

**PART 2 : CYCLING SOUTH AFRICA RULES & REGULATIONS**

**ROLES & RESPONSIBILITIES OF BOARD MEMBERS AND COMMISSIONERS**

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**2.1. ROLES AND RESPONSIBILITIES OF THE PRESIDENT - over and above any identified duties and responsibilities in the constitution.**

- 2.1.1. The president cannot also be a delegate chairing an affiliated body of Cycling South Africa. If a president is elected representing an affiliate, he / she will immediately resign from his / her position as chairperson of that affiliation to insure independence and representation of all affiliations of Cycling South Africa.
- 2.1.2. The Core functions and Roles and Responsibilities of the President shall be:
- 2.1.2.1. To lead the Board through the Strategic Intent and the Purpose of Cycling SA.
  - 2.1.2.2. The President will insure that all long and short term strategies should be considered and approved by the Board or the Executive Committee, if so approved by the Board.
  - 2.1.2.3. The President will insure that all long term plans should result in sustainable outcomes. Sustainability planning is to eliminate and / or minimise adverse consequences for the company.
  - 2.1.2.4. The President will lead the Board of CyclingSA to act as the focal point for Corporate Governance
  - 2.1.2.5. The President will lead the Board and Staff of CyclingSA to direct, govern and control CyclingSA through Ethical Conduct, Integrity and by cultivating and promoting an Ethical Corporate Culture.
  - 2.1.2.6. Provide Leadership, by giving guidance and providing implementation on the sustainability and growth of Cycling as a sport.
  - 2.1.2.7. The President will lead CyclingSA through the regulations provided by the UCI, CyclingSA, SASCOC, SRSA, and SAIDS and also ensure that the Policies and Regulations of CyclingSA are updated annually through the assistance of the Commissions.
  - 2.1.2.8. The President will lead the Board of CyclingSA to be a link between the Cyclists as stakeholders of CyclingSA.
  - 2.1.2.9. The President shall lead the Board of CyclingSA to be responsible, accountable and to build Trust and Confidence in CyclingSA.
  - 2.1.2.10. Oversee a succession and contingency plan for the Board.
  - 2.1.2.11. Oversee the macro work plan of the Board.
  - 2.1.2.12. Be the link between the management of CyclingSA and the Board.
  - 2.1.2.13. Maintaining arm-length relationships with Board members and staff.
  - 2.1.2.14. Adopt a lead-role in removing and replacing non performing directors.
  - 2.1.2.15. Monitor new directors and meet on an individual basis with directors once every quarter.
  - 2.1.2.16. Ensuring that members of the Board have the requisite knowledge of their duties and responsibilities.
  - 2.1.2.17. Maintaining good relations with major shareholders and the media.
- 2.1.3. The President of CyclingSA shall not chair any other commission of CyclingSA, but may at any time be present at any meeting as a consultant.
- 2.1.4. Though it is constitutionally possible, due the nature and the extent of providing direction and assistance to achieve the strategic intent of the federation to all the commissions and sub-committees of Cycling South Africa, the president should consider not representing any commission as a commissioner.



**2.2. ROLES AND RESPONSIBILITIES OF THE VICE PRESIDENT - over and above any identified duties and responsibilities in the constitution.**

