

CAPE TOWN TYGERBERG FOOTBALL ASSOCIATION CONSTITUTION

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CAPE TOWN-TYGERBERG FOOTBALL ASSOCIATION - CONSTITUTION.

ARTICLE 1 - NAME

The name of the Association shall be "THE CAPE TOWN - TYGERBERG FOOTBALL ASSOCIATION" and shall hereafter be referred to as the "ASSOCIATION".

ARTICLE 2 - OBJECTS

- 2.1 To regulate relations between clubs and their members and to protect and further the interests of clubs and their members.
- 2.2 To encourage the settlement of disputes by conciliatory methods.
- 2.3 To promote, support or oppose as may be deemed expedient, any proposal (legislative or otherwise) affecting the interests of clubs, but in accordance with the principles as laid down in the statutes of F I F A
- 2.4 To co-operate with organisations of sport or any board or federation, which may be established, to deal with matters, which affects the Football Association.
- 2.5 To do such other lawful things as may appear to be in the interest of or affecting members.
- 2.6 To purchase, sell, acquire, alienate, let or hire any movable or immovable property.
- 2.7 To lend or borrow money and to mortgage and / or pledge any of the movable or immovable property.
- 2.8 To raise and administer the funds of the Association in such a manner as the Association may deem advisable and in particular by means of Subscriptions, Capitation and Sponsorship.

ARTICLE 3 - MEMBERSHIP

- 3.1 All persons of good character are eligible for membership of any affiliate.
- 3.2 Applications for affiliation by new clubs shall be considered by the Management Committee at least fourteen (14) days prior to the Annual General Meeting. All such applications shall be made in writing so as to reach the Association no later than 28 days prior to the Annual General Meeting at which the application will be discussed and shall include the constitution of the applicant. The Annual General Meeting shall however have the power at its discretion to waive any of the foregoing conditions should it so wish.
- 3.3 Application for membership shall be open to all new clubs comprising at least two senior teams (excluding colts) as well as at least two junior teams. The AGM is however empowered to admit a new club under certain extra-ordinary circumstances, which MUST be advised, to the meeting. All new members shall serve a one-year probationary period, after which their first year's performance will be assessed by the following Annual General Meeting before they are granted full membership of the Association.
- 3.4 All clubs that are members of the Association are required to advise the Association BEFORE the start of each season the names of their delegates and all officials as well as the address for all correspondence. Clubs are require to supply a maximum of 3 (three] email addresses of members who will be receiving correspondence on the clubs behalf. It will be the responsibility of these members to inform the club of all correspondence received.

- 3.5 Substitute delegates must produce a WRITTEN mandate from their club before they will be permitted to attend meetings of the Association. The mandate must be for that specific meeting only and that delegate must be a Bonafide member of that club of at least twelve (12) months standing in order to participate or vote.

ARTICLE 4 - ENTRANCE, REGISTRATION AND SUBSCRIPTION FEES.

- 4.1 An entrance fee of R1000-00 (one thousand rand) per club shall be payable on application for membership.
- 4.2 The annual subscription fee shall be R1000-00 (ONE Thousand rand) per annum per club or Associate Member.
- 4.3 Subscription fees shall be paid, in office hours, before the Annual General Meeting, failing which a member shall not participate.
- 4.4 Individual's registration fees shall be determined each year at the Annual General Meeting for seniors and juniors.
- 4.5 When a guest club, with the written permission of their home district association, is accepted by the Management Committee to participate within our league structures, they shall pay the prescribed annual fee and any other charges due and determined by the Management Committee before the start of the season.

ARTICLE 5 - MEETINGS

5.1 PROCEDURES.

- 5.1.1 No motion shall be considered unless it has been seconded.
- 5.1.2 All matters forming the subject of motions shall, unless otherwise provided, be decided by the votes of a simple majority of those present and eligible to vote.
- 5.1.3 All matters on which this Constitution is silent and which are not provided for in either S A F A or S A F A (CT) Constitutions shall be decided on a motion by a simple majority of those present and eligible to vote.
- 5.1.4 The proceedings at any meeting shall not be invalidated by reason of non-receipt by any club or member of notice of the meeting or by any technical or minor fault, which does not severely prejudice member, or club.
- 5.1.5 The quorum for any General meeting shall be five (5) Management Committee members and fifty percent plus one of the clubs of the Association in good standing. If after thirty minutes no quorum is present the meeting shall stand adjourned for seven (7) days at which, after due notice has been given the members present shall form a quorum.
- 5.1.6 The quorum for any other meeting of the Association shall be 50% plus one of the constituted membership of that committee or sub-committee, except the Appeals Committee which shall be three and the Disciplinary Committee - see Rule 14.
- 5.1.7 Members shall be advised in writing at least 3 days prior to any meeting of the Association, if they are not in compliance (See Rule 10.3) and therefore will be unable to participate in such meeting.

5.2 ANNUAL GENERAL MEETINGS.

The Annual General Meeting of the Association shall be held during the month of November of each year at a venue to be determined by the Management Committee and at which it shall be compulsory for ALL clubs to attend. Failing to attend shall exclude any club from participating in the leagues of the Association for the coming

season. However the incoming Management Committee shall have the right, under extra-special circumstances, to waive this penalty. Notice of the time, date and venue of the meeting shall be given at least fourteen (14) days prior to the meeting per registered mail and shall include a copy of the Agenda, ALL Annual Reports and the Financial A/Cs.

