

CONSTITUTION: BODYBUILDING SOUTH AFRICA (“BBSA”)



1. INTRODUCTION AND PRE-AMBLE

The International Federation of Bodybuilding and Fitness (hereinafter referred to as “the IFBB”) recognizes Bodybuilding South Africa (hereinafter referred to as “BBSA”) as the only affiliated IFBB federation in South Africa and only official member of the South African Sports Confederation and Olympic Committee (SASCOC), and shall not recognize any other organization and/or federation that seeks to unilaterally and/or independently associate with the IFBB.

2. INTERPRETATION

In the interpretation of BBSA’s Constitution and Rules, unless expressly stated otherwise, the following words or phrases shall have the following meaning:

- 2.1. “BBSA” shall mean Bodybuilding South Africa affiliated to the IFBB;
- 2.2. “Constitution” shall mean the by-laws of BBSA as set out in this document as well as the terms and conditions as set out in this document, as prescribed and amended from time to time by the Executive Council;
- 2.3. “Rules” shall mean those rules, regulations, policies, guidelines, directives and decisions which the Executive Council may from time to time prescribe and amend for the purpose of carrying out the objects and purpose of BBSA;
- 2.4. “Executive Council” shall mean the duly elected members of the National Executive Committee of BBSA;
- 2.5. “Congress” shall mean the National Annual General Meeting (AGM) held at the National South African Championships represented by the Executive Council, Non- Executive Members, Provincial Chairpersons or their duly appointed representatives or proxies;
- 2.6. “Member” shall mean a Member in good standing with BBSA, namely a Member who is in conformity with (non-breach of) the Constitution and Rules of BBSA;
- 2.7. “President” shall mean the duly elected president of BBSA.

3. LOGO

The logo of this organization, an impression of which is printed upon the front cover of this Constitution, shall be the official logo of BBSA. Where consent for use is granted, the logo shall not be modified in any way, shape or form except where the name of the Province or District is added underneath the logo.

4. NAME

This organization and/or federation shall nationally be known as Bodybuilding South Africa (“BBSA”), and provincially as BBSA followed by the name of the relevant province. The same shall apply *mutatis mutandis* to a district.

5. COMPOSITION

BBSA, under the then name and style of IFBB South Africa, was established in the 1960's as a National Sport Governing Body for the sport of bodybuilding and fitness and is composed of the Executive Council, non-Executive SA Members and those Provincial and District Structures that have been duly affiliated by the Executive Council.

6. OBJECTIVES

The objectives of BBSA are:

- 6.1. To develop, promote and control the sport of bodybuilding and fitness on a local provincial and national scale;
- 6.2. To bring public awareness to the sport of bodybuilding and fitness and to distribute information on all aspects of bodybuilding and fitness to interested parties;
- 6.3. To encourage mass participation in the sport;
- 6.4. To host youth and/or school health and nutritional programs;
- 6.5. To host fitness and nutrition based educational programs;
- 6.6. To host athlete seminars;
- 6.7. To train officials and administrators;
- 6.8. To promote an interest in and a dedication to better health and fitness through physical activities, proper nutrition and weight training.
- 6.9. To develop and strengthen friendship and co-operation among the members of BBSA;
- 6.10. To supervise the activities of the Provincial and District Structures and to maintain the standards of BBSA;
- 6.11. To legislate rules for the sport of bodybuilding and fitness;
- 6.12. To enforce the Code of Conduct of BBSA and to ensure proper discipline of its members;
- 6.13. To sanction, regulate and control all national bodybuilding and fitness competitions;
- 6.14. To implement a proper anti-doping control program at all sanctioned BBSA competitions;
- 6.15. To qualify Judges on a provincial, national, international and Pro League level;
- 6.16. To honour outstanding contributions to the sport of bodybuilding and fitness by members of BBSA;
- 6.17. To act as the official national representative of the sport of bodybuilding and fitness at all national sport federation's meetings and events.

7. HEAD OFFICE

The head office of BBSA shall locate to the province in which the President of BBSA resides.

8. GENERAL PROVISION

The general provisions of BBSA are:

- 8.1. BBSA is a non-profit organization;
- 8.2. Members of the Executive Council and/or Provincial and District Structures are democratically elected and/or appointed by the President in the event where democratic elections are impossible at that time due to whatsoever reason, and such members will serve on a voluntary basis;
- 8.3. BBSA forbids its members from engaging in any racial, political and/or religious discussions, demonstrations or acts that may result, whether directly or indirectly, in the fostering of bias or prejudice between any of its members;
- 8.4. BBSA does not distinguish or discriminate between individuals for reasons of sex, race, colour, religion and politics or any other reason whatsoever;
- 8.5. The duration of BBSA shall be unlimited;
- 8.6. Outside of an electoral year, if deemed necessary to ensure the smooth running of BBSA, the President may in consultation with the Vice President, hold the position to appoint any member to any position on a Provincial or National structure. And likewise, the President in consultation with the Vice President holds the position to dismiss any member from any position on a Provincial or National structure if deemed necessary;
- 8.7. The sole authority to interpret the Constitution and Rules shall rest with the President whose interpretation shall be final and binding. The President may, at his own discretion, seek the advice of members of the Executive Council before arriving at a final decision;
- 8.8. The Executive Council has complete authority to supervise and control all committees and activities of BBSA and all other issues which it deems essential for the proper administration and benefit of BBSA;
- 8.9. In the event that the President is unable to attend any particular function, he may delegate the Vice President to fulfil his duties. If the Vice President is also unable to attend the President may delegate any other member of the Executive Council to do so;
- 8.10. The meetings and proceedings of the Executive Council, Provincial and District Chairman are kept private;
- 8.11. The Executive Council may appoint an "ad hoc" committee for any specific function.

9. LANGUAGE

English shall be the official language of BBSA. All communications, publications, documents and correspondence between BBSA and its members shall be conducted and printed in English.

10. BANK ACCOUNT

- 10.1. The national structure will have an authentic bank account opened in the name of BBSA SOUTH AFRICA. There should be two signatories for this account. The two nominated signatories cannot be members of the same family.
- 10.2. All Provincial and District Structures will have an authentic bank account opened in the name of BBSA (AND PROVINCE/DISTRICT NAME). There should be two signatories for this account. The two nominated signatories cannot be members of the same family. The Provincial or District Treasurer will produce an updated quarterly financial statement and must present an annual financial statement at the BBSA NATIONAL CONGRESS as a norm and standard procedure, without a reminder or request.
- 10.3. All regional structures will have an authentic banking account opened in the name of BBSA (AND TOWN NAME). There should be two signatories for this account. The two nominated signatories cannot be members of the same family. The Regional Treasurer will produce an updated quarterly financial statement and must present an annual financial statement at the BBSA NATIONAL CONGRESS as a norm and standard procedure, without a reminder or request.

11. FINANCIAL REPORTING

- 11.1. BBSA shall keep all such accurate and complete accounting records, in English, as are necessary to enable BBSA to satisfy its obligations in terms of:
 - 11.1.1 the Income Tax Act;
 - 11.1.2 any other law with respect to the preparation of financial statements to which BBSA may be subject and IFRS;
 - 11.1.3 this constitution
- 11.2. BBSA shall each year prepare annual financial statements within six (6) months after the end of its financial year and shall be presented to the Congress at the first general meeting following the approval of such statements by the Executive Council;
- 11.3. The annual financial statements shall be prepared on a basis that is not inconsistent with any unalterable or non-elective provision of the Act and shall:
 - 11.3.1 satisfy, as to form and content, the financial reporting standards of IFRS for SME's or entity specific accounting policy;
 - 11.3.2 subject to and in accordance with the accounting policies as is deemed to be relevant for fair presentation;

- 11.3.3 present fairly the state of affairs and business of BBSA and explain the transactions and financial position of the business of BBSA;
 - 11.3.4 show BBSA's assets, liabilities and equity, as well as its income and expenses;
 - 11.3.5 set out the date on which the statements were produced and the accounting period to which they apply; and
 - 11.3.6 bear on the first page thereof a prominent notice indicating that the annual financial statements have been audited and the name and professional designation of the person who prepared them.
- 11.4. The accounting records are kept at the registered office of BBSA or at such other place or places as the Executive Council decides, and are always open for inspection by its Members.
- 11.5. The Executive Council determines from time to time whether, to what extent, at what times and places and under what conditions the accounting records of BBSA shall be open to inspection by Members, and no Member has any right to inspect any accounting records or documents of BBSA except as conferred by the Companies Act and/or other applicable legislation.
- 11.6. The Executive Council, in accordance with the Companies Act, ensures the preparation and tabling at the Congress, as a minimum requirement and performs all duties in relation to annual financial statements, accounting records and auditors in accordance with the Companies Act and other applicable legislation. Copies of the annual financial statements which are to be tabled at the Congress, are to be distributed not less than fifteen (15) Business Days before the date of the meeting.

12. WINDING UP

- 12.1 Notwithstanding anything herein to the contrary, the Executive Council at its sole discretion will have the authority to dispose of any assets of the company if so legally permitted to a worthy charitable organization or similar institution/registered NPC in the event of the termination of its mandate by members or for whichever reason BBSA may be disbanded.
- 12.2. BBSA shall be dissolved by a special resolution to be effected by the Members. Upon the dissolution of BBSA, the Executive Council shall, after making provision for the liabilities and obligations of BBSA and the costs of dissolving BBSA, distribute the whole of BBSA's income (including distributed income still in its possession) and assets to:
- 12.2.1 another entity approved by the Commissioner of the South African Revenue Service in terms of section 30B of the Income Tax Act;
 - 12.2.2 A public benefit organization approved in terms of section 30 of the Income Tax Act to be determined by the Executive Council at or before the time of dissolution or failing such determination by the Court;
 - 12.2.3 any institution, board or body which is exempt from tax under the provisions of section 10(1)(cA)(i) of the Income Tax Act, which has its sole or principal object the carrying on of any public benefit activity; or

- 12.2.4 any department of state or administration in the national or provincial or local sphere of Government of South Africa.
- 12.3. No past or present Member shall be entitled to any part of the net value of BBSA after the liabilities and obligations contemplated above have been satisfied.

13. REMUNERATION

- 13.1. BBSA may remunerate any member or official for services to BBSA with the consent of the Executive Council;
- 13.2. BBSA may not pay any remuneration to any person which is excessive, having regard to what is generally considered reasonable in the sector and in relation to the service rendered.

14. FIDUCIARY RESPONSIBILITIES

- 14.1. The Executive Council consisting of more than three (3) members who are not related to each other accept the fiduciary responsibility of BBSA. No single person shall directly or indirectly control the decision making powers relating to financial related matters of BBSA;
- 14.2. BBSA is prohibited from distributing any of its funds or assets to any person (otherwise than in the course of undertaking its objectives) and is required to utilize its funds solely for the objectives for which it has been established.
- 14.3. Any Member of BBSA is prohibited from having any personal or private interest in BBSA except in so far as rendering a service to BBSA.
- 14.4. BBSA is prohibited from directly or indirectly distributing any surplus funds to any person.
- 14.5. Substantially, the whole of the activities of BBSA shall be directed to the furtherance of its objectives and not for the specific benefit of an individual member or group;
- 14.6. BBSA is prohibited from holding any share or other interest in any business, profession or occupation which is carried on by its members.
- 14.7. The Executive Council undertakes to submit to the Commissioner of the South African Revenue Service, a copy of any amendment to this document within thirty (30) days of its amendment;
- 14.8. Substantially the whole, being a considerable majority of BBSA's funding, must be derived from its annual or other long term members.
- 14.9. BBSA undertakes to comply with the reporting requirements as may be determined by the Commissioner of the South African Revenue Service from time to time.
- 14.10. BBSA is not knowingly, and will not knowingly become, a party to, and does not knowingly and will not knowingly permit itself to be used as part of, an impermissible avoidance arrangement contemplated in Part IIA of Chapter III, or a transaction, operation or scheme contemplated in section 103(5) of the Income Tax Act.

- 14.11. The Executive Council will ensure that the annual tax return is submitted to the South African Revenue Services.