- 2.2.1. The vice-president cannot also be a delegate chairing an affiliated body of Cycling South Africa. If a Vice-President is elected representing an affiliate, he / she will immediately resign from his / her position as chairperson of that affiliation to insure independence and representation of all affiliations of Cycling South Africa.
- 2.2.2. The Core functions and Roles and Responsibilities of the Vice President shall be:
  - 2.2.2.1. To assist the president when there is a hand-over of duties and control at a meeting when there is any possible conflict of interest.
  - 2.2.2.2. The Role of the Vice President is to ensure Corporate Governance.
  - 2.2.2.3. To ensure that all meetings as stipulated in the constitution be held regularly and be setup with the Company Secretary and a full set of minutes kept.
  - 2.2.2.4. To ensure a Governance Process of a Constitution and in the absence of a process to ensure that one is provided for the Board and all the commissions.
- 2.2.3. Board Members have to be assessed on a regular basis:
  - 2.2.3.1. The Vice President will prepare criteria for Performance Assessments of all Board members and Staff of CyclingSA in consultation with the HR Consultant of CyclingSA.
  - 2.2.3.2. The Vice President will insure that an independent non-board member of CyclingSA be appointed to lead the process of evaluations and assessments with the HR Consultant of CyclingSA.
  - 2.2.3.3. The appointed lead on Performance Assessments of the Board will request and have to include the input of other members of the Board, Commissioners of the different Commissions, Staff and Affiliates Chairpersons (as is involved within all the different levels). Assessments should occur at least twice a year.
  - 2.2.3.4. Where needs are identified by the Lead Performance Assessor and / or the HR Consultant, the Vice President must insure that Training Content be created and to appoint facilitators.
- 2.2.4. Remuneration Performances Bonuses of Staff:
  - 2.2.4.1. The CEO and Company Secretary should be assessed with Directors, the Directors of the Board and the Vice President have to ensure a process.
  - 2.2.4.2. Performance bonuses should be considered and determined by the Board of CyclingSA.
- 2.2.5. The Vice - President of CyclingSA shall not chair any other commission of CyclingSA, but may at any time be present at any meeting as a consultant.
- 2.2.6. Though it is constitutionally possible, due the nature and the extent of providing direction and assistance to achieve the strategic intent of the federation to all the commissions and sub-committees of Cycling South Africa and to assist the President in his duties stipulated, the Vice President should consider not representing any commission as a commissioner.



**2.3. ROLES & RESPONSIBILITIES OF THE FINANCIAL TRUSTEE - over and above any identified duties and responsibilities in the constitution.**

- 2.3.1. The Financial Trustee cannot also be a delegate chairing an affiliated body of Cycling South Africa. If a Financial Trustee is elected or appointed and he/ she is representing an affiliate, he / she will immediately resign from his / her position as chairperson of that affiliation to insure independence and representation of all affiliations of Cycling South Africa.
- 2.3.2. The Core functions and Roles and Responsibilities of the President shall be to:
  - 2.3.2.1. Have a good understanding of integrated financial and sustainability reporting
  - 2.3.2.2. Keep a regular eye on the internal financial controls
  - 2.3.2.3. Keep a regular eye on Internal and External Audits and be the link between the Board of CyclingSA, the Auditors and the Financial Management Department.
  - 2.3.2.4. Have an understanding of the Legal implications and Risk Management.
  - 2.3.2.5. Keep a regular eye on IT Governance and monitor the financial reporting between the membership system known as CSAMS and the financial reconciliation.
  - 2.3.2.6. Should address significant risks and ensure that it is suitably managed by providing financial advice on short term and future implications.
  - 2.3.2.7. Should guide staff and the CEO to practice Risk Management and report concerns to the commissions.
  - 2.3.2.8. Should compile a risk assessment and financial planning that should be represented to the Board and at times as stipulated by the constitution, to Congress, for assessment and decision.
  - 2.3.2.9. Compile an annual risk management plan defining Risk appetite around CyclingSA to present to Congress and the Board of CyclingSA for decision.
  - 2.3.2.10. Should pin-point risk elements that may need to be quantified or responded to appropriately.
- 2.3.3. Internal Audits shall be conducted by an Independent appointed Auditor to ensure effective financial management and the Financial Trustee must ensure that the appointed auditors of CyclingSA:
  - 2.3.3.1. Compile an Annual financial Report to Financial Reporting Standards
  - 2.3.3.2. An Annual Financial report should include a sustainability report
- 2.3.4. The Financial Trustee should prepare and present for decision to the Board of CyclingSA or the Executive Committee in consultation with the Company appointed HR Consultant:
  - 2.3.4.1. Remuneration of Staff that is market related
  - 2.3.4.2. All members and staff should add value to CyclingSA as a national federation
  - 2.3.4.3. Annual Bonus targets should be clearly set and identified in advance
  - 2.3.4.4. Set minimum levels of performance of the Staff of CyclingSA
  - 2.3.4.5. Set Incentive schemes
  - 2.3.4.6. Summarize the annual remuneration of staff and board members to be included in annual report.