The procedure at the Annual General Meeting shall be as follows: -

- 5.2.1 To read the notice convening the meeting.
- 5.2.2 To receive delegates' credentials.
- 5.2.3 To record apologies.
- 5.2.4 To confirm receipt of Annual Subscription fees for the forthcoming season.
- 5.2.5 To consider, discuss and if necessary accept proposed Amendments to the Constitution in terms of Article 14.
- 5.2.6 To decide upon registration fees for the forthcoming season.
- 5.2.7 To receive confirm and adopt the Chairman's Address.
- 5.2.8 To receive confirm and adopt the Association's Annual Report.
- 5.2.9 To receive confirm and adopt the Treasurer's Report, interim Income and Expenditure Statements and Balance Sheet up to the 30th September of each year.
- 5.2.10 To elect the officers of the Association for the ensuing year in terms of Article 6.10 of the Constitution.
- 5.2.11 To deal with correspondence providing that same had been received at least fourteen (14) days prior to the meeting.
- 5.2.12 To elect Life Members as per Article 9.
- 5.2.13 To accept or reject recommendations from the Management Committee regarding new clubs seeking affiliation.
- 5.2.14 To discuss any general business.
- 5.2.15 To close the meeting.

5.3 GENERAL MEETINGS

- 5.3.1 A General Meeting of the Association shall be held on the third Wednesday during March, May, July and September in each year or whenever deemed necessary by the Management Committee.
- 5.3.2 At every General Meeting the minutes of the previous General Meetings, which shall have been forwarded, at least seven (7) days prior to the meeting to all affiliated clubs and members shall be approved and then signed by the Presiding Officer after confirmation.

5.4 EMERGENCY MEETINGS.

An Emergency Meeting may be convened by the Chairman and the Vice-Chairman whenever they deem it necessary and expedient.

5.5 SPECIAL GENERAL MEETINGS.

A Special General Meeting shall be convened upon a petition signed by the majority of the Management Committee for the time being, or upon a petition signed by the Secretaries or Chairmen of at least one third of the clubs affiliated to the Association who are in good standing. Such petition, stating the reasons for calling the meeting shall be sent to the Association and the Executive shall give at least seven (7) days notice of this or any other meeting of the Association. If after thirty minutes no quorum is present the motion before the Special General Meeting shall be deemed to be defeated.

ARTICLE 6 - MANAGEMENT COMMITTEE

6.1 The Management Committee of the Association, who shall be elected annually in terms of Article 5.2.10 shall comprise: -

The Chairman
The Vice Chairman
The Hon Treasurer
The Fixtures Director
The Junior Football Chairman
The Registrations Officer
The Disciplinary Convenor
The Ladies Football Convenor
Four Additional Members
Plus one person designated by the Referee's Committee

The Management Committee shall hold office until the conclusion of the next Annual General Meeting of the Association. If an election does not take place for any reason, the existing Management Committee shall continue in office until the next election.

6.2 Vacancies occurring on the Management Committee shall be filled at the first ensuing General Meeting - if deemed necessary by the Management Committee. A member appointed to fill the vacancy shall hold office for the unexpired portion of office of his predecessor.

6.3 A member of the Management Committee shall vacate his seat: -

6.3.1 Upon his suspension or expulsion from membership of the Association by the Management or the Association.

6.3.2 On failing to attend two consecutive meetings without first having obtained leave of absence. The member's position shall remain vacant until such time as his appeal (if any) has been decided upon.

6.4 The Management Committee may appoint, from time to time, such sub-committees as they may deem fit, and where committees are elected by members, these sub-committees shall have their Annual General Meetings prior to the Association's Annual General Meeting. At its first meeting after the Annual General Meeting, the Management Committee shall decide upon the composition of the Disciplinary & Appeals Committees for the forthcoming season from nominations received from members.

6.5 The Management Committee shall deal with disputes between clubs and or members and shall endeavour to settle such disputes by conciliatory methods.

6.6 It shall be the duty of the Management Committee to implement all resolutions of General Meetings expeditiously and timeously.

6.7 In addition to the afore-mentioned Management Committee an Executive Committee comprising The Chairman, The Vice Chairman, The Hon Treasurer and the Convenor of the concerned Committee shall be competent to conduct the affairs of the Association between Management Committee meetings provided that all actions taken and decisions made shall be reviewed at the subsequent Management Committee meeting.

6.8 At each Management Committee Meeting, which shall be convened whenever the Chairman deems it necessary, the minutes of the previous Management

Committee Meeting shall be approved and then signed by the Presiding Officer after confirmation. Copies of the minutes of every Management Committee Meeting shall be forwarded to all members within ten days of their confirmation.

