.4.7 Relations with the Members, committees, SAFA;
  - 64.4.8 Organising the general secretariat/administration;
  - 64.4.9 The appointment and dismissal of staff working in the general secretariat.
- 64.5 The Local Executive Officer or his or her nominee shall attend the meetings of all the committees ex officio.
- 64.6 The Local Secretary/Local Executive Officer shall not be a Congress delegate or a member of any body of SAFA (insert name).

## 65. JUDICIAL BODIES

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- 65.1 The judicial bodies of SAFA (insert name) are:
- a) the Local Disciplinary Committee;
  - b) the Local Appeal Board;
- 65.2 The responsibilities and functions of these bodies shall be stipulated in the Disciplinary Code of SAFA (insert name), which shall comply with the SAFA Disciplinary Code.
- 65.3 The decision making powers of other Committees remain unaffected.
- 65.4 The members of the judicial bodies may not belong to any other body of SAFA (insert name) at the same time.

## 66. LOCAL DISCIPLINARY COMMITTEE

---

- 66.1 The Local Disciplinary Committee shall consist of a chairperson and the number of members deemed necessary. The chairperson shall have legal qualifications.
- 66.2 The functions of this body shall be governed by the Disciplinary Code of SAFA. The committee shall pass decisions only when at least three members are present. In certain cases, the chairperson may rule alone in accordance with the Disciplinary Code of SAFA.
- 66.3 The committee may pronounce the sanctions prescribed in these Statutes and the Disciplinary Code of SAFA on Members, Officials, Players, Clubs and match and players agents.

66.4 These provisions are subject to the disciplinary powers of the Congress and the Local Executive Committee with regard to the suspension and expulsion of Members.

## 67. LOCAL APPEALS

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67.1 The Appeals from the Local Disciplinary Committee and those from the Local Executive Committee shall be referred to the SAFA Regional Appeals Board.

67.2 The Appeals from Football Associations, Football clubs and Associate Members shall be referred to the Local Disciplinary Committee and in such an instance it shall perform its function as the Local Appeals Board.

## 68. DISCIPLINARY MEASURES

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The disciplinary measures are primarily:

68.1 for natural and legal persons:

- a) a warning;
- b) a reprimand;
- c) a fine;
- d) the return of awards.

68.2 for natural persons:

- a) a caution;
- b) an expulsion;
- c) a match suspension;
- d) a ban from the dressing rooms and/or the substitutes bench;
- e) a ban from entering a stadium;
- f) a ban on taking part in any football-related activity.

68.3 for legal persons:

- a) a transfer ban;
- b) playing a match without spectators;
- c) playing a match on neutral territory;
- d) a ban on playing in a particular stadium;
- e) annulment of the result of the match;
- f) expulsion;
- g) a forfeit;
- h) deduction of points;
- i) relegation to a lower division.

## **69. DISPUTE RESOLUTION PROCEDURE**

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- 69.1 Every body or individual falling under the jurisdiction of SAFA (insert name) shall ensure that any dispute that it has with a body or individual falling under the jurisdiction of SAFA (insert name) is resolved in accordance with the dispute prevention and resolution procedures set out in the Constitution, Rules and Regulations.
- 69.2 Where no specific dispute prevention or resolution procedures are set in the Constitution, Rules and Regulations, or where any member or an affiliate of a member, or individual prefers to, disputes may be referred directly to arbitration for resolution. It is specifically provided that where LFA members or its affiliates or individual opts for arbitration, such arbitration may be conducted by a senior lawyer in the Province.
- 69.3 Subject to the Constitution of the Republic, and save in circumstances where there is a need for urgent relief of a sort which cannot be obtained through the dispute resolution procedure contemplated by this Article, no body or individual falling under the jurisdiction of SAFA shall approach a Court of Law to decide on a dispute it has with a body or individual affiliated to SAFA.
- 69.4 In accordance with Article 59 and 60 of the FIFA Statutes, any final appeal against an arbitration award shall be heard by the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland.

## **70. JURISDICTION**

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- 70.1 SAFA (insert name), its Members, Players, Officials and match and players agents will not take any dispute to Ordinary Courts unless specifically provided for in these Statutes and SAFA regulations.
- 70.2 SAFA (insert name) shall have jurisdiction on internal Regional disputes, i.e. disputes between parties belonging to SAFA (insert name).