**2.4. ROLES AND RESPONSIBILITIES OF THE RIDER REPRESENTATIVE - over and above any identified duties and responsibilities in the constitution.**

- 2.4.1. The Rider Representative has to be an active rider holding an Elite Category License and will be recognized as a Trustee of the Board of CyclingSA.
- 2.4.2. The Cyclists may create a Cyclists Forum representing members from each discipline of cycling for the purpose of representing the issues and interests of all athletes and this Forum will be chaired by the Rider's Representative.
- 2.4.3. The Rider Representative must insure that he / she engage with a Cyclist from each discipline on a regular basis to understand any changing dynamics that may have to be brought to the attention of the Board.
- 2.4.4. Act as a consultive representative on behalf of all cyclists as members of CyclingSA and provide recommendation and be the voice to the Board on issues directly relating to athletes on all levels:
  - 2.4.4.1. Social / Recreational riders with membership only
  - 2.4.4.2. Riders racing on a competitive basis in South Africa
  - 2.4.4.3. Riders racing on a competitive basis internationally
  - 2.4.4.4. Riders who holds a license through Continental Teams, Professional Continental and Pro Tour Teams
  - 2.4.4.5. Foster an athlete code of conduct that will ensure that cyclists become role models.
  - 2.4.4.6. Create an effective forum for cyclists to voice issues, concerns and grievances in relation to cycling careers.
  - 2.4.4.7. Host and be available to create workshops and cycling forums at major events to interact directly with cyclists to compile reports.
  - 2.4.4.8. Discourage and prevent practices of detrimental actions to cycling and the interests of cyclists
  - 2.4.4.9. Ensure that good fellowship is fostered amongst cyclists and the that the Strategic Intent and purpose of Cycling South Africa is communicated to the Cyclists by working closely with the communication department to ensure that the message cyclists may want to hear are well communicated.
- 2.4.5. The Board of CyclingSA and / or its commissions may decide to appoint a rider to also represent on each Discipline Commission and report on a regular basis to each Commission Director as well as the Rider Representative.
- 2.4.6. Should a forum meet in a constructive meeting, it needs to conform to any regulations (including but not only, the conduct of meetings inclusive of an Agenda and minutes being kept, reporting obligations as stipulated in the constitution) and it will be lead by the Riders Representative as the Chairperson of the meeting.
- 2.4.7. Minutes of meetings needs to reach the Secretary General within 1 (one) month concluding a meeting.
- 2.4.8. The Rider Representative will assist and be consultive in all Equipment Management, National Cycling Kit and the Selection Criteria Development.

**2.5. ROLES OF THE DISCIPLINE DIRECTORS (ROAD, TRACK, MTB, BMX, PARA) with the support of their elected commissioners - over and above any identified duties and responsibilities in the constitution.**