- 6.9 The Management Committee shall be empowered to deal with all contraventions of the Articles, Rules and Regulations of the Constitution of this Association, SAFA, SAFA (CT) and FIFA and only if referred to the Management Committee by the Disciplinary Committee, to assume the duties of the Disciplinary Committee in any given instance. It shall be further empowered to deal with, as it deems fit, all matters not provided for in any of the afore-mentioned Constitutions.
- 6.10 Nominations for the positions as listed in 6.1 above, shall only be accepted once the nominated person has been a registered member of this Association for a minimum of three (3) years and shall be submitted in writing, which shall also contain the nominee's registration number, to the auditors of the Association by members of the Management Committee in office, Life Members or any other affiliated member as defined above, at least twenty eight (28) days prior to the date of the Annual General Meeting. The aforementioned auditors in turn, shall submit a list of nominees to the Secretary of the Association within ten (10) days after the closing date. The aforementioned nominations shall be submitted to the auditors in writing, signed by the President, Chairman or Secretary of the member nominating them and shall be acknowledged in writing by the nominee who shall be a duly registered member of the Association signifying their willingness to accept office in the Association. All persons nominating and being nominated shall attach their membership registration numbers. In the event of no acknowledgement being received, such nomination shall be invalidated. If no nominations are received by the auditors within the prescribed time for any position as in 6.1 above, nominations shall only in this instance be accepted and seconded from the floor.

ARTICLE 7 - VOTING

- 7.1 At all meetings as per Article 5, each member of the Management Committee shall be entitled to one (1) vote.
- 7.2 Each member club, in good standing, shall have two (2) votes, provided both delegates are present, failing which only the one present shall exercise one vote.
- 7.3 The Referees Committee shall have one (1) vote.
- 7.4 Life Members shall have one (1) vote each.

Voting shall, except in the case of elections, be by show of hands unless a secret ballot is called for by any one person able to vote when it shall be by secret ballot. Elections shall always be by secret ballot. The Chairman shall be allowed a deliberate as well as a casting vote.

ARTICLE 8 - DUTIES

The duties of members of the committee shall be: -

- 8.1 The Chairman

The Chairman shall preside at all meetings of the Association, enforce observance of the constitution of the Association, keep order and control, endorse all accounts for payment after approval by the Management Committee, generally exercise supervision over the affairs of the Association and perform all other usual duties as recognised as pertaining to the office. He shall also act ex-officio as a member of every sub-committee.

8.2 The Vice Chairman

The Vice-Chairman shall exercise the powers of, and perform the duties of the Chairman in the latter's absence.

8.3 The Secretary

The Secretary may - at the discretion of the Management Committee - be an employee of the Association to perform such duties as may be determined by the Management Committee from time to time. He or she shall have no vote at Committee or General Meetings. The amount of remuneration paid shall be determined by the Management Committee.

8.4 The Treasurer

The Treasurer, or an employee, or a person nominated by the Management Committee or the Treasurer, shall bank all monies within seven (7) days of receipt and shall be one of the signatories on each cheque issued on behalf of the Association together with either of - the Chairman, the Vice Chairman or the Secretary. He or she shall keep a proper book of accounts, which shall be produced (on request), to the Chairman or the Management Committee. The Treasurer shall submit monthly statements to all debtors.

8.5 The Fixtures Director

The Fixtures Director shall be responsible for the scheduling of all fixtures - both league and knockout - for the entire season and to give all members advice, prior to the start of the season, of fixtures for the season. He shall also be responsible for producing up-to-date logs at each General Meeting or as requested by the Management Committee.

8.6 The Registrations Officer

The Registrations Officer shall be responsible for recording all members' and players' names and addresses and the date of their enrolment. He shall liaise with the Treasurer thereby producing documentation as to the number of players each club has registered for the purpose of debiting.

8.7 The Junior Football Chairman

The Junior Football Chairman shall report to the Management Committee all matters relating to junior football and shall undertake to oversee the smooth running of junior football on behalf of the Association.

8.8 The TRUSTEES of the Association shall be: - The Chairman, the Vice-Chairman the Treasurer AND THE JUNIOR FOOTBALL CHAIRMAN

- 8.9 All members of the Management Committee shall upon being elected at the Annual General Meeting be allowed to wear the official badge and tie of the Association.

ARTICLE 9 - LIFE MEMBERS

9.1 All Life Members shall be entitled to vote at all General Meetings. It is recorded that as at 4th November 2006 the only Life Members of the Association are Messrs Cassiem Pandit, Denver D'Oliviera, Ganie Tambay, John Roman, Eric Dalton, Dawood Esack, Dana Whiting, Les Rundle and Terrence Morgan.

9.2 New Life Members may be elected at each Annual General Meeting (No more than two per year) subject to two thirds of those present and eligible to vote, voting in favour thereof and subject to prior approval being received from the Management Committee. Only members in good standing may, in writing, nominate persons to the office of Life Member at least thirty (30) days prior to the Annual General Meeting.

ARTICLE 10 - FINANCE

- 10.1 All monies due to or collected on behalf of the Association shall be paid to the office of the Association, when they shall be deposited in a bank as may be decided upon by the Management Committee. The Treasurer shall keep satisfactory records, which shall be produced, to the Chairman or Management Committee upon request. A cheque account shall be opened with a recognised commercial bank and all cheques issued for payment shall contain two signatures - those of the Treasurer and either of the Chairman, Vice Chairman or the Secretary, or a person designated by the Management Committee.
- 10.2 The funds of the Association shall be applied to the payment of expenses, the acquisition of property and such other purposes as may be decided upon from time to time.
- 10.3 Payments shall require the prior approval of the Management Committee.
- 10.4 A Balance Sheet and an Income and Expenditure Statement in respect of each financial year, which shall end on 31st October in each year and shall be examined and certified by auditors appointed by the Management Committee. At the General Meeting to be held in March each year, the Audited accounts for the previous year shall be presented for approval by the Association.