15. MEMBERSHIP

- 15.1. Membership in BBSA shall be non-transferable and shall be limited to those individuals, Districts and Provinces interested in furthering the objectives of BBSA and who agree, upon becoming members, to be bound by the Constitution and Rules and the decisions and rulings of the Executive Council. Membership shall be offered in the following categories:
- 15.1.1 Membership by Association: Judges, Administrators and Officials become members of BBSA by virtue of association with their National, Provincial or District Committee Structure, pursuant to the terms and conditions as set out in the Constitution and Rules;
- 15.1.2 Direct Membership: Individuals, Athletes, Gyms, Clubs, Organizations & Schools who wish to become members of BBSA will do so by paying a set and standard annual amount either to the Provincial, District or National Structure, who in turn will use such fees to administer, develop and/or promote BBSA. These fees will be revised from time to time.
- 15.2. Every member shall have the right to participate in and benefit from any activity of BBSA, as long as that member meets the qualifications of such activity;
- 15.3. Any member may resign from BBSA by submitting a written letter of resignation to the President.
- 15.4. Membership of any individual or provincial structure may be revoked by majority vote of the Executive Council.

16. FEES

- 16.1. Every recognized BBSA provincial district and/or regional structure shall pay an annual membership fee to BBSA, which amount shall be determined from time to time by the Executive Council;
- 16.2. Athletes shall pay their affiliation before competing in their first show of the season. Athletes may not compete unless affiliated to BBSA;
- 16.3. Individuals wanting to become members of BBSA shall affiliate to BBSA and pay a pre-determined affiliation fee;
- 16.4. Gyms, clubs, organizations and schools who wish to become a member of BBSA shall affiliate to BBSA and pay a pre-determined affiliation fee;
- 16.5. All affiliation fees shall be paid annually, and such fees may be revised at the annual BBSA National Congress from time to time.

17. AFFILIATION APPROVAL

- 17.1. All Regional, Provincial and District Structures will ensure that all affiliated athletes or individuals receive an affiliation card upon payment of their membership. All athletes must produce these cards at every show that they enter in that calendar year;
- 17.2. All Companies, Gyms, Schools, Clubs etc. that affiliate to the BBSA shall receive a certificate of approval. An official supporting document will set out the various categories for this section.

18. NATIONAL EXECUTIVE COMMITTEE

A. COMPOSITION

- 18.1. The National Executive Committee is composed of the following members set out hereunder;
- 18.2. Any one person may only hold one position on the Executive Committee. No one person may hold two or more positions on this Committee;
- 18.3. The elected positions are:
 - 18.3.1. National President
 - 18.3.2. National Vice President
 - 18.3.3. National Personal Assistant to the President
 - 18.3.4. National Secretary
 - 18.3.5. National Treasurer / 1st Statistician
 - 18.3.6. National Chief Judge
 - 18.3.7. National Backstage Manager
 - 18.3.8. National Marketing / PRO Officer
 - 18.3.9. National Development Officer
 - 18.3.10. National Head Judge
- 18.4. Other members that may hold National positions but are not Executive Members are:
 - 18.4.1. National Medical Advisor
 - 18.4.2. National 2nd Statistician
 - 18.4.3. National Legal Advisor
- 18.5. A Detailed Task Portfolio for each member can be found in APPENDIX 2 hereto.

B. POWERS AND AUTHORITY

18.6. The Members of the Executive Council shall be the directors of BBSA and as such, the Executive Council shall have power to:

18.6.1. Direct the affairs of BBSA in all matters, including the power to prescribe and amend the Constitution and Rules. The President, Vice Presidents and General Secretaries shall be responsible for the day-to-day management and operation of BBSA;

18.6.2. Supervise and control all of the activities of BBSA;

18.6.3. Make or cause to be made for BBSA, in its name, any kind of contract that BBSA may lawfully enter into;

18.6.4. Authorize expenditure on behalf of BBSA;

18.6.5. To take such steps as may be deemed requisite to enable BBSA to solicit or receive legal advice and the right to make payment for such services rendered;

18.6.6. Enter into trust arrangements with a trust company for the purpose of creating a trust fund in which the capital and interest may be available for the benefit of promoting the interests of BBSA in accordance with such terms as the Executive Council may prescribe;

18.6.7. Take such steps as may be deemed requisite to enable BBSA to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objectives and purposes of BBSA;

18.6.8. Ensure that the Constitution and Rules are followed by all of its Members and, in the event that the Constitution or Rules are breached, administer necessary disciplinary measures;

18.6.9. Convene the meetings of the Executive Council and Congress;

18.6.10. Ensure that the decisions of the Executive Council and Congress are carried out.

C. MEETINGS

18.7. The President shall call a closed meeting for members of the Executive Council at any time that he deems necessary. All members will be notified in advance of such a meeting.

D. TELECONFERENCE

18.8. Members of the Executive Council may participate in a meeting by means of a teleconference or any other form of other communication facility. This will be accepted as if the members were sitting in the meeting across the table in the same room.

E. NOTICE OF MEETINGS

- 18.9. The notice of any other meeting of the Executive Council (other than the standard annual National Congress held at the S.A. Championships) - shall be conveyed to each Member of the Executive Council either in writing or telephonically and an appropriate date, time and venue will be set up to accommodate all involved, and
- 18.10. Any error or omission in giving notice of any meeting or any adjourned meeting of the Executive Council shall not invalidate such meeting or make void any proceedings taken thereat.

F. QUORUM

- 18.11. Although it is preferable for all members to be present, the minimum quorum at any meeting of the Executive Council for a vote to be passed shall consist of the President and any other four Executive members.

G. CHAIRPERSON AND VOTING

- 18.12. The President shall be the chair at all meetings of the Executive Council and each Member of the Executive Council, who is present, shall have one vote. Every issue placed before the Executive Council shall be decided by the majority vote. In the event of a tie, the President shall have a second and deciding vote.

H. RESOLUTION

- 18.13. Between annual meetings of the Executive Council, a resolution in writing, approved by a majority of the Members of the Executive Council entitled to vote on that resolution, is as valid as if it had been passed at a meeting of the Executive Council.

I. MINUTES OF MEETINGS

- 18.14. The minutes of all meetings of the Executive Council shall be taken by the General Secretary or a duly appointed representative, and shall be forwarded to the Members of the Congress as part of the "BBSA CONGRESS REPORT".

J. VACANCY OF OFFICE

- 18.15. The office of a Member of the Executive Council shall automatically be vacated if:
- 18.15.1. If the Member resigns from office by delivering a written letter of resignation to the President;

- 18.15.2. If the Member is found guilty of breaching the Constitution or Rules or has not carried out a directive set out by the President;
- 18.15.3. If the Member bankrupt or suspends payment or compounds with his creditors;
- 18.15.4. If, a resolution is passed by a majority of the Members entitled to be present and to vote at a meeting of the Executive Council, that the Member is to be removed from office for just cause.
- 18.15.5. On death.

K. RETIREMENT

- 18.16. A retiring Member of the Executive Council shall remain in office until the dissolution or adjournment of the meeting at which his/her retirement is accepted and his/her successor is elected or appointed.

L. DECISIONS AND RULINGS

The decisions and rulings of the Executive Council shall be final.

M. ABSENCE OF MEMBERS

- 18.18. Any Member of the Executive Council who is absent without just cause from any two consecutive meetings of the Executive Council, and/or who neglects his/her duties, unless for a valid reason, may be replaced by a majority vote of the Executive Council.

N. PRIVACY

- 18.19. The sittings of the Executive Council shall be conducted in private unless otherwise decided by the President in consultation with the Vice President.

O. ELECTION OF MEMBERS TO THE EXECUTIVE COUNCIL

- 18.20. The Election of Members to the Executive Council shall be as follows:
 - 18.20.1. The duration of a term served by any member on the Executive Council is five (5) years (2010 / 2015 / 2020 / 2025 / 2030 etc.);
 - 18.20.2. However, if at any time before a member's term is completed and he/she is found guilty of:
 - 18.20.2.1. one or more incidences of breaching the Constitution and/or the Rules and Regulations of BBSA;

- 18.20.2.2. misconduct;
- 18.20.2.3. he/she is/set a bad example of representation of BBSA;
- 18.20.2.4. or if he/she continuously fails to carry out the tasks as per his/her portfolio;
- 18.20.2.5. or if he/she is not performing tasks to enhance or strengthen the success of BBSA.

This person may be removed as a member of the BBSA Executive Council by means of a voting consensus by the remaining Executive Council members.

- 18.20.3. Outside of an electoral year, if an Executive Member is dismissed or resigns or retires - only the Provincial Chairpersons and remaining members on the Executive Council may nominate a deserving member for that position;
- 18.20.4. A deserving member can only be nominated or appointed for a position on the Executive Council if he/she is an existing official member on a Provincial Structure and has served for a minimum of two (2) years on that committee, except where such a member is an active athlete;
- 18.20.5. Nominations for the various positions on the Executive Committee must be approved in writing by the Chairman of the nominee's Province; said approval must reach the office of the President by email or delivery by hand no later than thirty days before the due date of the special electoral meeting of the Congress;
- 18.20.6. Candidates for election or appointment to the Executive Committee must be present at the special electoral meeting of the Congress in order to be elected or appointed;
- 18.20.7. Members of the Executive Council, once elected or appointed shall take their responsibilities very seriously, must know the Constitution, Rules and Regulations of BBSA, must be able to fulfil their tasks as per their portfolio. The members shall have an obligation to attend all of the regularly convened meetings unless permission is granted by the President for him/her to appoint a representative or proxy;
- 18.20.8. When a vote takes place, if two or more candidates obtain an equal vote, there shall be a second ballot. If a tie still exists, the President shall cast a deciding vote.

P. RIGHT TO VOTE

- 18.21. Only members of the Executive Council and Provincial Chairpersons have the right to nominate and vote members for a seat on the Executive Council;
- 18.22. If an Executive Member is also a Chairperson of their Province, then he/she may only cast one vote;
- 18.23. This process shall take place at the annual BBSA NATIONAL CONGRESS.
- 18.24. Each member only has one vote per elected position.

Q. DUAL PORTFOLIO'S ON DIFFERENT STRUCTURE

- 18.25. Executive Council Members will be allowed to hold a position on the Council, a position on a Provincial Structure and a position on the Judges Panel. If this member is dismissed or resigns from one post, he/she may remain on the other/s.
- 18.26. No Executive Member shall hold two positions within the same divisional structure of BBSA.

R. VARIOUS DIVISIONS AND/OR STRUCTURES

- 18.27. The following are part of the BBSA structure and divided into the following three divisional structures:
- 18.27.1. The National Executive Committee;
 - 18.27.2. The Provincial and District Committees
 - 18.27.3. The Judges

19. BBSA NATIONAL CONGRESS AND OTHER NATIONAL MEETINGS

A. COMPOSITION

- 19.1. The Congress Members shall be comprising of the Members of the National Executive Council, the non-Executive National Members and the Chairperson of each Provincial and District Structures, *alternatively* their duly appointed representatives or proxies;

B. POWERS AND AUTHORITY

- 19.2. The powers of the Congress are as follows (but not limited to):
- 19.2.1. To confirm or withhold confirmation of the Constitution and Rules, and/or any Amendments to the Constitution and Rules;
 - 19.2.2. To consider any matter pertaining to the objectives of BBSA and to adopt any measures it may deem necessary on this subject;
 - 19.2.3. To receive, at each Congress, the annual reports of the Members as well as the annual Financial Reports;
 - 19.2.4. To properly consider and transact any general or special business brought before the Congress;
 - 19.2.5. To bring new ideas and tasks to the table, as well as to ensure that existing tasks are being carried out by each Province and District.

C. MEETINGS

- 19.3. The Executive Council shall meet once a year for their Annual General Meeting (AGM) on the occasion of the South African Bodybuilding Championships (towards the end of the season) and/or at any other time whenever convened by agreement of the President, Vice President, General Secretary or at the request of the majority of the Executive Council.

D. AGENDA

- 19.4. The agenda of the AGM of the Congress shall consist of (but not be limited to):
- 19.4.1. Call to order
 - 19.4.2. Verification of Delegates
 - 19.4.3. The examination and approval of the annual reports of:
 - 19.4.3.1. The National President;
 - 19.4.3.2. The National Vice President;
 - 19.4.3.3. National Personal Assistant to the President
 - 19.4.3.3. The National Secretary;
 - 19.4.3.4. The National Treasurer;
 - 19.4.3.5. The National Chief Judge;
 - 19.4.3.6. The National Marketing / PR Officer;
 - 19.4.3.7. The National Development Officer;
 - 19.4.3.8. The Provincial chairpersons;
 - 19.4.4. The affiliation of any new Provincial Structure, Regional Structure, or other similar structure;
 - 19.4.5. Budgets and Finances;
 - 19.4.6. Sponsorships;
 - 19.4.7. The selection of locations for the National South African Championships, and other Competitions when necessary;
 - 16.4.8. Delegates to represent BBSA and to accompany the teams of athletes to the various World Championships;
 - 19.4.9. Propositions from the Members present;
 - 19.4.10. Decisions of the Executive;
 - 19.4.11. Specific Provincial or District issues;

- 19.4.12 Judging matters;
- 19.4.13 New Judges Courses;
- 19.4.14 Provincial and District Calendar for the next season;
- 19.4.15 General BBSA matters and any new business;
- 19.4.16 Closing remarks and adjournment.