- 2.5.1. A Discipline Commission must consist of a minimum of 4 persons, inclusive of the Director at all times.
- 2.5.2. The Discipline Director will be expected to Plan, Govern and Coordinate the sport specifically to his / her discipline.
  - 2.5.2.1. It is the responsibility of the Discipline Director to inform the Secretary General of CyclingSA of any Commissioner vacancies and to oversee a process to have a commissioner replaced within 1 (one) month.
- 2.5.3. The Commission Directors & Commissioners have been elected due to their knowledge and/or skills relevant to the discipline.
- 2.5.4. Portfolios within the commission needs to be divided between the commissioners.
- 2.5.5. The Director needs to insure that the following aspects are looked after and managed between him- / herself. The commissioner should look after:
  - 2.5.5.1. High Performance Planning & Macro Management \* (See HPMF for specific Portfolio information)
  - 2.5.5.2. Selection Policies should be made available by 30 October annually for the following year
  - 2.5.5.3. Selection Processes should be adhered to and managed by the Discipline Director.
  - 2.5.5.4. Transformation & Development
  - 2.5.5.5. Schools & Tertiary Cycling
  - 2.5.5.6. Events & Calendaring
  - 2.5.5.7. Representation of the Athletes
- 2.5.6. A staff Member may by be appointed by the CEO or the Board of CyclingSA, who shall act as Coordinator and administrator to the Commission.
- 2.5.7. A Discipline Commission shall meet at least quarterly. Meetings may take place in person, via tele-conference or other electronic medium. The Secretary General of Cycling South Africa must receive the minutes of all meetings within 1 month following the meeting, if he / she did not attend the meeting in person.
- 2.5.8. The roles and functions of a Discipline Commission through the lead of the Disciplines Director are:
  - 2.5.8.1. Develop and implement a Strategic Operational Plan within the framework of the CyclingSA Strategic Plan
  - 2.5.8.2. Take responsibility for overseeing the operational management of their discipline
  - 2.5.8.3. Determine the national discipline calendar
  - 2.5.8.4. Oversee and monitor the conduct and operation of the national championships, including determination of venue and promoter
  - 2.5.8.5. Oversee and monitor the conduct and operation of the national series
  - 2.5.8.6. Liaise with High Performance Management Committee, inclusive of SASCOC to ensure integration with domestic activities.



- 2.5.8.7. Work cooperatively with other CyclingSA commissions, committees, affiliates and staff to achieve a coordinated approach to the development of cycling.
- 2.5.8.8. Provide reports and recommendations to the Board of CyclingSA as requested.
- 2.5.8.9. Interact with the office of Cycling South Africa as well as the Operational Executioners inclusive of the Financial and Sporting Departments, Public Relations, Event Management and Commercial Partner.

**2.6. ROLES OF THE TECHNICAL DIRECTORS AND COMMISSIONERS REPRESENTING ROAD, TRACK, MTB, BMX, PARA - over and above any identified duties and responsibilities in the constitution.**

- 2.6.1. The Technical Commission will consist of a minimum of 6 persons, inclusive of the Director at all times and the Commissioners will each represent a Discipline.
- 2.6.2. It is the responsibility of the Technical Director to inform the Secretary General of CyclingSA of any Commissioner vacancies and to oversee a process to have a commissioner replaced within 1 (one) month as per the Constitution of CyclingSA.
- 2.6.3. The Commission will consist of active accredited commissaires with the necessary knowledge of the Sport, the Rules & Regulations of the UCI and CyclingSA.
- 2.6.4. The Technical Commission shall meet as regularly as required, but at least once every quarter. Meetings may take place in person, via tele-conference or other electronic medium.
- 2.6.5. The roles and function of the Technical Commission are:
  - 2.6.5.1. To train, regulate and monitor Commissaires on all levels for each discipline.
  - 2.6.5.2. Inspection of all Cycling South Africa National Championship venues in coordination with respective discipline commissions. Submit subsequent reports and recommendations.
  - 2.6.5.3. Supervise the technical aspects of all events at the National Championships.
  - 2.6.5.4. Recommend the technical officials for all National Championships, Category A and other National or International events hosted in RSA. The final decision of appointment will be made with the relevant Discipline Commission.
  - 2.6.5.5. Recommend amendments and additions to the Technical Rules & Regulations sections of each discipline as required.
  - 2.6.5.6. Ensure that there is uniformity between CyclingSA and UCI Technical Regulations
  - 2.6.5.7. Review the content and monitor the delivery of National Officiating Accreditation cycling courses, ensuring their compliance with the CyclingSA Technical and Discipline guidelines.
  - 2.6.5.8. The Director and his Commissioners need to act as a consultative forum and provide recommendation to the Board of CyclingSA on issues directly relating to Commissaires.
  - 2.6.5.9. The Director of the Technical Commission will represent the commission and interact with the Board of CyclingSA.
  - 2.6.5.10. Three members of the Technical Commission shall constitute the Jury of Appeal for and National Championships. If less than three members are available who represents at a National Championships or in the absence of no members being present at any other event, the Technical Commissioner leading the Discipline will act as the Chairperson on the Appeal and needs the input of at least 3 officials present to be able to reach a decision.