ARTICLE 11 – FINES

Wherever in this constitution provision is made to impose a fine on a member, club or affiliate, such fine shall be determined by the Disciplinary Committee, and if in excess of R10000.00 shall be endorsed by the Management Committee.

ARTICLE 12 - FORCE OF RESOLUTION

- 12.1 Resolutions and decisions of the Association shall be binding upon all clubs, members and affiliates of the Association.
- 12.2 Notice of Motion to review and rescind any resolution of the Association may be given at the meeting at which the resolution is taken, or at any subsequent meeting and must be moved at the next meeting of the Association.
- 12.3 If notice in 12.2 has not been given at the meeting then same must be given in writing within 14 days thereafter, in which case the Secretary shall notify all clubs thereof.

- 12.4 No resolution can be rescinded unless two-thirds of the member's present vote in favour thereof.
- 12.5 All resolutions adopted in that particular season are only for that season only, thereafter it will have to be adopted at the next A.G.M. as an amendment or new item in this constitution. Should it not be adopted then it will viewed as rescinded.

ARTICLE 13 - RULES OF PROCEDURE

- 13.1 The Chairman and in his absence the Vice-Chairman shall at all meetings of the Association act as Chairman.
- 13.2 The interpretation of the rules on any question requiring a ruling shall be decided by the Chairman. All decisions thus given can only be reviewed at a specially convened meeting.
- 13.3 The power to open, close and to maintain order shall be vested in the chair. No member shall have the right to question the decision of the Chairman in this respect.
- 13.4 Management reports may be accepted or referred back for further consideration. It shall also be competent for the Association to refer any other question to the Management Committee for investigation and reporting.
- 13.5 Every official or delegate shall, for the purposes of these byelaws, be considered members of the Association and shall be liable to the rules thereof.
- 13.6 Motions and amendments must be clearly stated or be in writing and be related to the subject. No member shall speak more than once on any subject, except the mover of an original motion, who shall have the right to reply.
- 13.7 The procedural rules or bye-laws are for the purpose of proper order and must be given effect to at all meetings of the Association but shall not be acted upon where they are in conflict with the general rules of the Association or its Constitution.

ARTICLE 14 - AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution may be made at the Annual General Meeting or a Special General Meeting called for such purpose, provided that at least 30 days written notice is given to the Association prior to the meeting. The Secretary shall advise all clubs of such proposed amendments at least 14 days prior to the date of the meeting. A two-thirds majority of those present and eligible to vote shall vote in favour of any proposed amendment.

ARTICLE 15 STATUS

The Association shall be a juristic person with full powers to institute and defend legal proceedings, appeals and arbitrations in its own name and to hold, buy, sell, encumber, bank and pledge assets, movable and immovable, invest, re-invest from time to time and at all times to do all acts necessary to protect and further its interests and all legal processes and documents to give effect thereof, may be signed by the Chairman or his designated deputy. Such proceedings must be in the name of the Association.

ARTICLE 16 - WINDING UP

- 16.1 The Association shall be wound up if, at a ballot conducted, no less than 75 (seventy five) % of the total number of clubs of the Association, in good

standing, vote in favour of a resolution that the Association be wound up. If, for any reason, the Association is unable to continue to function, provided that no resolution for the winding up of the Association shall be passed while the Association has 8 (eight) or more clubs who are in good standing, the following shall apply: -

- 16.1.1 The last appointed Chairman of the Association, or if he is not available, the available members of the last appointed Management Committee of the Association shall transmit a statement signed by him (or them) setting forth the resolution adopted or the reasons for the Association's inability to function as the case may be and the available members of the Association's last appointed Management Committee shall appoint a liquidator to carry out the winding up. The liquidator shall not be a member of the Association and shall be paid such fees as may be agreed upon between him and the said members of the Association's last appointed Management Committee. Should the parties fail to agree upon the fees to be paid, the remaining clubs shall fix the basis on which the liquidator shall be paid.
- 16.1.2 The liquidator so appointed, shall call upon the last appointed Management Committee of the Association to present to him the Association's books of accounts showing the Association's assets and liabilities together with the other books connected with the Association showing all entries for the previous 12 (twelve) months prior to which the Association was unable to function, such date to be hereinafter referred to as the "Date of Dissolution". The liquidator shall call upon the said officials to hand over to him all unexpended funds of the Association and to deliver to him the Association's assets and all documents necessary to liquidate the assets.
- 16.1.3 The liquidator shall take the necessary steps to liquidate the debts of the Association from its unexpended funds and any other monies realised from the assets of the Association and if the said funds and monies are insufficient to pay all creditors after the liquidator's fees as well as the expenses of the winding up have been met, the order in which the creditors shall be paid shall be the same as that prescribed in any law for the time being in force relating to the assets of an insolvent estate and as though he was the liquidator of an insolvent estate and as though the expenses were the costs of sequestration of an insolvent estate. Any remaining assets will be divided between those in membership at the time of the winding up with the formula to be used being based on the number of years the said member has been in membership of this Association.