## **71. COURT OF ARBITRATION FOR SPORT**

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- 71.1 In accordance with the relevant provisions of the SAFA Statutes, any appeal against a final and binding SAFA decision shall be heard by the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland. CAS shall not, however, hear appeals on violations of the Laws of the Game, suspensions of up to four matches or up to three months, or decisions passed by an independent and duly constituted Arbitration Tribunal of an Association or Confederation.

- 71.2 SAFA (insert name) shall ensure its full compliance and that of its Members, Players, Officials and match and players agents with any final decision passed by a FIFA body or CAS.

## 72. FINANCIAL MATTERS

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- 72.1 SAFA (insert name) shall be conducted on a non-profit basis, with the intent and purpose that its capital and income, shall be applied solely towards the promotion of its objects, and no portion thereof shall be paid or transferred directly or indirectly, (whether by salary, dividend, bonus or otherwise howsoever) by way of profit or distribution to any of the Members of SAFA (insert name) or their office bearers or members, provided that nothing herein contained shall preclude the payment in good faith to a Member or any other person of:-
- 72.1.1 Reasonable remuneration for the services actually rendered for or on behalf of SAFA (insert name);
  - 72.1.2 reimbursement of actual costs, expenses and other commitments incurred on behalf of SAFA (insert name);
  - 72.1.3 payment of gratuity and/or pension on the retirement of any person who previously shall have been in the employ of SAFA (insert name);
  - 72.1.4 payment of honoraria to members of the Regional Executive Committee on a basis to be determined and approved by the Ordinary Congress.
  - 72.1.5 expenses approved by the Congress and expenses that the Regional Executive Committee is entitled to incur within the scope of its authority;
  - 72.1.6 all other expenses in keeping with the objectives pursued by SAFA (insert name).
- 72.2 The financial period of SAFA (insert name) shall be one (1) year and shall begin on 1 July and end on 30 June in each year.
- 72.3 The signatories shall be any two of the three (3) duly authorised by SAFA (insert name).
- 72.4 The financial resources of SAFA (insert name) shall include, but not be limited to:-
- 72.4.1 Annual subscription fees of Members;
  - 72.4.2 Local competition entry fees;
  - 72.4.3 Player Registration fees;
  - 72.4.4 Donations, subject to section 30(3)(b)(v) of the Income Tax Act 58 of 1962;
  - 72.4.5 Loans;
  - 72.4.6 State grants;
  - 72.4.7 Returns on investments;
  - 72.4.8 Interest on loans;
  - 72.4.9 Proceeds of sales of assets;

72.4.10 Radio and electronic broadcasting rights.

72.5 SAFA (insert name) may invest its funds only:

72.5.1 with a financial institution as defined in section 1 of the Financial Institutions (Protection of Funds) Act 28 of 2001;

72.5.2 in securities listed on a licensed stock exchange as defined in the Security Services Act 36 of 2004;

72.5.3 in any other prudent investments covered by section 30(3)(b)(ii)(cc) of the Income Tax Act 58 of 1962.

72.6 Notwithstanding Article 10.5, SAFA (insert name) may retain any investment which is donated or bequeathed to it in the form that it was so donated or bequeathed, provided that SAFA (insert name) may not retain any investment in the form of a business undertaking or trading activity or of an asset which is used in a business undertaking or trading activity.

72.7 SAFA (insert name) may not carry on any business undertaking or trading activity otherwise than to the extent that the undertaking or activity is:

72.7.1 integral and directly related to the objects of SAFA (insert name), and carried out or conducted on a basis substantially the whole of which is directed towards the recovery of cost and which would not result in unfair competition in relation to taxable entities;  
or

72.8 if the undertaking or activity is not integral and directly related to the objects of SAFA (insert name), it should be of an occasional nature and undertaken on a voluntary basis without compensation.

72.9 The Local Executive Officer and Treasurer is responsible for drawing up the annual consolidated accounts of SAFA (insert name) and its subsidiaries as at 30 June.

72.10 The revenue and expenses of SAFA (insert name) shall be managed so that they balance out over the financial period. SAFA (insert name)s major duties in the future shall be guaranteed through the creation of reserves.