E. NOTICE OF MEETING

- 19.5. It is not necessary to forward the notice of the AGM of the Congress, as this is a standard procedure by BBSA. All will be notified should there be any special meetings or workshops called.

F. QUORUM

- 19.6. Although it is preferable for all Congress Members to be present at the BBSA National Congress, the minimum quorum required for a vote to be passed shall consist of the President, any other four members of the Executive Council *and* four Provincial Chairmen.

G. CHAIRPERSON OF MEETING AND MANNER OF VOTING

- 19.7. The President shall be the chair at the AGM of the Congress.
- 19.8. Each present Provincial and District Chairperson is entitled to one vote. Each present Member of the Executive Council is entitled to one vote. However, if a member is both Provincial of District Chairman and a Member of the Executive Council, he/she is still only entitled to one vote. Essential issues before the Congress shall be decided by majority vote. The chair of the meeting shall have a second and deciding vote in the case of a tie.

H. APPOINTED REPRESENTATIVE AND/OR PROXY

- 19.9. A Provincial or District Structure may by means of a written proxy, appoint a proxy holder to attend and act at an AGM of the Congress, in the manner and to the extent authorized by the proxy. A proxy holder must be a Member of the Congress. If a Provincial or District Chairman or Executive Council member cannot be present at a Congress, he/she can get permission from the President to duly appoint a representative.

I. MINUTES OF MEETING

- 19.10. The minutes of the AGM of the Congress shall be taken by the General Secretary, or a duly appointed representative, and shall be forwarded to the Members of the Congress as part of the "BBSA CONGRESS REPORT".

J. GENERAL

- 19.11. All items listed on the final agenda will be discussed at the AGM of the Congress and with time permitting, the President may allow other matters to be discussed;
- 19.12. To avoid the unnecessary prolongation of the Congress, the President shall have the authority to determine the number of speakers and the duration of all speeches;
- 19.13. The annual meeting of the Congress shall be conducted in private. Only official Members of BBSA shall be present unless prior arrangement by/with the President is made and permission is granted.
- 19.14. Provincial and District Chairpersons are to prepare the following, without reminders, for the BBSA NATIONAL CONGRESS:
- 19.13.1. A FULL PROVINCIAL OR DISTRICT YEAR END REPORT;
- 19.13.2. A FULL PROVINCIAL OR DISTRICT YEAR END FINANCIAL REPORT;
- 19.13.3. A DISC CONTAINING THE PROVINCIAL OR DISTRICT ATHLETES DATABASE.

20. BBSA PROVINCIAL AND DISTRICT COMMITTEES

A. COMPOSITION

- 20.1. The Provincial and District Committee structure is composed of the following Members:
- 20.1.1. The Chairperson
- 20.1.2. The Vice Chairperson
- 20.1.3. The Secretary / 1st Statistician
- 20.1.4. The Treasurer / 2nd Statistician
- 20.1.5. The Chief Judge
- 20.1.6. The Backstage Manager
- 20.2. Any Provincial or District member may only hold one position on a Provincial and District Committee Structure. There are six official positions with six members on each committee. Subject to par. 20.3, no one person may hold two or more positions on their Provincial Committee Structure;
- 20.3. In order to necessitate the smooth running of a Provincial and District Committee, an unlimited amount of seats will be available in the following positions:
- 20.3.1. The Provincial or District Development Officer/s;
- 20.3.2. The Provincial or District Marketing / PR Officer/s.

B. JUDGES

- 20.4. The Structure should also have a minimum of NINE Qualified Provincial or District Judges on their books at any one time.

C. POWERS AND AUTHORITY

- 20.5. The Provincial and District Committee shall be authorized by BBSA to carry out its objectives at a Provincial and District level and, as such, shall have the following duties (but not limited to) -

- 20.5.1. To administer the sport of bodybuilding and fitness within their own jurisdiction, according to the Constitution, its Rules and Regulations, Directives from the Executive Council and general requests from the National President or National Secretary;
- 20.5.2. To advise their Members of the current Constitution and its Rules and Regulations, decisions and directives of the President and/or members of the Executive Council as well as to advise of any policies and activities of the BBSA;
- 20.5.3. To promote BBSA in a positive way
- 20.5.4. To ensure unity between all members on their Provincial and District Structure as well as the general unity within BBSA and all of its members.

D. RESIGNATIONS

- 20.6 Any member of a Provincial and District Committee may resign from the BBSA Provincial and District Structure at any time by submitting a written letter of resignation to his/her Provincial Chairperson.

E. SUSPENSION

- 20.7. Any Provincial and District Structure may be suspended by BBSA for the following reasons:
- 20.7.1. Failing to make payment of its affiliation fee for two or more consecutive years;
- 20.7.2. Being in arrears with any other financial obligation of the BBSA;
- 20.7.3. Failing to adhere to or comply with the Constitution, Rules and Regulations, the decisions of the President or members of the Executive Council, or by ignoring any directive or request from BBSA;
- 20.8. Any notification regarding suspension, expulsion or dissolution of a Provincial or District Structure, shall be forwarded to the Provincial or District Chairperson concerned.

F. ELECTIONS OF MEMBERS FOR THE PROVINCIAL AND DISTRICT STRUCTURES

- 20.9. The duration of the term served by any member on a Provincial or District Structure is five (5) years (2010 / 2015 / 2020 / 2025 / 2030 etc.);
- 20.10. If, however a member on a Provincial or District Structure is found guilty of one or more incidences of breaching the Constitution, Rules and Regulations, being a negative example of representation for BBSA, is constantly negative or is not performing the tasks to enhance or strengthen the success of BBSA assigned to him/her by the President and/or Executive Council – he/she may be dismissed from their position on the Provincial or District Structure;
- 20.11. The President is entitled to, after consultation with the Vice President, make the decision to dismiss any member on a Provincial or District Structure;
- 20.12. If a member is voted off or dismissed from their committee structure, the position must be filled as quickly as possible in accordance with the relevant terms and conditions mentioned herein before to fill any vacancy;
- 20.13. Any person residing within the province who has a keen interest to become part of BBSA may send their CV to the Provincial or District Chairperson applying for a position on the Provincial or District Committee. This person will then be considered and voted on by the remaining Provincial or District Structure Committee and/or BBSA Provincial or District Members;
- 20.14. A Detailed Task Portfolio for each member can be found in APPENDIX 2 hereto.

G. VACANCY OF OFFICE

- 20.15. The office of a member of the Provincial or District Structure shall automatically be vacated if:
- 20.15.1. The member resigns from office by delivering a written letter of resignation to the Chairperson;
- 20.15.2. The member is found guilty to have breached the Constitution or Rules or has failed to adhere to a directive set out by the President;
- 20.15.3. The member bankrupts or suspends payment or compounds with his creditors;
- 20.15.4. At a meeting of the Provincial or District Structure a resolution is passed by a majority of the members entitled to be present and to vote at the meeting, that the member be removed from office for just cause;
- 20.15.5. On death.

H. RIGHT TO VOTE

- 20.16. Provincial or District Chairperson and Committee Members as well as Qualified Judges, Affiliated Athletes and Affiliated Individuals residing on a permanent basis within the area of jurisdiction of the said province or district have the right to nominate and vote members for a seat on the Provincial and District Structures;

- 20.17. If a Provincial or District Chairperson is also a Judge, he/she may only cast one vote;
- 20.18. This process shall take place at the BBSA PROVINCIAL OR DISTRICT CHAMPIONSHIPS of that year, *alternatively* at such a date and time as may be determined by the Provincial or District Chairperson.
- 20.19. Each individual will only have one vote per elected position.

I. DUAL PORTFOLIOS IN DIFFERENT STRUCTURES

- 20.20. Provincial or District Structure Members will be allowed to hold one position on their committee and also be a Qualified Judge. This Member may also have a seat on the Executive Structure. If this member is dismissed or resigns from one post, he/she may remain on the other/s;
- 20.21. No Provincial or District Member shall hold two positions within the same division/structure of BBSA.

21. BBSA PROVINCIAL OR DISTRICT COMMITTEE MEETINGS

A. MEETINGS

- 21.1. Members of a Provincial or District Structure shall meet to discuss the general day to day running of their province or District, finances, development, judges, competitions and general business etc., as a rule, once every two months;
- 21.2. However, when hosting a show, the Provincial or District Committee shall arrange as many meetings as deemed necessary to discuss and finalize all aspects of the upcoming show.

B. NOTICE OF MEETINGS

- 21.3. The Provincial or District Secretary shall send out a notice to advise Provincial or District Members of all meetings. It will however be acceptable for members to make arrangements for a new meeting at the closure of a current meeting. The confirmation of a date, venue and time can be agreed upon by all members and in such a case, no notice needs to be sent out.

C. QUORUM

- 21.4. For a vote to be passed the quorum at a provincial meeting shall consist of the Chairperson and any other four Provincial or District members.

D. MINUTES OF MEETING

- 21.5. The minutes of all meetings shall be taken by the Secretary or a duly appointed representative. The President may call for a copy of the minutes of a Provincial or District meeting at any time.

E. TELECONFERENCE

- 21.6. Members of the Provincial or District Structure may participate in a meeting by means of a teleconference or any other form of other communication facility. This will be acceptable as if the members were sitting in the meeting across the table in the same room.

F. ERROR OR OMISSION TO GIVE NOTICE

- 21.7. Error or omission in giving notice of any meeting or any adjourned meeting of the Provincial or District Structure shall not invalidate such meeting or make void any proceedings taken thereat.

G. CHAIRPERSON OF MEETING MANNER OF VOTING

- 21.8. The Chairperson shall be the chair at all meetings of the Provincial or District Structure;
- 21.9. Each Member of the Provincial or District Structure, who is present, shall have one vote;
- 21.10. Every issue before the Provincial or District Structure shall be decided by the majority vote. In the event of a tie, the Chairperson shall have a second and deciding vote;
- 21.11. All issues discussed and decided on must be within the confines and/or restrictions of BBSA's Constitution, Rules, Regulations, Requirements and/or Directives.

H. ABSENCE

- 21.12. Provincial or District Committee Members may not be absent from two (2) or more meetings during the course of the year. If he/she is absent for more than a total of two meetings throughout the bodybuilding and fitness year, he/she must give apologies and reasons in writing to the Chairperson, failing which he/she may face suspension or dismissal at the discretion of the Chairperson.

22. BBSA REGIONAL STRUCTURES

- 22.1. A Province may be divided into separate Regions.
- 22.2. The region will still fall within the main structure of the relevant Province;
- 22.3. The terms and conditions mentioned hereinbefore regarding a Provincial Structure shall apply *mutatis mutandis* to a Regional Structure.
- 22.4. The region will compete at the Provincial Championship of the main Provincial Structure;
- 22.5. The region may hold its own shows throughout the course of the year with the assistance of the main Provincial Structure.

23. OBLIGATIONS OF THE REGIONAL & PROVINCIAL AND DISTRICT STRUCTURES

Each Provincial or District Committee Structure has a set of obligations to fulfil within a bodybuilding and fitness season. It is the responsibility of the Provincial or District Structure to familiarize themselves with the necessary requirements and duties.

24. REQUIRED SHOWS PER PROVINCE

A. MINIMUM SHOWS PER PROVINCE

24.1. Every Provincial or District Structure is obliged to host three bodybuilding and fitness competitions within the province throughout a season, namely:

24.1.1 A development / novice competition anytime between February and April;

24.1.2 An intermediate competition anytime between May and July;

24.1.3 The Provincial or District Championships no less than two weeks prior to the BBSA NATIONAL CHAMPIONSHIPS.

B. HOSTING OF A NATIONAL SHOW

24.2. If a Province or District wins the bid to host any BBSA/ IFBB SA National Show, they will still put on the three required shows within their Province or District, as well as the National Show - this will then become the fourth show for the particular Province or District.

C. EXCLUSION FROM RUNNING A REQUIRED SHOW

24.3. Only with good reason may a Provincial or District Chairman apply in writing to the President for permission not to host any of the required shows in that season of competition.

24.4. The application mentioned in par. 21.3 should reach the President's office by no later than two full calendar months BEFORE the intended competition. No late applications will be considered.