**2.7. ROLES OF THE TRANSFORMATION AND DEVELOPMENT DIRECTOR AND COMMISSIONERS – over and above any identified duties and responsibilities in the constitution.**

- 2.7.1. The Director will play a leading role to ensure that Cycling in South Africa Transforms to have a demographical representation in all disciplines.
- 2.7.2. Transformation should be phased out over a period of time and the development of riders will feed the process where South Africans from Previously Disadvantaged groups should be introduced to the sport inclusive of Rural Areas and Townships.
- 2.7.3. The implementation through the Transformation & Development Commission with the Director as lead should evaluate the rate of transformation and development of cycling as a community sport by means of measuring the number of riders competing in local and national events including championship events.
- 2.7.4. The Commission should put in place Youth Festivals inclusive of all the disciplines around the country representing the Youth Olympic Games in preparation of the athletes and also to introduce the sport to new cyclists.
- 2.7.5. The Commission should insure that provincial series event are established to increase and feed the number of participants on National levels.
- 2.7.6. The Director and Commission should assist affiliates on provincial levels to encourage development and to establish cycling as a school sport.
- 2.7.7. The Transformation and Development Directors and Commissioners will be expected to attend meetings around the country at SRSA, SASCOG and other entities.
- 2.7.8. The Commission has to establish a database of all previously disadvantaged riders who enters the sport and keep a progress log to assist the discipline to identify riders to be included in Provincial Programs which again feeds the National programs.
- 2.7.9. To assist the process the Director and Commission will oversee the Coaching sub-committee to develop coaches for all levels.
- 2.7.10. The Commission has to integrate and act to establish a Coaching Framework and be part of the Long Term Participation program through SASCOG.

**2.8. THE ROLES OF THE RECREATION DIRECTOR AND COMMISSION – over and above any identified duties and responsibilities in the constitution.**

- 2.8.1. The recreation commission will put emphasis on cycling being a recreational and sporting activity which is viable, environmentally friendly as well as means of transport.
- 2.8.2. Development of cycling should be introduced as an environmentally friendly means of transport and the success will be the extent of community acceptance of cycling as means of environmentally friendly transport.
- 2.8.3. The development of tourism and other benefits to the community due to events happening in all the provinces should lead to South Africa becoming a leader in Cycling Tourism. The Director will have to play a pivotal role to develop a Cycling Culture in South Africa.
- 2.8.4. Recreational events should be established and developed to attract visitors to the area so as to enhance tourism and to be a spin off to the community for displaying the country, province, community.
- 2.8.5. The Recreation Commission through the leadership of the Director will be responsible to create a national based cycling event calendar for South Africa that includes event from all ages and demographical groups.
- 2.8.6. The Recreation Commission through the leadership of the Director will be responsible to ensure that the Safety & Regulation Aspects will be adhered to at all events to ensure the safe participation of the members of CyclingSA.
- 2.8.7. Recreation will include the ‘fun-rides’ for Road Cycling & Mountain Biking as well as any Touring as excursions.
- 2.8.8. The Recreation Director works closely with the Directors of Mountain Biking and Road Cycling to ensure that events that occur where groups from different categories take part are regulated accordingly and to the advantage of all the type of participants.
- 2.8.9. The Recreation Director and Commission is responsible to regulate and manage the Masters Categories that forms part of the UCI regulations, Cycling for All.
- 2.8.10. The Recreation Commission will be responsible to oversee and regulate the National Championships and events for the participation of Masters / Veterans. In the instances where these events may be part of the Discipline Commission, the Recreation Commission will assist and act as consultants where necessary.