## **73. INDEPENDENT AUDITORS**

---

73.1 The independent auditors appointed by the Congress shall audit the accounts approved by the Finance Committee in accordance with the appropriate principles of accounting and present a report to the Congress.

73.2 The auditors shall be appointed for a period of 2 (two) years. This mandate may be renewed.

73.2 In the event an LFA cannot afford to audit its books, it may appoint Accountants to prepare its Financial Statements.???

## **74. MEMBERSHIP SUBSCRIPTIONS**

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74.1 Membership subscriptions are due on 1 July.

74.2 The annual subscription for new Members for the year in question shall be paid within 30 days of the close of the Congress at which they are admitted.

74.3 The Congress shall fix the amount of the annual subscription every year on the recommendation of the Local Executive Committee.

## **75. SETTLEMENT**

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75.1 SAFA (insert name) may debit any Members account to settle claims.

## **76. LEVIES**

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76.1 SAFA (insert name) may determine and demand that a levy be paid by its Members for matches.

## **77. COMPETITIONS**

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77.1 SAFA (insert name) organizes, coordinates and/or regulates the following official competitions held within its territory:

77.1.1 The Local Championship;

77.1.2 FA Local Cup;

77.1.3 Local Leagues (amateur and development);

77.1.4 Inter-LFA and Inter-Regional Competitions;

77.1.5 Youth and women competitions.

77.2 The Local Executive Committee may delegate to subordinate Leagues the authority to organise competitions. The competitions organised by the Leagues shall not interfere with those competitions organised by SAFA (insert name). Competitions organised by SAFA (insert name) shall take priority.

77.3 The Local Executive Committee may issue special regulations to this end.

## **78. CLUB LICENSING**

---

78.1 SAFA (insert name) shall operate a Club licensing system in accordance with the principles of the Club licensing regulations of SAFA .

78.2 The objective of the Club licensing system is to safeguard the credibility and integrity of Club competitions, to improve the level of professionalism, to promote sporting values in accordance with the principles of fair play as well as safe and secure match environments and to promote transparency in the finances, ownership and control of Clubs.

## **79. RIGHTS**

---

79.1 SAFA (insert name) and its Members are the original owners of all of the rights emanating from competitions and other events coming under their respective jurisdiction, without any restrictions as to content, time, place and law. These rights include, among others, every kind of financial rights, audiovisual and radio recording, reproduction and broadcasting rights, multimedia rights, marketing and promotional rights and incorporeal rights such as logos, emblems, trademarks and other rights arising under copyright law.

79.2 The Local Executive Committee shall decide how and to what extent these rights are utilised and draw up special regulations to this end. The Local Executive Committee shall approve whether these rights shall be utilised exclusively, or jointly with a third party or entirely through a third party.

## **80. AUTHORISATION**

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80. SAFA (insert name) and its Members are exclusively responsible for authorising the distribution of image and sound and other data carriers of football matches and events coming under their respective jurisdiction, without any restrictions as to content, time, place and technical and legal aspects.



## **81. REGIONAL MATCHES AND COMPETITIONS**

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- 81.1 The authority for organising local matches and competitions between teams affiliated to different Local Football Associations, between Leagues and/or Club teams lies solely with SAFA (insert name). No match or competition shall take place without the prior permission of the SAFA Local Executive Committee. In addition, permission from the relevant Region may be required in accordance with the SAFA regulations.
- 81.2 SAFA (insert name) is bound to comply with the national match calendar compiled by SAFA.

## **82. CONTACTS**

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- 82.1 SAFA (insert name) shall not play matches or make sporting contacts with Associations that are not members of SAFA or with members of other LFAs without the approval of SAFA region having jurisdiction.

## **83. APPROVAL**

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- 83.1 Clubs, Leagues or any other group of Clubs that are affiliated to SAFA (insert name) cannot belong to another Association or participate in competitions on the territory of another Association without the authorisation of SAFA (insert name) and the other Association and of SAFA, except in exceptional circumstances.

## **84. UNFORESEEN CONTINGENCIES AND FORCE MAJEURE**

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84. The Local Executive Committee shall have the final decision on any matters not provided for in these Statutes or in cases of force majeure.