ARTICLE 17 - FORCE OF CONSTITUTION

Where this Constitution is silent, firstly the S A F A (Cape Town) and secondly that of S A F A (National) must be applied. These two Constitutions will always take precedence over that of this Association.

RULES AND REGULATIONS

1 PLAYERS

- 1.1 No person may play for more than one club at any one time other than as per an Article of the Constitution of SAFA (CT)

1.12 Notwithstanding the above, each club shall, from the commencement of the 2008 season, have two certificated coaches with at least a CTTFA Introductory Certificate, or equivalent, as members of their club.

1.2 All persons wishing to become a member of the Association shall be required to ANNUALLY complete the Prescribed Registration Form of the Association.

1.3 Upon receipt of the form as in Rule 1.2 and upon verification by the Registration Officer, the Association shall issue its Registration Card, and members shall only be deemed to be registered once this Registration Card is in their club's possession. Should the club require the said player to be registered with SAFA CT, thus enabling them to play in any competition under their auspices, this must be indicated separately to the Association and a separate bulk form supplied for these players. Any person registering with this Association for the first time must be registered with SAFA CT and shall only be given this Association's Registration Card after no less than fourteen days have passed after the bulk form had been presented to the office. To receive the SAFA CT Registration Card, our Registration Card MUST be handed in to the office in exchange BEFORE the SAFA CT card can be redeemed by a member's club. If any information is given to the Association that leads to a Registration Card being issued and is subsequently proven to be knowingly false, incorrect or fraudulent, the person concerned, his club or any person involved in the information being given to the Association, shall be dealt with by the Disciplinary Committee as it deems fit. If scientific methods are deemed necessary by the Disciplinary Committee to confirm whether the information given is correct, application for membership of this Association conveys consent after which costs incurred shall be disbursed at the discretion of the Disciplinary Committee.

It is the responsibility of the club to ensure that players are correctly registered. Players whose cards (in cases of recall) are not submitted to the Association's office within a stipulated period are deemed ineligible.

1.4 It shall be necessary for all players being registered into the Under 13, Under 19 and Senior categories for the first time, due to reasons of age, to supply the Association with two current photographs.

1.5 All new applications for registration shall be accompanied by A CERTIFIED COPY OF THEIR IDENTIFICATION document or Birth Certificate. All new Senior and Junior registrations over the age of sixteen must have a certified copy of their identification document.

1.6 Registrations shall take place, at the Association's office during office hours or as determined by the Registrations Officer from Monday to Thursday only.

1.7 The Association or its referees shall not be liable for any claims arising from the injury to any player and any payments made in respect thereof shall be regarded as gratuitous. Furthermore the Association or its referees shall not be liable to any person or club for any claims arising from any loss suffered while participating in the activities of the Association.

1.8 It shall be competent on all persons wishing to renew their membership of the Association, to complete the Prescribed Form, which shall be handed in at the CTTFA office.

1.9 In addition to the registration of its players, all members shall ensure that their officials are properly registered and issued with the prescribed Registration Card. This shall include the registration of Committee Members, delegates, managers, coaches or any other persons regularly participating in the activities of either this Association or the member.

- 1.10 Registration of all members shall at all times be in accordance with SAFA Rules on Registrations - 9.1.5, 9.1.6, 9.1.7, 9.1.8 and 9.1.9
- 1.11 Any player or member requesting a transfer from one club to another, his/her new club shall pay the applicable TRANSFER fee.
- 1.12 The cut off dates for all transfers within CTTFA shall be 30 June in each year. However the management committee in consultation with the registration officer has the power to waive this rule in the case of a residential move or the player is a registered CTTFA member and has not played for any club within the current year.
- 1.13 Any player or member requesting a replacement CTTFA registration card shall pay the applicable administration fee of R25 .The Management committee have the power however, to waive this rule in the case of theft, but an affidavit is to be supplied for the proof of the theft.
- 1.14 it shall be an offence to submit any false information when registering a player. The onus shall be on the players team/club to reasonably ensure that the information submitted is accurate in every aspect, and that all requirements are adhered to. The issuing of a card does not absolve the team/club of this responsibility.
- 1.15 Principle of no card no participation shall apply without any exception
- 1.16 Players whose clearance has been ratified by the Association shall no longer be considered a member.

2 REFEREES

- 2.1 The referee shall be in full charge and control of the game in which he is officiating.
- 2.2 The referee shall be the sole judge in determining whether or not any ground is suitable for play and should he consider it unsuitable, he alone shall have the power to postpone the match unless the rules of local authorities decide otherwise.
- 2.3 Should the appointed referee fail to arrive within 15 (fifteen) minutes of the scheduled time of the match, any other REGISTERED CTTFA referee present shall have the power to officiate, in all games involving CTTFA teams, failing which the home team shall appoint a referee who must be a card-carrying, registered member of CTTFA, who must start the game at the published time and who shall have all of the powers as in 2.1 above. Once the referee supplied by the home team is made known to the opposition, they may request to see his Association membership card to satisfy themselves that he is a registered member of the Association and so that they can record his name and number on their official Match Report. With the exception of the senior promotion league (Premier, First, and Second Divisions) that must have a Referee appointed by CTTRA committee, and two qualified Assistant Referees supplied by the home team. If the home team fails to supply two qualified assistant Referees the match shall be awarded to the opponents.
- 2.4 The selection of referees for all games of the Association shall be made by a sub committee appointed by the Cape Town- Tygerberg Referees Committee according to the CTTFA constitution. All other requests for Referees must be made via the CTTFA office.