## 2.9. THE ROLES OF THE HIGH PERFORMANCE DIRECTOR AND A HIGH PERFORMANCE FORUM

- 2.9.1. At the Board meeting held in Port Elizabeth on 30 January 2009 a report back was given on our high performance initiatives. The President suggested that a Board member be tasked with a coordinating role between the programme and the various disciplines to create a High Performance Forum from the Representatives of each of the commissions to keep the Board up to date on the High Performance programme, for the Interim the Vice President fulfilled the role and the next Board of CyclingSA may elect from themselves or appoint accordingly.
- 2.9.2. The role of the High Performance Director is:
  - 2.9.2.1. To be link between the various Commissions/disciplines and the Board
  - 2.9.2.2. Liaison with parent bodies like SASCO and SRSA.
  - 2.9.2.3. Liaison, where required with High Performance centres
  - 2.9.2.4. The role in no way detracts from the current setup. Each Commission/discipline will have its own HP Manager who will focus on the HP needs of its cyclists.
  - 2.9.2.5. Liaison will also be with the Discipline Director
- 2.9.3. Responsibilities will include:
  - 2.9.3.1. Ensure that the programme adheres to our High Performance objectives
  - 2.9.3.2. Ensure that best of class support is given to our cyclists
  - 2.9.3.3. Ensure an open line of communication between the various commissions and the Board
  - 2.9.3.4. Regular progress reporting to the Board
  - 2.9.3.5. Ensure objective measurements are in place to monitor the success of the programme
  - 2.9.3.6. Assistance in resolution of any strategic issues
- 2.9.4. The Vision of the High Performance Director should be to produce world class cyclists.
- 2.9.5. To provide best in class support for our cyclists to compete at international level by:
  - 2.9.5.1. Partnering with experts in the field of High Performance
  - 2.9.5.2. Embracing technology and other innovative training methods
  - 2.9.5.3. Engaging with international coaches and other specialists
  - 2.9.5.4. Providing opportunities for our cyclists to compete internationally
  - 2.9.5.5. To provide opportunities for more people to acquire the skills to be involved with High Performance.
- 2.9.6. The Value of the High Performance Director and Commissioners should be to respect, achieve sporting excellence, and be committed and professional.
- 2.9.7. Strategic Goals of the High Performance Director are:
  - 2.9.7.1. Participate at international events
  - 2.9.7.2. Medal at World and Continental Championships – Junior, Under 23 and Elite

- 2.9.7.3. Medal at the Youth Olympic Games
  - 2.9.7.4. Medal at the Commonwealth Games
  - 2.9.7.5. Medal at the All Africa Games
  - 2.9.7.6. Medal at the Olympic Games
  - 2.9.7.7. Medal at the Paralympic Games
  - 2.9.7.8. Have a team of cyclists consistently delivering good results on the World stage
  - 2.9.7.9. The High Performance Director will interact with the following on a regular basis
  - 2.9.7.10. SRSA (The Department of Sport & Recreation)
  - 2.9.7.11. SASCOC ( South African Sport Confederation and Olympic Committee)
  - 2.9.7.12. The Board of CyclingSA
  - 2.9.7.13. SUSPI / SSISA and other High Performance Centres
  - 2.9.7.14. CEO
  - 2.9.7.15. Directors of the Commissions
  - 2.9.7.16. High Performance Team Managers of the Disciplines.
- 2.9.8. High performance management forum (HPMF)
- 2.9.8.1. The HPMF shall consist of elected commissioners fulfilling this portfolio from each discipline or if appointed, the High Performance Manager of a Discipline.
  - 2.9.8.2. The forum to elect a convener amongst themselves who will act as a communication liaison with other governmental departments when needed.
  - 2.9.8.3. A Consultant representing an institute of sport, guiding on the scientific support athletes may need. This person may be appointed by the majority vote of the 5 discipline
  - 2.9.8.4. A Person nominated by SASCOC to represent at meetings which may be conducted in person or via teleconference.
  - 2.9.8.5. The HPMF shall meet as required to ensure the successful operation of the high performance programs
  - 2.9.8.6. When scheduled and when planning of any Games takes place the HPMF shall meet in conjunction with SASCOC to discuss programs and short and long-term High performance Strategies.
  - 2.9.8.7. Minutes of such meetings shall be distributed to the Commission Directors within 14 days of the meeting.
  - 2.9.8.8. The roles and function of the HPMC are to oversee the management of the high performance programs. Each commission may add in addition to this a number a number of specific responsibilities to the discipline, but the outline of the responsibilities will include:
    - 2.9.8.8.1. Provide direction to and monitor the management and operations of the high performance programs