24.5. The President reserves the right to accept or refuse such an application, and his decision is final.

25. SANCTIONED SHOWS

25.1. If a promoter or private individual would like to run a show and such show has not been sanctioned in any way or form by any other federation, does not appear on either advertising posters or official calendar of another bodybuilding and fitness federation, and no other federation is involved in any manner whatsoever, consideration may be given on application to sanction their show and provide assistance if and when needed;

25.2. The promoter or private individual will be required to present a written proposal;

- 25.3. Upon receipt of such application, consideration will be given to the promoter's knowledge and/or experience with the sport of bodybuilding, and must strive to put on a good show;
- 25.4. BBSA expects a financial budget forecast and planning of the show;
- 25.5. If the show is sanctioned by BBSA and assistance is given, BBSA shall have the right to charge the private promoter or individual 20% of the door money and collect the affiliation and entry money.
- 25.6. The application/proposal as mentioned hereinbefore must be directed to the President.
- 25.7. Only the President has the authority to give permission for any BBSA Member or Judge to lend assistance to a private show;
- 25.8. A Provincial or District Member, regardless of his/her portfolio, may not give permission for himself/herself or any other member on his/her committee or judge or assist any show that is not entirely a BBSA show, and that is not part of the National Calendar.
- 25.9. The individual/promotor may not approach a BBSA member or Judge directly. A BBSA member or Judge may not ask permission on behalf of the individual/promoter.

26. NATIONAL SHOWS

- 26.1. Every Provincial or District Structure shall send a team of athletes and two appointed Provincial or District Team Managers to the BBSA National Championship;
- 26.2. If there is any other National Championship arranged for the year, each and every Provincial or District Structure will be obliged to send a team and appoint two Team Managers to participate;

27. HOSTING A NATIONAL SHOW

- 27.1. Any Province or District wanting to host a National Show shall submit a bid to do so to the Executive Council;
- 27.2. If the Provincial or District bid to host any National Show is accepted, the Province or District shall have an obligation to fulfil and follow the SET REQUIREMENTS given by the Executive Council.

28. RULES AND REGULATIONS FOR PROVINCIAL OR DISTRICT TEAM PARTICIPATION AT ANY NATIONAL SHOW

- 28.1. All Provinces and Districts are required to ensure that they are fully aware of the Rules, Regulations and Requirements that need to be followed once they have selected a team to represent their province or district at any national show and/or competition.

29. RULES AND REGULATIONS FOR BBSA TEAM PARTICIPATION AT ANY INTERNATIONAL SHOW

- 29.1. All participating members to an IFBB International Championship are required to be fully aware of the Rules, Regulations and Requirements that need to be followed once they have been selected in a BBSA Team to represent SOUTH AFRICA at this Championship.

30. BBSA AMATEUR RULES AND REGULATIONS FOR ATHLETES

- 30.1. Any athlete wishing to become a member of BBSA by affiliating and/or competing must familiarize themselves with the BBSA Code of Conduct as found in APPENDIX 1 hereto.

31. OFFICIAL BBSA DRESS CODE

- 31.1. All official members of BBSA are expected to wear the full official BBSA dress at any special BBSA event including the main show of any provincial, district, national and international competition. If awarded official Protea Colours, any member may wear the official South African colours and/or dress code.
- 31.2. The BBSA dress code for men is:
- 31.2.1. Grey trousers
 - 31.2.2. White shirt
 - 31.2.3. Black shoes
 - 31.2.4. Navy blue blazer
 - 31.2.5. BBSA/IFBB tie
- 31.3. The BBSA dress code for ladies is:
- 31.3.1. Grey trousers or grey skirt
 - 31.3.2. White blouse
 - 31.3.3. Black shoes
 - 31.3.4. Navy blue blazer
 - 31.3.5. Option of wearing the BBSA/IFBB tie with a white shirt
- 31.4. After three (3) months of service, upon joining a Provincial or District Structure, he/she may receive a BBSA (AND PROVINCE OR DISTRICT) badge;
- 31.5. When a new Trainee Judge qualifies to become a Provincial or District Judge he/she will also be expected to start wearing the FULL OFFICIAL UNIFORM.

32. CASUAL BBSA DRESS CODE

- 32.1. All members are invited to wear the BBSA casual dress code at the following:
 - 32.1.1. At the weigh in procedure of a show
 - 32.1.2. At the pre judging event of a show
 - 32.1.3. For the setting up of a show
- 32.2. The casual BBSA dress code is:
 - 32.2.1. A black cotton collar shirt with short, three quarter or full sleeves. The BBSA Logo will appear on the left breast pocket and the IFBB slogan will appear on the back;
 - 32.2.2. In cooler weather, a black jacket may be worn;
 - 32.2.3. A pair of trousers or skirt of own choice;
 - 32.2.4. A pair of shoes of own choice

33. BBSA BADGES

- 33.1. The BBSA BADGE applicable for all BBSA members on the navy blue blazer is:
 - 33.1.1. All Executive Members and the Chairman of each Province or District will wear the BBSA BADGE (BBSA Head Office will supply these badges);
 - 33.1.2. Provincial, District and regional members and qualified provincial judges will wear the BBSA (AND PROVINCE OR DISTRICT) BADGE (The Provincial or District Structure will supply these badges);
 - 33.1.3. The BBSA HONOURS BADGE will be worn by team delegates and athletes selected to participate in an IFBB INTERNATIONAL CHAMPIONSHIP. (BBSA Head Office will supply these badges). With the prior written consent of the President, such a recipient may attach a scroll underneath the badge with the details of the country and year of the said IFBB International Championship. If the same athlete or delegate represents BBSA again, he/she will receive an official BBSA Letter of Confirmation granting him/her permission to add a new scroll with the details of the country and year under the badge and first scroll, and so on.
- 33.2. The applicable BBSA badge will be worn on the left hand breast pocket by all members and no other badge will be worn on the blazer.
- 33.3. Members may wear pin icons on the lapel of their blazer.

34. JUDGES

- 34.1. All Provinces and Districts shall host a New Judges Course at the start of the new bodybuilding and fitness season (between the 15th of January up to the 28th of February);
- 34.2. All Provinces and Districts shall also host a refresher seminar for all of their existing Qualified Judges sometime in February separate to that of the New Judges Course;
- 34.3. All Provinces and Districts should have at least NINE qualified Judges on their database;
- 34.4. A Provincial or District Chief Judge will be elected and appointed by the President after consultation with the National Chief Judge;
- 34.5. All Provincial or District Chief Judges must judge at the BBSA National Championship. If a Provincial or District Chief Judge cannot judge at the BBSA National Championship for any reason whatsoever, he/she must notify the President thereof not less than one month prior to the BBSA National Championships;
- 34.6. All Provincial or District Chief Judges must attend the National JUDGES SEMINARS;
- 34.7. Active athletes may not compete and attend the New Judges Course in the same season. They may only do one or the other.
- 34.8. All New Judges (and existing Judges) will be asked to sign an official BBSA document which will pledge their commitment as an official to the BBSA;
- 34.9. Each Provincial or District Structure will ensure that the qualified judges within their Provinces or Districts receive a Judges Card and that same is kept up to date by the Provincial or District Chief Judge. This card is to be brought to all National Championships where a particular judge is appointed;
- 34.10. All Provincial or District Chairpersons / Provincial Chief Judges / Judges are to refer to the BBSA JUDGES MANUAL for all information on Judging Matters.

35. NATIONAL AND PROVINCIAL CALENDARS

- 35.1. All Provincial or District Chairmen will be required to submit their competition dates for the following bodybuilding and fitness season to the National Secretary on or before the 30th of November of every year;
- 35.2. Once the National Competition Calendar has been finalized and printed, no Provinces or Districts may change any of the details, postponed or cancel a show in any way for that particular season.
- 35.3. Over and above the National Calendar, each Province or District will design its own advertising poster for the competition being held, no less than twelve weeks (three months) before that particular show.
- 35.4. The poster will include (but not be limited to) all relevant details such as:
 - 35.4.1. Name of the show / championship;
 - 35.4.2. Date and venue;

- 35.4.3. Times for weigh in procedure;
 - 35.4.4. Times for pre judging;
 - 35.4.5. Times for main show;
 - 35.4.6. Athletes Affiliation cost;
 - 35.4.7. Athletes Entry cost;
 - 35.4.8. Door charge for spectators (scholars/adults);
 - 35.4.9. The various divisions offered;
 - 35.4.10. Special requirements;
 - 35.4.11. Shall contain appropriate sponsors logo's;
 - 35.4.12. Shall contain the BBSA LOGO;
 - 35.4.13. Shall contain the SASCOG LOGO;
- 35.5. A copy of the advertising poster must then be sent to the BBSA Head Office no less than eight weeks (two months) prior to a Provincial or District Show for the official web site advertising. Strict time constraints must be adhered to. When approved by BBSA, the Province or District will then print the poster and distribute same at all gyms, health shops, pharmacies, supplement shops, schools, selected magazines and local newspapers within the Province or District;

36. BBSA EXECUTIVE COUNCIL MEMBERS, PROVINCIAL AND DISTRICT STRUCTURE MEMBERS, REGIONAL STRUCTURE MEMBERS, TRAINING JUDGES, QUALIFIED JUDGES AND AFFILIATED ATHLETES LENDING ASSISTANCE IN ANY WAY OR COMPETING IN OTHER FEDERATIONS THAN BBSA's SHOWS OR COMPETITIONS

- 36.1. Any BBSA Member who holds an official position within BBSA on a District, Provincial or National level (i.e. Executive Member, Non-Executive National Member, Provincial or District Structure Member, Regional Structure Member, Training Judge or Qualified Judge) may not under any circumstances lend services or assistance, compete or be involved in any manner whatsoever to any other bodybuilding and fitness federation;
- 36.2. The same prohibition applies if the official is also a competing athlete;
- 36.3. If the official is also a personal trainer, he/she may train a client but he/she may not go with their client and actively assist their client with the actual preparation to go on stage at any other federation's show.
- 36.4. Members who become part of BBSA on a Council, Committee or on the Judging Panel are automatically regarded as officials of BBSA and as such are bound by this Constitution, Rules and Regulations and most importantly, loyalty.

37. BBSA EXECUTIVE COUNCIL MEMBERS, PROVINCIAL AND DISTRICT STRUCTURE MEMBERS, REGIONAL STRUCTURE MEMBERS, TRAINING JUDGES, QUALIFIED JUDGES AND AFFILIATED ATHLETES LENDING ASSISTANCE IN ANY WAY OR COMPETING AT PRIVATE SHOWS

- 37.1. Any BBSA Member who holds an official position within BBSA on a District, Provincial or National level (i.e. Executive Member, Non-Executive National Member, Provincial Structure Member, Regional Structure Member, Training Judge or Qualified Judge) may not under any circumstances lend services or assistance of any kind to any Promoter or private individual who is running a show, and who's show has been sanctioned in any way by another bodybuilding and fitness federation;
- 37.2. If the official is also an athlete, he/she may not under any circumstance compete at any Promotor or Private Show if it has been sanctioned in any way by another bodybuilding federation (or they are assisting in any way at the show).
- 37.3. If the official is also a personal trainer, he/she may train a client but he/she may not actively assist their client with the actual preparation to go on stage at any Promoter or Private show if it has been sanctioned in any way by another bodybuilding and fitness federation.

38. BBSA EXECUTIVE COUNCIL MEMBERS, PROVINCIAL AND DISTRICT STRUCTURE MEMBERS, REGIONAL STRUCTURE MEMBERS, TRAINING JUDGES, QUALIFIED JUDGES AND AFFILIATED ATHLETES LENDING ASSISTANCE OR COMPETING AT SANCTIONED SHOWS

- 38.1. Only if a show held by a private promoter is fully and completely sanctioned by BBSA may officials participate. If the member is not sure of the status of the sanction, then he/she should enquire with the BBSA Head Office first before competing or providing assistance etc.

39. CONTRAVENTION OF SECTIONS 36, 37 AND 38

- 39.1. If a BBSA official is found to have contravened Sections 36, 37 and 38 the following sanctions shall be implemented:
- 39.1.1 If this is a first offence, the official will receive a one-year suspension of all duties and participation from all competitions within BBSA from the date of contravention;
- 39.1.2 If this is a second offence the official will receive a ban from BBSA.

40. DISCIPLINE

- 40.1. Executive Committee Members, National Members, Provincial or District Structure Members, Regional Structure Members, Judges, Bodybuilders and Fitness Athletes, Individuals, and Officials join BBSA voluntarily and thereby agree to respect and abide by the Constitution, Rules, Regulations and in particular the BBSA CODE OF CONDUCT;

- 40.2. Should any individual contravene the Constitution, Rules, Regulations and in particular the BBSA CODE OF CONDUCT or any decisions or directives made by the President or Executive Council, they automatically negate their status as a member in good standing and as such may be prohibited from enjoying any privileges that would normally accrue by virtue of being a member in good standing with BBSA.