- 2.5 The constitution of the Cape Town - Tygerberg Referees Committee shall be the guidelines for all matters relating to referees or refereeing as long as such constitution is not in conflict with the Constitution of the Association.
- 2.6 On all questions of the interpretation of the laws of the game the referee's decision shall be final even though a protest has been lodged with the referee either prior to or during the match pertinent to fact. A protest to the Association shall be made at the conclusion of the game on all matters protested against failing which the club concerned shall be liable to a fine as per the schedule of fees.
- 2.7 All clubs shall supply a minimum of two members who shall be qualified as referees and who shall be available to officiate in his/her club's home games as delegated by the referee's committee. If a club does not have two members who are qualified as referees, they shall supply them to attend a training course conducted by the referee's committee and such member shall attend a minimum of eight training sessions per year and pass the set examination. Failure so to do could see the club suspended from all senior competitions pending investigation by the Disciplinary Committee.
- 2.8 All clubs shall supply a minimum of two members who shall be qualified assistant referees, they may be qualified referees and who shall be available to officiate in his / her club's home games. If a club does not have two members who are qualified referees or referees assistants, they shall supply them to attend a training course conducted by the referee's committee and pass the set examination. Failure to do so could see the club suspended from all senior competitions pending investigation by the Disciplinary Committee. Clubs who fail to submit AR's will not be allowed to accumulate points.
- 2.9 The referee shall inspect the appointed AR's cards prior to the start of the match.
- 2.10 The referee, including the AR can only be changed in cases of injury and thereafter may not participate in any fixture on that day.

3 LEAGUE COMPETITIONS

- 3.1 The Association shall, annually, from March to October, on the universally accepted principal of "Home and Away", run the following leagues with Reserve Leagues when deemed necessary: -

Seniors - Premier & First to Ninth Divisions,
A Ladies League/s, Over 35, Over 40 and Over 45.

Juniors - Under 19, 17, 15, 13, 11, 9 & 7 years age groups, or any other leagues determined by the Management Committee.

The official start and finish dates of any season shall be determined by the Management Committee at its first meeting following the Annual General Meeting.

- 3.1.1 All matches MUST start at the published time (provided the field is vacant - failing which it must start immediately the previous game has been completed) and other than where Rule 2.3 applies, if any team is not ready to start the match at the published time (or starting time as mentioned above) the referee shall declare them absent and allow the team present to depart, after which, following receipt of the referees report, the match shall be awarded to the team that was present and the absent team shall be liable to a fine that will be determined by the Disciplinary Committee, but all games must start within two minutes of the match that precedes it.

When a previous game is running late and the next game is now later than (15) fifteen minutes (night games only) after the scheduled time the match will be forfeited by the home team unless it is beyond the home teams control, the Referee does not have the right to walk away.

- 3.1.2 The Association shall give at least 5 (FIVE) days written notice to any club of any fixture. If it fails to do so, either team in a fixture may refuse to accept the fixture following which it shall be rescheduled. This shall not however apply to a knockout fixture when the minimum advice period is reduced to 4 (four) days. No club shall be allowed to change any fixture, venue or starting time without the WRITTEN approval of the Association. Clubs that transgress shall be liable to action decided upon by the Disciplinary Committee. Requests for a possible amendment or postponement will only be considered by the Fixtures Director if IT HAS BEEN RECEIVED IN WRITING ON A CLUB LETTER HEAD STATING THE REASON FOR POSTPONEMENT AND SIGNED BY THE CHAIRMAN OR SECRETARY AND FORWARD TO the office OF CTTFA no less than TEN (10) days prior to the scheduled date of the fixture.
- 3.2 In all games won 3 (three) points, and in all games drawn, one point shall be awarded. However when a team fails to put in an appearance after being correctly advised so to do, and the Disciplinary Committee, notwithstanding any fines that may be imposed, decides to award the points for the game to the opponents, a score of 3-0 shall accrue to the winners.
- 3.3 The team amassing the highest number of points during the season shall be declared the winner of the competition. If two or more teams are equal on points the League championship promotion or relegation shall be decided on firstly goal difference and secondly highest number of goals scored.
 - 3.3.1 Once FINAL dated logs have been forwarded to members, the correctness of the facts may be queried in writing within fourteen (14) days, failing which, the published logs will be accepted as a true reflection of the facts.
 - 3.3.2 At the end of April/May/June/July/August each year, updated logs will be forwarded to members, the correctness of the facts may be queried in writing within ten (10) days failing which, the published logs will be accepted as a true reflection of the facts and no further corrections will be made unless so directed through a Disciplinary Committee/Appeal Hearing.
- 3.4 In the event of any team withdrawing before the end of the first round of any competition all their results up to that stage shall be expunged from determining league positions. Should they however withdraw during the second round, ALL results will be expunged.
 - 3.4.1 All members shall at all times have and maintain at least two Senior and two junior teams. This excludes Under 19, Over 35, Over 40 and Over 45 teams. The Management Committee has the power, however, to waive this rule without divulging reasons for their decision.
 - 3.4.2 All members shall have and maintain at least one field for every four Senior teams during afternoons or evenings it intends entering or at least one field for each two junior teams during mornings it intends entering in each age group. All fields shall be subject to the approval of the Association's Grounds Committee.
 - 3.4.3 The floodlights at all fields shall annually be approved by the Association's Grounds Committee prior to the scheduling of night games at such venues.
 - 3.4.4 If, at any time, a club wishes to withdraw a team from the Association's leagues, it shall be the lowest team playing for that club, not including Over 35 or Over 40 teams.