- 2.9.8.8.2. Monitor and manage the budget and financial operations of the high performance programs within the financial contribution received from LOTTO
- 2.9.8.8.3. Act as the Convener of the Selection Panels of national team representatives, both athletes and staff as it pertains to each of the Disciplines
- 2.9.8.8.4. Review national discipline programs and funding priorities within programs and make recommendations to each of the commissions.
- 2.9.8.8.5. Recommend to the Board of CyclingSA and its commissions on strategic and policy matters relating to high performance cycling.
- 2.9.8.8.6. Endorse the specific initiatives of the high performance programs
- 2.9.8.8.7. Review the performance of national program coaches and report to CA Board of Management.
- 2.9.8.9. Selection Committees for all national teams shall consist of a minimum of three (3) members of which the one member shall be the Discipline High Performance Commissioner or the appointed national discipline manager who will automatically be appointed as a member of the selection panel for each respective discipline.
- 2.9.8.10. Selection Panels shall be nominated by the Affiliates and elected at Congress except in the case where a High Performance Manager is already appointed.
- 2.9.8.11. The Selection panels may appoint and request additional information and results.
- 2.9.8.12. The High Performance Manager/ Commission is responsible for the facilitation and convening of selection committee meetings and will act as chairperson in a non-voting capacity.
- 2.9.8.13. The Chairperson will coordinate the meetings of the Selection Committee and the distribution to that committee of any data relevant to the selection of the respective national team.
- 2.9.8.14. Where a member of a Selection Committee is unavailable or there is deemed to be a conflict of interest in considering the merit of a particular athlete, that member shall stand down from the committee and an alternative selector may be temporarily co-opted onto the committee as determined by the President and the Discipline Director of Selectors.
- 2.9.8.15. A competitive cyclist is ineligible for appointment to a selection committee.
- 2.9.8.16. A person, if so elected, may be a member of more than one selection committee.
- 2.9.8.17. The Selection Committees are responsible to:
  - 2.9.8.17.1. Draft the national selection policy and criteria for all national teams for the age categories applicable and should present a world standard qualification system.
  - 2.9.8.17.2. The High Performance Manager / Commissioner has to present the criteria to the Discipline Commission and the HPMF for final approval and needs to take effect on 1 December annually.
  - 2.9.8.17.3. A draft policy and criteria has to be available for circulation to cyclist by 1 September of that preceding year.

**2.10. ROLES & RESPONSIBILITIES OF THE SELECTORS – over and above any identified duties and responsibilities in the constitution.**

- 2.10.1. The Selectors will be responsible to ensure that fair selections take place across all disciplines as stipulated in the selection criteria provided.
- 2.10.2. The Process of Selections of Teams and Squads will be:
  - 2.10.2.1. The DISCIPLINE HIGH PERFORMANCE MANAGER / CONVENOR / HEAD SELECTOR will supply the following to the SELECTORS:
  - 2.10.2.2. All information regarding races, riders and all related information including the selection criteria
  - 2.10.2.3. Combine the Route and Race Specific requirements
  - 2.10.2.4. Action dates
- 2.10.3. SELECTORS will be responsible to:
  - 2.10.3.1. Select from all criteria given.
  - 2.10.3.2. forward names of selected riders to the CONVENOR / HEAD SELECTOR
  - 2.10.3.3. Include supporting reference to the criteria provided for each rider.
- 2.10.4. Approval of selections will occur as follows:
  - 2.10.4.1. CONVENOR / HEAD SELECTOR : will work through all selected names and criteria and insure that selected riders fulfill in given criteria and forward to,
  - 2.10.4.2. COMMISSION DIRECTOR: will insure that the process has been followed and forward to,
  - 2.10.4.3. T&D DIRECTOR: T&D Commission will insure that PDI requirements and policies have been adhered to and the T&D DIRECTOR will forward to,
  - 2.10.4.4. PRESIDENT OF CYCLING SA who will approve the names to be announced via a press release from the CYCLINGSA PR OFFICER, email to affiliates and selected riders.
- 2.10.5. TEAMS will be selected from squads BUT may also be selected through the process in points 1-3.
- 2.10.6. The HEAD SELECTOR /HP DISCIPLINE MANAGER for each discipline will make the final team selections should a squad have been selected prior.
- 2.10.7. The final teams still have to be approved by the persons pointed out in point 3 even though they might have been part of a squad already. Supporting documentation has to accompany all selected teams.
- 2.10.8. Appeal from RIDERS:
  - 2.10.8.1. Should be sent to the COMMISSION DIRECTOR, within 48 hours after the team has been announced on the CYCLINGSA website
  - 2.10.8.2. The COMMISSION DIRECTOR, has to address the situation immediately and within 48 hours, will handle disputes and procedures and may refer cases to the BOARD OF CYCLINGSA.
  - 2.10.8.3. Should it be deemed necessary, an appeal hearing may be scheduled within 5-10 days after the announcement of a TEAM.
  - 2.10.8.4. Representatives for the specific category, discipline and a CYCLINGSA BOARD TRUSTEE will form a hearing panel and will be appointed by the BOARD OF CYCLINGSA.