A. DISCIPLINARY ACTIONS

- 40.3. Any member that is in contravention of the Constitution, Rules, Regulations and Code of Conduct will be subject to disciplinary actions against him/her;
- 40.4. The President in consultation with the Vice President shall have the authority to appoint an "ad hoc" committee whose purpose will be to investigate any disciplinary matter and to report the findings of the investigation to the President;
- 40.5. Should such "ad hoc" committee recommend that the particular member receives a warning, same will be issued by the President;
- 40.6. Should such "ad hoc" committee recommend that further actions be taken against any member; the member will be informed in writing of the proposed hearing. Such notice will include the date, time and venue of the hearing. It will also set out the charges and/or transgressions the member will be tried on.
- 40.7. The President will appoint a Chairman who will preside over such hearing, as well as a representative who will be acting on behalf of BBSA. The member may be represented by a fellow member of BBSA. No legal representatives will be allowed at the hearing on behalf of any party.
- 40.8. The President may in his discretion decide to suspend such member until finalization of the disciplinary hearing as referred to in par. 40.6 and 40.7 above.

B. SANCTIONS

- 40.9. If a member (Executive, National, Provincial, District, Regional, Judge, Official, Athlete or Individual) is found guilty of contravening the Constitution, Rules, Regulations and/or Code of Conduct the Member may be reprimanded, fined, suspended or expelled from BBSA;

C. GENERAL

- 40.11. Any athlete or official who is suspended may not compete, give an exhibition or seminar, judge or otherwise officiate, organize events, or act in an administrative capacity within BBSA;
- 40.12. Any athlete or official who threatens or is aggressive toward a judge or official by word or gesture, or uses offensive words to any other athlete or official may be fined, suspended or expelled;
- 40.13. Any athlete or official who engages in activities of a pornographic nature, or whose conduct is deemed prejudicial to BBSA may be fined, suspended or expelled.

- 40.14. Any athlete or official who has been arrested for whatever reason and is waiting on a hearing and/or a sentence to be passed, BBSA reserves the right to suspend the said athlete or official until such time that the hearing or sentencing has taken place;
- 40.15. Disciplinary action will be taken against any member for prejudicial conduct, where such conduct is defined as being demonstrably harmful to BBSA and/or the sport of bodybuilding and fitness.

41. APPEALS

- 41.1. Any Member who believes that he/she has been wronged in any way shall have the right to file a complaint or appeal to the President who shall investigate the complaint or appeal;
- 41.2. The President shall then decide on the complaint and/or appeal, and shall report such decision to the complainant or appellant. There shall be no right of appeal from the interpretation given to the Constitution and Rules by the President.

42. BBSA RESERVES THE RIGHT OF ADMISSION

- 42.1. BBSA and/or any of its Provincial and District Structures will reserve full right of admission to allow or not to allow anyone participating in or attending a BBSA show.

43. BBSA PROPERTY RIGHTS

- 43.1. If a person either resigns or is dismissed from a committee, he/she concerned cannot lay claim in any way to any property, asset or administrative material and proclaim this as his/her property. All property, assets and administrative material will be passed on from the person/s leaving to their successor/s that will sit on the committee structure.
- 43.2. The said property and/or assets comprise of the following items (but are not limited to this):
- 43.2.1 THE BANK ACCOUNT AND ALL FINANCES IN THE BANK ACCOUNT;
 - 43.2.2 A CURRENT FINANCIAL STATEMENT AND ALL COPIED BANK STATEMENTS
 - 43.2.3 ANY TROPHIES, MEDALS, PRIZES, CLOTHING, GIVE-aAWAYS THAT HAVE NOT BEEN USED
 - 43.2.4 A COMPLETE LIST OF SPONSORS AND THEIR CONTACT DETAILS
 - 43.2.5 A COMPLETE LIST OF THE ATHLETES DATABASE
 - 43.2.6 GENERAL ADMINISTRATION
 - 43.2.7 ADMIN CORRESPONDENCE
 - 43.2.8 BBSA INTELLECTUAL PROPERTY RIGHTS

- 43.3. A person who joins BBSA in any capacity do so on a voluntary basis and is fully aware that one of their primary tasks is to contribute to the smooth running and maintenance of their Provincial or District Structure. They do not own or have any claim to the property and/or assets of BBSA (this includes all that is brought in by or contributed by either an individual or by the group of people on a structure);
- 43.4. If an individual or member of a committee structure leaves for whatever reason, refuse to adhere to this article, full and appropriate legal action will be taken against them.

44. DOPING

A. POSITION STATEMENT

- 44.1. The practice of sport involves physical health and fitness, dedication to training and proper nutrition. Doping, which include the use of *prohibited substances* and *prohibited methods* to artificially enhance performance, is unethical, contrary to the concept of fair play, undermines the values of sport, and can endanger the health of the athletes. The practice of doping is forbidden within the IFBB and therefor BBSA;
- 44.2. The IFBB (and therefor BBSA) officially recognizes the World Anti-Doping Agency (WADA) as the international authority in anti-doping matters. The IFBB is an Official Signatory to the WADA Code and, by means of the IFBB Anti-Doping Rules, conforms to the provisions of the WADA Code;
- 44.3. BBSA is fully committed to drug testing and is fully compliant with the SA INSTITUTE FOR DRUG FREE SPORT (SAIDS). SAIDS is fully compliant with the WADA CODE – who in turn recognizes BBSA as the only official Bodybuilding and Fitness Federation as a signatory to the Code.

45. HONORARY LIFE MEMBERSHIP

- 45.1. The President may grant Honorary Life Membership to any deserving individual for meritorious service to BBSA and to the sport of bodybuilding and fitness. All such individuals shall have the right to attend the annual meeting of the Congress and may join in the discussions but shall not have the right to a vote.

46. FINANCIAL SPONSORSHIP TO AN ATHLETE

- 46.1. When and if a Province or District is able to, they should give a financial subsidy to Provincial or District Athletes and Officials participating either in a National or International Competition.

47. FINANCIAL OBLIGATIONS OF MEMBERS OF BBSA

- 47.1. An athlete, delegate or any other member of BBSA will be expected to cover all personal financial obligations (travel, accommodation etc.) when competing Provincially, Nationally or Internationally irrespective of any subsidy that such athlete, delegate or member may receive from BBSA.

- 47.2. BBSA (or any of its members, officials and / or provinces) will not be held responsible for settling any outstanding bills or expenses for an athlete, delegate or member. If an athlete, delegate or member fails to abide by this rule, he/she will face legal action as well as a possible suspension or even a ban from BBSA.

48. DISTRICT, PROVINCIAL & NATIONAL ATHLETES DATABASE

- 48.1. All Provinces or District will keep an up to date database of all athletes. The President has the authority to call for a copy of this document/disc at any time;
- 48.2. As a matter of course and without reminders for all Provinces and Districts – an updated database of all their athletes should be burned onto a disc and presented to the President at the BBSA CONGRESS simultaneously with their end of year reports;
- 48.3. BBSA (AND PROVINCE OR DISTRICT) database list in any format *remains the sole property of BBSA (within the Province or District)*. This is not to be given out to any Company or Individual Person or to any Sponsor by any member or members on any of the Provincial and District Structures;
- 48.4. Once a National database is formulated with information received from each Province or District – this too will *remain the sole property of BBSA*;
- 48.5. BBSA will protect the confidentiality of an athlete, official or judge whose details may appear in the BBSA database.

49. “BYES” AWARDED TO ATHLETES

A. DEFINITION OF A “BYE”

- 49.1. For an athlete to miss the qualifying Provincial or District Championships (in their Province or District) and move straight to the BBSA National Championship. This should be considered **VERY SPECIAL** – and not something freely given at random;
- 49.2. A Provincial or District Chairman may consider awarding an athlete a “BYE” for a PROVINCIAL OR DISTRICT CHAMPIONSHIP based on the following:
- 49.2.1 If an athlete is a more advanced bodybuilder or fitness competitor who regularly competes in BBSA National Championship and has won his / her division on more than one occasion;
- 49.2.2 If an athlete has represented BBSA at an International Championship;
- 49.3. No “BYE” will be granted to any athlete for the BBSA National Championship to automatically progress to any of the IFBB International Championships. No exceptions will be made for any reason whatsoever.

50. PHOTOGRAPHS AND VIDEO'S OF ATHLETES

- 50.1. BBSA (on a Provincial, District and/or National level) will appoint an official photographer at selected BBSA shows. Not only can the athletes themselves purchase the photographs, but BBSA either on a Provincial, District or National level are automatically entitled to use the athletes photograph for any purpose of advertising in any form of media, to further the goals of BBSA. This can be done without the consent of the athlete;
- 50.2. BBSA (on a Provincial, District or National level) will appoint an official person to take a video at selected BBSA shows. Not only can the athletes themselves purchase the video of the show, but BBSA (either on a Provincial, District or National level) is entitled to use the competition video for any purpose of advertising in any form of media or to further the goals of BBSA. This can be done without the consent of the athlete, BBSA member or any general audience member that may appear on the video;
- 50.3. Photographs and/or videos of a BBSA show remain the property and copyright of BBSA. It should not be allowed that "random" photographers and/or individuals take video's/photographs and sell same to the athletes, general public, publish them in any form of media or put up on to a web site without the proper authority and acceptance of BBSA.

51. BBSA PRO CARDS

- 51.1. A PRO CARD for a BBSA athlete can only be obtained by written application to the BBSA PRESIDENT for an IFBB Pro League recognized division;
- 51.2. If the athlete meets all requirements mentioned hereunder, the BBSA President shall apply on behalf of the athlete to the IFBB President;
- 51.3. All of the following criteria must be met for any athlete's application to be considered by the BBSA President:
- 51.3.1 The athlete needs to be a well-known top BBSA athlete;
 - 51.3.2 The athlete will be expected to be *solely loyal to BBSA* and shall not compete or guest pose in any other federation's shows for a minimum period of two consecutive years (or two full seasons) directly prior to and up to the date of application;
 - 51.3.3 In the same year of application the athlete must:
 - 51.3.3.1 Compete in the BBSA National Championship and win his/her division, **and**
 - 51.3.3.2 Compete in an IFBB Continental Championship (for example the IFBB African Championship) and win the overall title, **or**
 - 51.3.3.3 Compete in any Arnold or Olympia Amateur event and win the overall title, **or**
 - 51.3.3.4 Represent South Africa at the IFBB World Championship and win his/her division.

- 51.4. An application for a PRO CARD should be reduced to writing and must include three full length photo's (a front view / a back view / a side view);
- 51.5. Once all criteria have been met and the athlete's application has been sent to the BBSA President, an application will be forwarded to IFBB INTERNATIONAL;
- 51.6. BBSA cannot guarantee that an athlete will be awarded his/her PRO CARD as this will be at the sole discretion of IFBB INTERNATIONAL.

52. COMPETING AT IFBB INTERNATIONAL SANCTIONED SHOWS

- 52.1. Any BBSA athlete wishing to compete at any IFBB International sanctioned show may only do so if selected by BBSA and with the approval/consent of BBSA.

53. COMMUNICATION WITH IFBB INTERNATIONAL

- 53.1. No athlete or official may communicate directly with IFBB International without the prior written consent of the President.

54. INTELLECTUAL PROPERTY RIGHTS

- 54.1. BBSA reserves all of its Intellectual Property Rights, which may include but is not limited to any official document, logo, marketing material, slogans, images (pictures and video) at BBSA sanctioned shows;
- 54.2. Without the prior written consent of the President, no offsite agent and/or service provider who are not accredited by BBSA is allowed to take any pictures or videos inside a BBSA sanctioned show venue, with the intention to use such picture or video in any way to market and/or advertise their product or service or to falsely create the impression that such agent and/or service provider and/or their service or product is accredited by BBSA

55. AMENDMENTS

- 55.1. The Constitution, Rules and Regulations may be repealed or amended by a majority decision of the Executive Council;
- 55.2. The BBSA CODE OF CONDUCT and TASK PORTFOLIO as found in APPENDIXES 1 and 2 hereto form an integral part in the management and governance of BBSA and should be read, interpreted and seen in that light and as if it was specifically mentioned and incorporated herein.

APPENDIX 1 to the BBSA CONSTITUTION

BODYBUILDING SOUTH AFRICA CODE OF ETHICS

Introduction:

The BBSA Code of Ethics exist as a set of beliefs that have been written to serve as guidelines for the way in which all Members, be they athletes, judges, officials, administrators or others, should strive to conduct themselves as Members of the BBSA family. Members join BBSA of their own free will and, in so doing, agree to abide by the BBSA Constitution, Rules and Regulations of which the Code of Ethics forms an integral part. Any Member who is found to have contravened the Code of Ethics may be subject to disciplinary measures.