## **85. DISSOLUTION**

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- 85.1 SAFA (insert name) may, by resolution at an Extraordinary Congress called solely for this purpose, dissolve the Association.
- 85.2 A resolution to dissolve the Association will be of no force and effect unless:
- 85.2.1 it is carried with the support of seventy five percent (75%) of the total number of votes which would have been capable of being cast if every member in good standing at the date of the extra ordinary congress concerned had been fully represented at that meeting; and

85.2.2 it specifies a public benefit organization or organisations approved in terms of section 30 of the Income Tax Act 50 of 1962 as amended and sharing some of the aims and objectives of SAFA (insert name) to whom whatever property, capital and accrued income of SAFA (insert name) remains upon the winding up or dissolution of SAFA (insert name), shall be distributed after satisfaction of all debts and commitments of SAFA (insert name) and the proportions in which any such property, capital or accrued income shall be distributed to such organizations.

85.3 If SAFA (insert name) is disbanded its assets shall be transferred to an organisation with similar status and objectives as SAFA (insert name). It shall hold these assets in trust as bonus pater familias until SAFA (insert name) is re-established. The final Congress may, however, choose another recipient for the assets on the basis of a two-thirds majority.

## **86. ENFORCEMENT**

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86.1 These Constitution adopted at the SAFA (insert name) Congress on (insert date) at (insert place) and will come into force immediately.

## **87. INDEMNITY**

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87.1 The officials of SAFA (insert name) are indemnified against all losses, charges, costs, damages and all other expense and liability they may incur or be put to concerning the bona-fide execution of their duties as officials of SAFA (insert name).

## **88. UNFORSEEN MATTERS AND FORCE MAJEURE**

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88.1 Subject to the Constitution of the Republic, should this Constitution be silent on any matter that may arise, the Statutes of SAFA, FIFA and CAF shall apply, in that order, and if they too are silent the Local Executive shall give a ruling on such matter, which shall be final and binding.

## **89. RULES**

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89.1 SAFA (insert name) may, by a simple majority of votes cast at a Congress, adopt Rules consistent with these statutes.

89.2 Any Rules made in terms of Article 81.1 may be amended or repealed by a simple majority of votes cast at a congress.

89.3 Save as is set out in Articles 81.1 above, all Rules shall be deemed to form part of these statutes and shall be binding on the Association, all Members and all clubs and persons falling under the jurisdiction of the Association and its Members.

## **90. REVIEW AND RESCISSION**

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- 90.1 Members shall have the right to move a motion to review and rescind any resolution of SAFA (insert name). Notice of such motion may be given at the meeting at which the resolution is adopted and must be moved at the following meeting of SAFA (insert name) on pain of lapsing.
- 90.2 If such notice is not given at the meeting at which the resolution is adopted it must reach the Regional Executive Officer of SAFA (insert name) thirty (30) days prior to the Meeting at which it is to be moved, and the Regional Executive Officer shall inform all affiliates thereof at least fourteen (14) days prior to the meeting.
- 90.3 No resolution may be rescinded unless two-thirds (2/3) majority of the affiliates present and empowered to vote are in favour of the rescission.
- 90.4 Upon the rescission of a resolution SAFA (insert name) shall have the power to pass a fresh resolution as it deems fit.
- 90.5 No resolution may be reviewed more than once in any calendar year.

## **91. NOTICES**

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For the purposes of these statutes and the Rules and Regulations:

- 91.1 any document sent by registered mail shall be deemed to have been received within seven (7) working days of same having been posted;
- 91.2 any document proven to have been faxed successfully to a fax line shall be deemed to have been received at the address of that fax line within one (1) working day of same having been faxed;
- 91.3 any document proven to have been sent successfully by e-mail to an e-mail address shall be deemed to have been received by the owner of that e-mail address within one (1) working day of same having been successfully sent.

**ADOPTED BY THE REGIONAL CONGRESS HELD AT (insert the place) ON THIS THE ..... DAY OF  
(Insert month) 2012**

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**LOCAL SECRETARY**

**CERTIFIED TO BE IN LINE WITH SAFA STATUTES ON THIS ..... DAY OF ..... 2012.**

\_\_\_\_\_  
**CHAIRPERSON: SAFA LEGAL AND CONSTITUTIONAL AFFAIRS COMMITTEE (insert name of your  
region).**