- 2.10.8.5. Should the rider's appeal be unsuccessful, all costs of the Appeal Hearing will be paid by the rider.
- 2.10.9. Each DISCIPLINE COMMISSION may appoint or employ a Permanent or Regular Freelance MANAGER specifically for their discipline. The DISCIPLINE COMMISSION will assist by:
  - 2.10.9.1. The TECHNICAL COMMISSION should make available a database of TEAM MANAGERS with CV's including all Cycling Management Experience to each DISCIPLINE DIRECTOR when requested.
  - 2.10.9.2. The TECHNICAL COMMISSION should ensure that regular management courses be implemented for all levels of manager license holders as well as new applicants in all affiliated provinces.
  - 2.10.9.3. The DISCIPLINE COMMISSION will nominate a MANAGER if this is different from the DISCIPLINE HIGH PERFORMANCE DIRECTOR or PERMANENT APPOINTED MANAGER – with supporting arguments of nominations.
  - 2.10.9.4. THE DISCIPLINE DIRECTOR will approve the appointment and forward to THE BOARD OF CYCLINGSA for final approval.
- 2.10.10. All communication between conveners, selectors, directors, riders and The Board of CYCLINGSA will be via email to leave a paper trail. The convener for each discipline has to be copied in every email.
- 2.10.11. A final selection document must be signed by the Convener of the Selectors, the Discipline Director, The T&D Director where policies allow for and stipulate a quota process or inclusion and the President. This document needs to be lodged with the Secretary General.
- 2.10.12. It is the responsibility of the High performance Manager / Commissioner to inform the cyclists of their selections.
- 2.10.13. The selection process needs to be completed at least 7 weeks prior to the event taking place to allow 1 week for an appeal process after which the final team will be announced.
- 2.10.14. Announcements will be made on the CYCLINGSA Website and a list of selected riders will also be forwarded to each province and the PR Officer of CyclingSA needs to be informed.

## **2.11. VACATION OF A DIRECTOR OR BOARD MEMBER POSITION**

A Director or Board Member's position will automatically become vacant if the Office Bearer, Trustee, and Director:

- 2.11.1. becomes of unsound mind or is by law declared to have an unsound mental health
- 2.11.2. becomes declared bankrupt; or
- 2.11.3. Dies
- 2.11.4. resigns from his or her position by a written notice to the Federation' Office or notification is given via email to the President of CyclingSA and the Company Secretary; or
- 2.11.5. receives and accepts remuneration, payment for benefits from the Federation other than in accordance with the Constitution or as a Commissioner that had not been declared as a possible conflict of interest; or
- 2.11.6. is directly or indirectly interested in any contract or proposed contract or becomes permanently employed with the Federation
- 2.11.7. fails to declare the nature of the interest in the manner required by the Constitution; or
- 2.11.8. Is removed by Congress through a Special Resolution
- 2.11.9. Is absent for 2 consecutive times from Board or Commission Meetings without consent from the Board of CyclingSA.