1. Athletes:

We, the athletes, realizing that our conduct reflects on the good name of the sport, and realizing the responsibility thereby placed upon us, pledge ourselves:

- 1.1. to fulfil our responsibility to society, to other athletes, judges, officials, and administrators of BBSA;
- 1.2. to honour, dignify, and support the sport by competing in the best condition and to the best of our ability, and by being in top shape when giving an exhibition or a seminar;
- 1.3. to respect our opponents on equal terms in the spirit of friendly rivalry and good sportsmanship;
- 1.4. to respect the BBSA Constitution, Rules and Regulations as well as the rules of competition and to observe them honestly in cooperation with other competitors, judges, officials, administrators and organizers;
- 1.5. to accept the decisions of the judges, officials and administrators in the spirit of good sportsmanship without descending to selfish recriminations, realizing that these decisions have been made honestly, fairly and objectively;
- 1.6. to assist BBSA in the promotion of the sport by acting as a goodwill ambassador of the sport, promoting the sport in a positive manner, and protecting the good image and integrity of the sport, BBSA and the IFBB;
- 1.7. to work for BBSA, not against it, in promoting its values, morals and ethics; to exercise our right to protest in a courteous, respectful manner, following the proper chain of command; to refrain from innuendo, malicious gossip and rumour-mongering; to refrain from personal attacks against any other Member of BBSA;
- 1.8. to continue striving for bodily perfection and correct moral principles;
- 1.9. to honour the special trust bestowed upon us by our participation in, and by our representation of, BBSA, the IFBB and our country, at international events, and to adhere to the standards of personal conduct expected of us;

- 1.10. to recognize the value of the sport and to promote its future by serving as an example to inspire other people to participate;
- 1.11. to cooperate with our officials and administrators in the development of high standards, both moral and physical, for the sport and in the progressive furtherance of the objects of BBSA;
- 1.12. to oppose the use of banned substances and methods and to compete drug-free;
- 1.13. to refrain from any conduct that may be considered prejudicial to BBSA;
- 1.14. to conduct ourselves at all times in a manner that reflects positively upon the image of the sport and BBSA;

2. Judges:

We, *the judges*, realizing that our actions and decisions as judges reflect on the good name of the sport, and realizing the responsibility thereby placed upon us, pledge ourselves:

- 2.1. to apply honestly, impartially, and objectively all of the rules governing competitions;
- 2.2. to safeguard the interests of all competitors on equal terms;
- 2.3. to cooperate in providing the best possible conditions for the benefit of the competitors, other officials and administrators;
- 2.4. to respect the feelings and competitive drive of the athletes and to make reasonable allowances for their heightened emotions in the heat of competition;
- 2.5. to respect the BBSA Constitution, Rules and Regulations and the requirements of an effective administration and to cooperate willingly and promptly with the officially elected or appointed administrators and other officials in the carrying out of their duties and responsibilities;
- 2.6. to cooperate with the organizers of the competitions by rendering decisions clearly and promptly and in accordance with the requirements of the competition or judging procedures;
- 2.7. to refrain from attempting to influence the decisions of other judges or officials, and to respect their individual opinions and decisions;
- 2.8. to assist BBSA in the promotion of the sport by acting as a goodwill ambassador of the sport, promoting the sport in a positive manner, and protecting the good image and integrity of the sport, BBSA and the IFBB;
- 2.9. to work *for* BBSA, not *against* it, in promoting its values, morals and ethics; to exercise our right to protest in a courteous, respectful manner, following the proper chain of command; to refrain from innuendo, malicious gossip and rumour-mongering; to refrain from personal attacks against any other Member of BBSA;
- 2.10. to honour the special trust conferred upon us by our selection as judges, and to adhere to the standards of personal conduct expected of us;

- 2.11. to cooperate with the athletes, other officials, and administrators in the development of high standards, both moral and physical, for the sport and in the progressive furtherance of the objects of BBSA;
- 2.12. to oppose the use of banned substances and methods and to take reasonable measures to ensure that all athletes are competing drug-free;
- 2.13. to refrain from any conduct that may be considered prejudicial to BBSA;
- 2.14. to conduct ourselves at all times in a manner that reflects positively upon the image of the sport, BBSA and the IFBB.

3. Officials:

We, *the officials*, realizing that our policies, decisions, and actions reflect on the good name of the sport, and realizing the responsibility thereby placed upon us, pledge ourselves:

- 3.1. to serve all members, be they athletes, judges officials, or other administrators, according to their needs;
- 3.2. to promote, through the sport, an understanding of its objectives, its values and achievements, uniting all those who participate, in whatever capacity, in the feelings of mutual respect and friendship;
- 3.3. to safeguard the health and physical fitness of the athletes;
- 3.4. to provide the athletes with the best possible conditions for achieving bodily perfection;
- 3.5. to provide the athletes, judges, officials, and other administrators, with the best possible conditions for the conduct of competitions.

BBSA

NATIONAL EXECUTIVE & PROVINCIAL/DISTRICT COMMITTEE

TASK PORTFOLIO'S



NATIONAL EXECUTIVE

The NATIONAL EXECUTIVE President of BBSA

The President is the Chief Executive Officer of BBSA, and as such has the following duties:-

1. To have the general and active management of the affairs of BBSA.
2. To have the responsibility for all the day to day activities and the running of BBSA.
3. To Chair, to Direct, to Debate, to Preside over and keep to order at all meetings of the Executive Council and Congress.
4. To ensure that all orders, directives and resolutions are carried out by the Executive Council and Provincial or District Structures.
5. In consultation with the National Secretary, to have authority to interpret any matter arising out of the Constitution and Rules and as such his decision of the interpretation shall be binding and final.
6. To be the official spokesperson and representative for BBSA.
7. To represent BBSA at the IFBB International Congress – (which is held over the same time as the IFBB Men's World Championships). He may also represent BBSA at any other International Championship held throughout the year.
8. To play a principal role in the opening of any / all South African Championships.
9. To preside over the Judges Committee at Championships, with the authority to settle any dispute or appeal that may arise.
10. To have authority to appoint an "ad hoc" committee whose purpose shall be to deal with any issue that may arise and the President feels that a "special" committee is needed.
11. To have a second and deciding vote in the event of a tie at any meeting of an electoral nature.
12. To have the authority to appoint a representative to attend any particular event should he, for whatever reason, be unable to do so. The representative shall be accorded the same privileges as the President.
13. To be the ex-officio member of all standing or "ad hoc" committees.
14. To make the final selection of athletes that will compete at any International Championship.
15. The President alone or in consultation with any other Executive Member holds the right to appoint any member to any position on a Provincial, District or National structure if he deems it necessary to maintain the standards of BBSA. Likewise, the President alone or in consultation with any other Executive Member holds the Position to dismiss any member from any position on a Provincial, District or National Structure if he deems it necessary to maintain the standards of the BBSA.
16. The President is responsible to ensure the smooth running of BBSA.
17. The President holds full right to call for any form of documentation or finance reports, from any Province at any time.

18. The President has the right to delegate any task to any member on the Executive Council or any member of a Provincial or District Structure. And as such the said person shall carry out the instruction to the fullest and to the best of his/her ability.
19. The President shall have the right to make decisions that will pave the way forward in a positive light for BBSA.
20. The President shall lead BBSA with integrity, strength, and honesty.
21. To do an inspection tour in a Province or District that may be hosting a National Championship. The Hosting Province to assist with arrangements for this.
22. To present awards at Championships and at Seminars or Camps.
23. To be at any government meeting which may involve BBSA as a whole.

The NATIONAL EXECUTIVE Vice President of BBSA

The Vice President shall have the following duties:-

1. To be aware of the Constitution, Rules and Regulations, of BBSA.
2. To assist the President in the performance of his duties when called to do so.
3. To assist the President in the resolution of any problems that may arise as a result of a violation of the Constitution and Rules by any member if called to do so.
4. To represent BBSA when mandated to do so by the President.
5. To assist with the day to day running of BBSA when necessary.
6. To fulfil any other duties that may be assigned by the President or Executive Council
7. To assist the President with selections of teams to participate internationally when called to do so.

The NATIONAL EXECUTIVE Secretary of BBSA / and PA to the President of BBSA

The National Secretary / PA to BBSA President shall have the following duties:-

1. To assist the President in the performance of his day to day duties.
2. To keep record of all goings on within BBSA and to keep a record of all documentation received from IFBB International.
3. To carry out any correspondence that may be directed by the President.
4. To have the initiative to carry out any correspondence necessary to the Provinces or District.
5. To keep and maintain files of all documents in writing during a season of the BBSA.
6. To provide information concerning bodybuilding and fitness to interested parties.

7. To interpret the directives and any other documentation from IFBB International, and then to distribute all necessary information as local directives to the Provinces or Districts.
8. Drawing up of the Agenda for the National Congress or any other National Meeting
9. The National Secretary holds the right to call for any documentation from any of the Provinces or Districts.
10. To keep Provinces updated at all times with valuable information.
11. To act as a "buffer" between the general public, BBSA members and the President.
12. To assist the President in the resolution of any problem that may arise as a result of a violation of the Constitution and Rules by any Member. To deliberate on any matter affecting the technical aspects of the sport and to recommend improvements in this area.
13. To have initiative and ability to resolve a problem that does not need the Presidents intervention.
14. To be an ex-officio secretary of all standing or "ad hoc" committees.
15. To fulfil any other duties that may be assigned by the President.
16. When assigned a duty by the Secretary that requires the co-operation of any member within any Province or District, the member of the Province or District will be required to respond as if the President were carrying out the request himself.
17. To be completely involved in the day to day smooth running of BBSA.
18. Will keep a record of all affiliated athletes participating in a National Championship.
19. Will co-ordinate and prepare a National Calendar.
20. Provinces may contact the secretary whenever necessary.
21. Sending out of directives to any Province or District hosting a National Championship.
22. To draw up the Running Schedule of any National show.
23. To be aware of the Constitution, Rules and Regulations, of BBSA

The NATIONAL EXECUTIVE Treasurer of BBSA

The National Treasurer shall have the following duties:-

1. To have the custody of the funds and securities of BBSA.
2. To keep full and accurate accounts of all assets, liabilities, receipts and disbursements of BBSA.
3. To deposit all monies, securities and other valuable effects in the name and to the credit of IFBB South Africa such chartered bank or trust company.
4. To disburse the funds of BBSA as may be directed by the President keeping a record for such disbursements, and to render to the President whenever he may require it, an accounting of any and all transactions and a statement of the financial position of BBSA.

5. Financial statements to be submitted to the Executive Council and Congress at their annual general meeting.
6. To fulfil any other duties that may be assigned by the President or the Executive Council.
7. To maintain spread sheets on a regular basis for the different sections within the banking account i.e. the general account / the web site account
8. To ensure that the financials are verified and are signed off by an accountant at the end of the season.
9. To be aware of the Constitution, Rules and Regulations, of BBSA.

The NATIONAL EXECUTIVE Statisticians of BBSA –

The National Statisticians shall have the following duties:-

1. Shall not discuss any aspect of the score sheet with any of the athletes during a Championship.
2. Shall not disclose the placing of any athlete in any division to an athlete, team manager or trainer.
3. Shall not disclose the placing of any athlete in any division to Provincial or District Judges or to any Provincial or District Committee Member.
4. Shall be sworn to secrecy.
5. Shall have authority to determine a re-judge if found necessary.
6. Shall ensure that she has all documentation necessary to perform her task.
7. Shall ensure that the Judges have the correct documentation necessary to perform their task
8. Shall check the placing of the Judges tables and the Statisticians tables at all National Shows.
9. Shall select the final panel of Judges needed for a show.
10. Shall seat the judges in appropriate places and allocate a Judges number to each at a show.
11. Shall determine the number of judges required for each division being judged, and to co-ordinate the changes required for the various divisions if necessary.
12. Shall oversee the integrity of the Judges.
13. Shall ensure that the judges maintain a respect for the rules and regulations.
14. Has the authority to reprimand a judge who may be breaching any of the rules and regulations, and to report any misconduct to the President and/or Chief Judge.
15. Has the authority to return a score sheets to a judge if a discrepancy is found or if the judge has failed to complete it correctly.
16. To assist or offer assistance at any BBSA Competition.