- 3.5 For purposes of this and other clauses in the Constitution, it is recorded that the Promotion Leagues of the Association shall be the Premier League, the First Division and the Second Division, which may, at the discretion of the Management Committee, also contain the name of a sponsor. There shall be an automatic two up, two down system operative between all leagues except that no club may have more than one team in the Promotion Leagues (and consequently its Reserve League) as well as in any Senior age group league unless it is the lowest league for that age.
- 3.5.1 Promotion from the Premier Division to the leagues of SAFA CT shall only be permitted, in order of finishing, down to third position, after which this Association will not submit a nominee. All clubs that has not followed this route for promotion to any SAFA Competition and if relegated from any SAFA Competition shall start in our lowest promotional league.
- 3.5.2 The automatic two-up system as in 3.5 will only be extended to clubs who are not in default of Rule 10.3 as at 30th September in the year in which they played for promotion from the league in which they participated. This shall apply to the Statement of Account issued by the Treasurer dated 30th August in the same year.

As per 3.1 above the rules pertaining to each senior league shall be as follows: -

3.6.1 THE PREMIER DIVISION

This league shall consist of fourteen (14) teams. The Association may, if it deems it necessary, alter this number before the commencement of the season. There shall be a trophy at stake in this division for the team amassing the highest number of points (or as per 3.3 above) at the end of the season.

3.6.2 THE FIRST and Second DIVISIONS

The First and Second Division shall consist of fourteen (14) teams each. There shall be a trophy at stake in these divisions for the team amassing the highest number of points (or as per 3.3 above) at the end of the season.

- 3.6.3 All other members, who are not represented in any of the Promotion Leagues, shall play in the Third Division. If the number of these teams, making up the composition of the Third Division shall be less than twelve, the Management Committee may, in the best interest of competitive football, increase the size of the league to twelve by including the next best teams of clubs already represented in the Promotion Leagues, with the understanding that none of these additional teams may, if they end in the two top positions at the end of the season, gain promotion to the Second Division as they already have a team in the Promotion Leagues and consequently a lesser number of teams ending in the bottom two positions in the Second Division will be relegated.

3.6.4

There shall also be reserve leagues for each league as per 3.6.1, 3.6.2 and 3.6.3 above with the composition of the reserve leagues being a duplication of these leagues. There shall be no promotion or relegation to or from these leagues, with the composition for the following year being determined as per 3.5 above.

3.6.5 ALL OTHER DIVISIONS

All other senior teams of the Association shall make up these leagues with the proviso that not more than 12 teams shall be permitted to make up the composition of these leagues. Should there be more or less than 12 teams in the lowest Division, then the Management Committee shall decide upon its size. There shall be a trophy at stake in these divisions for the team amassing the highest number of points (or as per 3.3 above) at the end of the season.

13.6 All other members including new applications for affiliation who are not represented in any of the promotional leagues shall play in the Second Division. If the number of these teams, making up the composition of the Second Division shall be less than 12 (twelve), the Management Committee may, in the best interest of competitive football, increase the size of the league to 12 (twelve) by including the next best teams of the clubs already represented in the promotional leagues. With the understanding that none of these teams can gain promotion to the First Division. If a lesser number is promoted from the Second Division a lesser will be relegated from the First Division.

3.6.6 THE OVER 35 DIVISIONS (or Over 40 or 45 DIVISIONS)

This competition shall be open to ALL players over the age of 35 (or 40 or 45) years of age starting from the day they attain their 35th (or 40th or 45th) birthday. There shall be a trophy at stake in each section of these divisions, for the team amassing the highest number of points at the end of the season (or as per 3.3 above). (For the Over 40 & 45 Leagues, replace the numeral 35 with 40 or 45 in 3.6.6)

3.6.7 THE COLTS - UNDER 19 DIVISIONS

This competition shall be open to all players under the age of 19 years of age as at the 1st January of the year in which the competition takes place. There shall be a trophy at stake in each section of this division for the team amassing the highest number of points (or as per 3.3 above) at the end of the season.

3.7 If, after advising the Association at the Annual General Meeting, of its teams for the following season and the leagues have been structured, a club wishes to enter an additional team in any league, this must firstly be with the approval of the Management Committee and be done before 28th February for seniors, and 15th April for juniors but will only be entertained on a first come - first served basis if a vacancy occurs or a position is available in any league.