17. Shall have the authority to reprimand any athlete on stage or off stage not abiding by the rules of BBSA. Or the Statisticians may choose to bring this to the Chief Judge's attention for him to sort out.
18. To assist the Chief Judge with admin and the smooth running of the Judging procedure.
19. To assist with the training of Judges and Statisticians within all Provinces and Districts and on a National Level.
20. The Statisticians shall perform all ENTRY duties at a show
21. The Statisticians shall make up the final competitor lists for a show
22. The Statisticians shall prepare and put up the final top six of a show
23. The Statisticians shall control all activity below the stage and point out any discrepancy or behaviour on stage to the Chief Judge if he has not seen it
24. To request the individual Provincial or District Judges scores from the Provinces or Districts after each of their shows and to keep record of this.
25. To complete a score sheet - (see the Statisticians support document)
26. To make up a complete Competition File – (see the Statisticians support document)
27. To complete all Pre show tasks – (see the Statisticians support document)
28. To complete the show tasks – (see the Statisticians support document)
29. To complete all the Post show tasks – (see the Statisticians support document)
30. To advise all Judges of their scores after a show.
31. To maintain a record of the Judges Performance on a Provincial, District and National basis.
32. To sort the Judges in to various categories for a season.
33. To prepare the Provincial or District Judges Summary at the end of each season.
34. To grade the Qualified Judges into the categories A / B.
35. In conjunction with the National Chief Judge, to establish which of the National Judges may Judge at any of the International Champs.
36. To be aware of the Constitution, Rules and Regulations, of BBSA.
37. To receive the Judges score from the National Chief Judge after each National Show, and to then forward on to each individual Judge (and to Provincial or District Chief Judge and to Provincial or District Chairperson) and to establish the highest scorer for the day.

The NATIONAL EXECUTIVE Chief Judge of BBSA

The National Chief Judge shall have the following duties:-

1. To be responsible for the training of Provincial/District and/or National Chief Judges.
2. To be responsible for updating the judges on all new developments.
3. To arrange a practical seminar for all existing qualified Provincial or District Judges from time to time.
4. To request the individual Provincial or District Judges scores from the Provinces or Districts from time to time during the course of a bodybuilding year. Thus maintaining a watchful eye on the standard produced within a Province or District. And to keep a file on all judges scores per Province or District for the year.
5. To be in regular contact with the Provincial or District Chief Judges and offer back up services and assistance when necessary.
6. To be responsible to design a standard Judges Course Manual, this will be used by all Provinces, once approved by the President.
7. To be responsible to design all judging Sheets, this will be used by all Provinces or Districts, once approved by the President.
8. To ensure that all Provinces or Districts are using Judges' Cards for their Judges.
9. To be fully aware of all the rules and regulations in all the divisions of BBSA.
10. To maintain a list of accuracy marks for all judges who judge at any National Championship. And to present this % averages to the President/ National Secretary no later than one week after a National Show.
11. To deliberate on any matter affecting the judging rules and procedure, and to consult with the President before making a final decision.
12. Together with the National Backstage Manager to oversee and supervise the weighing-in of competitors and to check on the proof of date of birth for the necessary divisions at all National Championships.
13. To select the National Judge of the year, and honour that person with a special plaque medal or certificate at the next South African Championships.
14. To fulfil any other duties that may be assigned by the President or Executive Council.
15. The National Chief Judge will also send the results attained by each Judge at a National Competition to the National Head Statisticians who in turn shall sent on to each Judge, Provincial or District Chairman and Provincial or District Chief Judge.
16. Will have a meeting with the selected panel of judges before a pre judging event.
17. In conjunction with the National Backstage Manager will have a meeting with all athletes participating before a pre judging event at all shows.

18. The Chief Judge shall be in control of everything that happens on the stage during the course of a show.
19. To be aware of the Constitution, Rules and Regulations, of BBSA.
20. In conjunction with the National Head Statisticians to establish which of the Qualified National Judges may Judge at any of the International Champs
21. In conjunction with the National Head Judge to check the stage and lighting with the theatre/venue manager
22. Shall once a year at a National Show hand out certificates to newly qualified Judges and new qualified National Judges
23. Shall sit with the National President and National Vice President to select athletes who will be representing BBSA at the various World Championships
24. The appointed Photographer and videographer to issue the Chief Judge with all of their available material which will then be used for the training of new and existing Judges.

The NATIONAL EXECUTIVE Backstage Manager of BBSA

The National Backstage Manager shall have the following duties:-

1. To be fully aware of the Rules & Regulations for the smooth running of a smooth show. To be aware of the Constitution, Rules and Regulations, of BBSA.
2. To have the ability to co-ordinate his assistants backstage i.e. The "Runners"
3. To have a list of athletes in the various divisions before eliminations and a list for the final show after eliminations so that he/she is prepared and is able to call on an athlete by name or number if that athlete is not in the line-up.
4. To ensure that the full line up is ready to go on to stage for their division, and to ensure that individual athletes are ready to go on stage timeously. No athlete will keep the backstage manager waiting. If this does occur, the backstage manager has the full right to make the decision and not to allow that athlete to go on to stage.
5. To be in total control of all the athletes and runners backstage. He shall have full control of all activities that occur behind the curtain backstage, in the "waiting area" for athletes and in the change room areas. This entire area remains his jurisdiction.
6. He shall be the co-coordinator between the athlete and the sound man.
7. To ensure that the athletes do not abuse any equipment, furniture etc. backstage – or that the athletes do not wipe their tan onto the walls or curtaining, furniture or equipment backstage.
8. Before the athletes go on stage either as a full line up, or as an individual for his/her routine the backstage manager will check that the athlete is in compliance with the requirements for his/her division, and if not to give the athlete a time limit to comply. If the athlete cannot do this, to make an informed decision not to allow the athlete to go on stage.

9. To ensure that the behaviour of the athlete backstage is respectable.
10. To fulfil any other duty or duties that may be assigned by the President or the Executive Council.
11. To assist the National Chief Judge with the weigh in procedure.
12. In conjunction with the National Chief Judge to have a meeting with the athletes prior to any show.

The NATIONAL EXECUTIVE Head Judge of BBSA

The National Head Judge shall have the following duties:-

1. To attend all National Shows as BBSA National Head Judge.
2. To sit in the middle of the panel to accurately assess the quality of the divisions.
3. Without verbal interaction whilst judging - to keep an eye on all Judges.
4. To have input in a dispute.
5. To put forward any proposals to the President for improvements for the Judging.
6. To bring the experience of International Judging to the table.
7. To aid the National Statisticians in bringing to the attention of the National Chief Judge anything that is "amiss" on stage.
8. To be aware of Judges putting in too many of the same comparisons or "random" comparisons.
9. In conjunction with the National Chief Judge to be part of the procedure for lighting on stage to ensure that Judging can be done in good light & to comment on where the line is put on stage that there is sufficient space between the Athletes and the Judges.
10. To fulfil any other duty or duties that may be assigned by the President or the Executive Council
11. To be aware of the Constitution, Rules and Regulations, of BBSA.

The NATIONAL EXECUTIVE Development officer of BBSA

The National Development Officer shall have the following duties:-

1. To promote BBSA in a positive way.
2. To promote and develop the Men's Divisions, the Women's Divisions, the Master's Divisions, the Juniors Divisions, the Children's Fitness Divisions and the Wheelchair Division in a positive way to the general public.
3. To be fully aware of the Constitution, Rules and Regulations, of BBSA.
4. To design a Development strategy document (for schools, prisons, gyms etc.) and implement it through to the Provincial or District Development officers. (This to be done after the approval by the President).

5. To ensure that each Provincial or District Structure is carrying out the implementation of the correct development within their Province or District.
6. To advise Provinces or Districts on how to hold a development seminar within their Province or District.
7. To advise Provinces or Districts on how to work with Novices or new comers to their Province or District.
8. To fulfil any other duty or duties that may be assigned by the President.
9. A strategy document for Provinces or Districts to scout out new potential athletes, and to encourage their participation in BBSA.
10. To come up with new ideas on development within BBSA – a draft of which to be presented to the President for approval before being executed.
11. To be part of a seminar for the athletes from time to time.
12. To instruct and guide athlete's in what is expected of them.
13. To always provide correct and accurate information.
14. Any document / correspondence received by yourself from any of the Provinces or Districts, a copy must be forwarded to the head office.
15. To conduct research into sports psychology as it pertains to bodybuilding and fitness athletes.
16. In conjunction with the Marketing /PR Officer to establish new ideas with regards to design, marketing and admin material. To also design clothing range, medals, and trophies for approval from the Executive Committee.

The NATIONAL EXECUTIVE Marketing / PR Officer of BBSA

The Marketing / PR Officer shall have the following duties:-

1. He / she shall be aware of the contents of the Constitution, Rules and Regulations of BBSA.
2. To promote BBSA in a positive way.
3. To have the initiative to come up with new and bold ideas to promote BBSA.
4. To present all ideas on draft to the President for discussion and approval before tackling the tasks with the Provinces or Districts or media or any other individual or sponsorship company etc.
5. To continuously promote BBSA in the media. IE. Radio stations, magazines, newspapers the web page, and any other media facility available to the general public and athletes.
6. To promote BBSA by means of TV Coverage.
7. To assist in sourcing sponsorship for any National Championship

8. To assist in sourcing sponsorship for team delegates and athletes representing BBSA at any IFBB World Championship.
9. To design a Marketing / PR strategy guide document and implement it through to the Provincial or District Structures.
10. To ensure that each Provincial or District Structure is carrying out the marketing/PR requirements program.
11. To be in regular contact with the Marketing /PRO officers on each Structure.
12. To be in contact with sponsors on a regular basis, as part of a courtesy service – by means of newsletter, telephone call, letter etc.
13. To ensure that the BBSA WEB SITE is continuously updated, and that information in media sources is continuously updated.
14. To ensure that sponsors know what is required of them for a show.
15. To ensure that banners, logos etc. from each sponsor is available for each show that they sponsor.
16. To assist with the set-up of the stage for a show.
17. To be available to greet guests / VIP's invited to a show.
18. When and if necessary to attend marketing / PR meetings with the President.
19. To ensure that posters are made up for any National Show.
20. To ensure that thank you letters are sent to sponsors after a show.
21. To arrange a social for the sponsors either individually or in groups from time to time.
22. To ensure that the database of all sponsors is updated regularly.
23. To ensure a database of fans is updated regularly.
24. To ensure that champions of a National Show are advertised in media, web page etc.
25. To initiate ideas on interaction between sponsors, suppliers, fans and athletes.
26. To fulfil any other duties that may be assigned by the President or any other Executive Council Member.
27. To be fully aware of the Constitution, Rules and Regulations, of BBSA.
28. In conjunction with the Development Officer to establish new ideas with regards to design, marketing and admin material. To also design clothing range, medals, and trophies for approval from the Executive Committee.

The NATIONAL Legal Advisor of the BBSA

The National Legal Advisor shall have the following duties:-

1. He / she shall be aware of the contents of the Constitution, Rules and Regulations of BBSA.
2. To promote the IFBB SA in a positive way.
3. To advise BBSA on all matters of a legal nature.
4. To represent BBSA in all matters wherein such legal representation is requested or required by the President
5. To fulfil any other duty, or duties that may be assigned by the President or Executive Committee.

The National Medical Advisor of BBSA

The National Medical Advisor shall have the following duties:-

1. He / she shall be aware of the contents of the Constitution, Rules and Regulations of BBSA
2. To promote BBSA in a positive way.
3. To be responsible for the collection of medical material on the effects of years of bodybuilding and fitness on the human organism.
4. To prepare material for the wider popularization of bodybuilding and fitness as a method for improving physical conditioning.
5. To exchange information on specific sports injuries, their cure, and prevention.
6. To collect documentation on sports medicine in the sphere of bodybuilding and fitness
7. To present a report to the President on research findings.
8. To coordinate the planning and carrying out of research for the solution of scientific problems for bodybuilders and fitness athletes.
9. To supervise the doping control at designated BBSA events.
10. To deliberate on any matter affecting medical and doping issues and to recommend improvements in this area to the President and Executive Council.
11. To fulfil any other duties that may be assigned by the President or Executive Committee.

PROVINCIAL COMMITTEE

The PROVINCIAL Chairperson of a Provincial Structure

The Provincial Chairperson shall have the following duties:-

1. To be fully aware of the Constitution, Rules and Regulations, of BBSA.
2. To have the general and active management of the affairs of their Province in an effective and efficient manner
3. To lead, control, plan and co-ordinate all decisions and events for the smooth running of the Province.
4. To chair, direct a debate, preside over and keep order at all Provincial meetings
5. To ensure that all requests, directives, orders and resolutions of the President or Executive Council and Congress are carried out within the Province
6. To ensure that all Rules and Regulations of the Constitution and all handbooks of BBSA are carried out
7. To be fully aware of the contents of the Constitution of BBSA as well as all of the handbooks/support documents of the IFBB SA
8. To be the official spokesperson for their Province
9. To play a principle role in the opening of Provincial shows
10. To preside over the Provincial Chief Judge, the Judges and Scrutineers at Shows, with the authority to settle any dispute or appeal that may arise
11. To delegate tasks within the Committee Structure
12. To ensure that all members are carrying out their specific tasks within their position held on the Provincial Structure as well as general/specific one's given by the Chairperson
13. To consult with the President on issues whereby an affiliated member of the Province has violated any portion of the Constitution or the rules, directives and other.
14. To be in regular contact with the President to update him on activities within the Province
15. To fulfil any other duty or task that may be assigned by the President or Executive Committee

The PROVINCIAL Vice Chairperson of a Provincial Structure

The Provincial Vice Chairperson shall have the following duties:-

1. To assist the Chairperson in the performance of duties
2. To assist the Chairperson in the resolution of any problems that may arise as a result of a violation of the Constitution and Rules by any member if called to do so.
3. To represent BBSA Province when mandated to do so by the Chairperson.
4. To assist with the day to day running of the BBSA Province when necessary
5. To fulfil any other duties that may be assigned by the Chairperson, the President or Executive Council
6. To assist the Chairperson with selections of Provincial teams to participate nationally.
7. To be fully aware of the Constitution, Rules and Regulations, of BBSA.

The PROVINCIAL Secretary of a Provincial Structure

The Provincial Secretary shall have the following duties:-

1. To assist the Chairperson in the performance of the day to day duties.
2. To keep record of all goings on within the BBSA Province. And to keep a record of all documentation received from BBSA.
3. To carry out any correspondence that may be directed by the Chairperson.
4. To have the initiative to carry out any correspondence necessary to the Members on the committee.
5. To keep and maintain files of all documents in writing during a season of BBSA.
6. To provide information concerning bodybuilding and fitness to interested parties.
7. To interpret the directives and any other documentation from BBSA, and then to distribute all necessary information as local directives to the Province
8. Drawing up of the Agenda for the Provincial Meeting
9. To assist the Chairperson in the resolution of any problem that may arise as a result of a violation of the Constitution and Rules by any Member. And to contact BBSA H/O for clarification if necessary.
10. To have initiative and ability to resolve a problem that does not need the Chairpersons intervention.
11. To be an ex-officio secretary of all standing or "ad hoc" committees.
12. To fulfil any other duties that may be assigned by the Chairperson.
13. Will keep a record of all affiliated athletes participating in a Provincial Championship.

14. To draw up the Running Schedule of any Provincial show.
15. To fulfil any other duties that may be assigned by the Chairperson, the President or Executive Council.
16. To be fully aware of the Constitution, Rules and Regulations, of BBSA.

The PROVINCIAL Treasurer of a Provincial Structure

The Provincial Treasurer shall have the following duties:-

1. To have the custody of the funds and securities of BBSA Province.
2. To keep full and accurate accounts of all assets, liabilities, receipts and disbursements of BBSA Province.
3. To deposit all monies, securities and other valuable effects in the name and to the credit of IFBB Province such chartered bank or trust company.
4. To disburse the funds of BBSA Province as may be directed by the Chairperson keeping a record for such disbursements, and to render to the Chairperson whenever he may require it, an accounting of any and all transactions and a statement of the financial position of BBSA Province.
5. Financial statements to be submitted to the Executive Council and Congress at their annual general meeting.
6. To fulfil any other duties that may be assigned by the President or the Executive Council.
7. To maintain spread sheets on a regular basis for the different sections within the banking account.
8. To ensure that the financials are verified and are signed off by an accountant at the end of the season.
9. To be fully aware of the Constitution, Rules and Regulations, of BBSA.

The PROVINCIAL Statistician of a Provincial Structure

TWO STATISTICIANS PER PROVINCE

The Provincial Statistician shall have the following duties:-

1. Shall not discuss any aspect of the score sheet with any of the athletes during a Championship.
2. Shall not disclose the placing of any athlete in any division to an athlete, team manager or trainer.
3. Shall not disclose the placing of any athlete in any division to Provincial Judges or to any Provincial Committee Member.
4. Shall be sworn to secrecy.
5. Shall have authority to determine a re-judge if found necessary.

6. Shall ensure that all judges have the correct documentation to perform their task.
7. Shall seat the judges in appropriate places and allocate a Judges number to each
8. Shall determine the number of judges required for each division being judged.
9. Shall oversee the integrity of the Judges.
10. Shall ensure that the judges maintain a respect for the rules and regulations.
11. Has the authority to reprimand a judge who may be breaching any of the rules and regulations, and to report any misconduct to the Chairperson and/or Chief Judge.
12. Has the authority to return a score sheets to a judge if a discrepancy is found or if the judge has failed to complete it correctly.
13. To assist or offer assistance at any BBSA competition.
14. Shall have the authority to reprimand any athlete on stage or off stage not abiding by the rules of BBSA. Or the Statistician may choose to bring this to the Chief Judge's attention for him to sort out.
15. To assist the Chief Judge with admin and the smooth running of the Judging procedure.
16. The Statistician shall perform all ENTRY duties at a show
17. The Statistician shall make up the final competitor lists for a show
18. The Statistician shall prepare and put up the final top six of a show
19. The Statistician shall control all activity below the stage and point out any discrepancy or behaviour on stage to the Chief Judge if he has not seen it
20. To complete a score sheet - (see the Statistician support document)
21. To make up a complete Competition File – (see the Statistician support document)
22. To complete all Pre show tasks – (see the Statistician support document)
23. To complete the show tasks – (see the Statistician support document)
24. To complete all the Post show tasks – (see the Statistician support document)
25. To advise all Judges of their scores after a show.
26. To maintain a record of the Judges Performance on a Provincial basis
27. To sort the Judges in to various categories for a season.
28. To prepare the Provincial Judges Summary at the end of each season.
29. To be fully aware of the Constitution, Rules and Regulations, the handbooks / support Documents
30. Shall grade the Qualified Judges into the categories A / B
31. In conjunction with the National Chief Judge, to establish which of the Provincial /National Judges may Judge at any of the National Champs
32. Shall check the placing of the Judges tables and the Scrutineers tables at Provincial Shows.

The PROVINCIAL Chief Judge of a Provincial Structure

The Provincial Chief Judge shall have the following duties:-

1. To arrange a NEW JUDGES THEORY COURSE sometime between the 15th January and 28th February of each year, as well as a week later for the exam.
2. To arrange a practical seminar for all existing qualified Provincial Judges in February of each year (separate to the NEW JUDGES COURSE).
3. To be responsible for updating the judges on all new developments.
4. To keep a file on all judges scores per Province for the year.
5. To be in regular contact with the National Statistician and National Chief Judges, and offer back up services and assistance when necessary to the Provincial Judges.
6. To issue Qualified Judges with Judges' Cards for the season – and keeping them updated
7. To be fully aware of all the rules and regulations in all the divisions of BBSA.
8. To maintain a list of accuracy marks for all judges who judge at any Provincial Championship, and to present these % averages to the National Secretary no later than one week after a Show.
9. To deliberate on any matter affecting the judging rules and procedure, and to consult with the Chairperson before making a final decision.
10. To oversee and supervise the weighing-in of competitors and to check on the proof of date of birth for the necessary divisions at all Provincial Championships.
11. To select the Provincial Judge of the year, and honour that person with a special plaque medal or certificate
12. To fulfil any other duties that may be assigned by the President or Executive Council.
13. Will have a meeting with the selected panel of judges before a pre judging event.
14. Will have a meeting with all athletes participating before a pre judging event.
15. The Chief Judge shall be in control of everything that happens on the stage during the course of a show.
16. To be fully aware of the Constitution, Rules and Regulations, the handbooks / support Documents

The PROVINCIAL Backstage Manager of a Provincial Structure

The Provincial Backstage Manager shall have the following duties:-

1. To be fully aware of the Rules & Regulations for the smooth running of a smooth show.
2. To have the ability to co-ordinate his assistants backstage i.e. The "Runners"

3. To have a list of athletes in the various divisions before eliminations and a list for the final show after eliminations so that he/she is prepared and is able to call on an athlete by name or number if that athlete is not in the line-up.
4. To ensure that the full line up is ready to go on to stage for their division, and to ensure that individual athletes are ready to go on stage timeously. No athlete will keep the backstage manager waiting. If this does occur, the backstage manager has the full right to make the decision and not to allow that athlete to go on to stage.
5. To be in total control of all the athletes and runners backstage. Shall have full control of all activities that occur behind the curtain backstage, in the "waiting area" for athletes and in the change room areas. This entire area remains his jurisdiction.
6. He shall be the co-ordinator between the athlete and the sound man.
7. To ensure that the athletes do not abuse any equipment, furniture etc. backstage – or that the athletes do not wipe their tan onto the walls or curtaining, furniture or equipment backstage.
8. Before the athletes go on stage either as a full line up, or as an individual for his/her routine the backstage manager will check that the athlete is in compliance with the requirements for his/her division, and if not to give the athlete a time limit to comply. If the athlete cannot do this, to make an informed decision not to allow the athlete to go on stage.
9. To ensure that the behaviour of the athlete backstage is respectable.
10. To fulfil any other duty or duties that may be assigned by the President or the Executive Council.
11. To assist the Provincial Chief Judge with the weigh in procedure.
12. To be fully aware of the Constitution, Rules and Regulations, of BBSA.

The PROVINCIAL Development Officer/s of a Provincial Structure

The Provincial Development Officer/s shall have the following duties:-

1. To promote BBSA in a positive way.
2. To promote and develop the Men's Divisions, the Women's Divisions, the Master's Divisions and the Juniors Divisions in a positive way to the general public.
3. To be fully aware of the Constitution, Rules and Regulations, of BBSA.
4. To carry out the Development strategy document as set by the National Executive Development Officer.
5. To know all the Rules of BBSA and to work with Novices or new comers to the Province.
8. To fulfil any other duty or duties that may be assigned by the President or Executive Members.
9. To scout for potential athletes, and to encourage their participation in BBSA.

10. To contribute with new ideas on development within BBSA – and submit to the Executive Development Officer.
11. To be part of a seminar for the athletes
12. To instruct and guide athlete's in what is expected of them.
13. To always provide correct and accurate information.

The PROVINCIAL Marketing / PR Officer/s on a Provincial Structure

The Provincial Marketing / PR Officer shall have the following duties:-

1. Shall be aware of the contents of the Constitution, Rules and Regulations of BBSA.
2. To promote BBSA in a positive way.
3. To have the initiative to come up with new and bold ideas to promote BBSA and to submit these ideas to the Executive Marketing Officer.
4. To continuously promote BBSA Province in the media. I.e. Radio stations, magazines, newspapers the web page, and any other media facility available to the general public and athletes.
5. To promote BBSA Provincial by means of TV Coverage.
6. To assist in sourcing sponsorship for any Provincial Championship
7. To assist in sourcing sponsorship for team delegates and athletes representing BBSA Province at any BBSA Championship.
8. To carry out any Marketing / PR strategy guide document that has been designed by the Executive Marketing Officer.
9. To complete a Sponsorship Portfolio for the Province to present to any potential sponsors.
10. To be in regular contact with the Marketing /PRO officers on the Executive
11. To be in contact with sponsors on a regular basis, as part of a courtesy service – by means of newsletter, telephone call, letter etc.
12. To ensure that the BBSA WEB SITE is continuously updated, and that information in media sources is continuously updated.
13. To ensure that sponsors know what is required of them for a show
14. To ensure that banners, logos etc. from each sponsor is available for each show that they sponsor
15. To assist with the set-up of the stage for a show
16. To be available to greet guests / VIP's invited to a show
17. When and if necessary to attend marketing / PR meetings with the Chairperson
18. To ensure that posters are made up for any Provincial Show

19. To ensure that thank you letters are sent to sponsors after a show
20. To arrange a social for the sponsors either individually or in groups from time to time
21. To ensure that the database of all sponsors is updated regularly
22. To ensure a database of fans is updated regularly
23. To ensure that champions of a Provincial Show are advertised in media, web page etc.
24. To initiate ideas on interaction between sponsors, suppliers, fans and athletes
25. To fulfil any other duties that may be assigned by the President or any other Executive Council Member
26. To be fully aware of the Constitution, Rules and Regulations, the handbooks / support Documents

DISTRICT AND REGIONAL STRUCTURES

The official positions on the structure for a District and Region: – shall follow the requirements of the same portfolio's for the Provincial Structures.