3.8 MANAGEMENT COMMITTEE IN THE INTEREST OF FOOTBALL MAY INCREASE OR DECREASE THE NUMBER OF TEAMS IN EACH LEAGUE.

3.9 In addition to the above the Association shall also run Junior League in these age groups Under 19, Under 17, Under 15, Under 13, Under 11, Under 9 and Under 7 with the number of leagues AND TEAMS within each age group to be determined by the MANAGEMENT Committee.

4 KNOCKOUT COMPETITIONS

Each division in 3.6.1 to 3.6.7 above as well as each Junior League (from under 17 to under 9) shall have its own Knock-out Competition, except that the Colts Leagues competitions shall have only one combined competition irrespective of the number of sub-leagues they may utilise, with a draw being held for each round (either all together at the start of the season or at the conclusion of each round) and the

winner going through to the draw for the next round. It shall also be the duty of the Fixtures Director to fixture every semi-final match to be played at a neutral venue. All finals will be played at a venue to be decided in April of each year by the Management Committee. A trophy shall be at stake for the team who wins each knockout competition. There shall be no Knock Out competition in the under 7 and under 9 leagues. Any team that fails to honour any knockout final match may have its fine and its medals withheld until after the disciplinary enquiry. They may also be excluded from the following years Knockout competitions.

- 4.1 No player, having played for a higher team of his club, or any other club, in any competition of this Association, shall be permitted to play in a lower knock-out game of this Association. This does not prevent a junior or colt from playing in a senior competition and then reverting back to the junior or under 19 competition for which he qualifies. For the execution of this rule, in both Junior and Over 35, 40 or Over 45 competitions, a player may not, after playing in a higher age group, revert back to playing in any other age group competition he/she may qualify to play in. The Over 35 League is considered to be a higher league than the Over 40 League and 40 higher than 45, an "A" team or league, higher than a "B" team or league, "B" higher than "C" etc.
- 4.2 On Knock Out Cup Final Days Junior or Senior a player will be cup tied for the team he played for on the day.
- 4.3 The first named team on the fixture shall be deemed to be the home team

5 DURATION OF GAMES

The duration of play of all of the Association's leagues shall be as follows: -

The Promotion Leagues	2 equal halves of 45 minutes.
Other Senior, Over 35, 40 & 45 Divisions	2 equal halves of 40 minutes.
Ladies Leagues	2 equal halves of 40 minutes.
Under 19	2 equal halves of 45 minutes.
Under 17	2 equal halves of 30 minutes.
Under 15	2 equal halves of 25 minutes.
Under 14	2 equal halves of 25 minutes.
Under 13	2 equal halves of 25 minutes.
Under 12	2 equal halves of 25 minutes.
Under 11	2 equal halves of 20 minutes.
Under 10	2 equal halves of 20 minutes.
Under 9	3 equal halves of 10 minutes.
Under 8	3 equal halves of 10 minutes.
Under 7	3 equal halves of 10 minutes.

In knock-out competitions the above shall also apply but if at the end of the regulation time there is a draw, extra time as follows shall be played: -

Senior, Under 19 & Over 35, 40 & 45 Games	2 equal halves of 15 minutes.
Ladies	2 equal halves of 10 minutes.
Under 17	2 equal halves of 10 minutes.
Under 15	2 equal halves of 10 minutes.
Under 14	2 equal halves of 10 minutes.
Under 13	2 equal halves of 10 minutes.
Under 12	2 equal halves of 10 minutes.

If at the conclusion of these extra periods there is still a draw then a penalty shoot out in terms of the F.I.F.A rules will decide which team goes through to the next round. On the day of the knockout finals there shall be no replays but all trophy winners will immediately - after extra time as above - be decided by a penalty shoot-out in the case of all games - senior and junior. During all games of the Association, the half time shall preferably be five (5) minutes but shall not exceed ten (10) minutes.

6 TEAM RETURN

Prior to all matches it shall be the duty of each captain or relevant official to hand to the referee and the opposing captain a list of names on the prescribed form quoting each player's registration number and jersey number together with the registration cards of all players participating in the match, including substitutes, with a maximum of 18 players. Any player whose Registration Card is not available at this time of presentation shall be an ineligible player. The Registration Cards shall be available for inspection by the captains or Team Officials with such request being made via the referee without unduly delaying the match.. Teams shall however, within this clause, list all players whom they wish to have participated in the game on condition that it is within the Laws of FIFA and that the player arriving late and coming on to the field of play presents his Registration Card to the referee at the time he comes on. If however a team commences a game without eleven players, they may add to the list of names on the team return up to a maximum of eleven but may then not be permitted to utilise the latecomers over and above the first named eleven. Teams may use up to THREE (3) substitutes, who must be chosen from not more than seven players whose names shall appear on the team return. Substitutes not so named may not take part in the match. All eighteen players (or up to eighteen) named on the prescribed form shall be ruled to have participated in the match concerned. Both home and away teams shall forward copies of their team returns to the Association for games where no official referee officiated. (At neutral venues the first named team shall be deemed to be the home team.) Failure to do so within seven (7) days of the completion of the fixture will result in a fine of R5.00 (Five Rand) being levied against the club. (See also Rule 10.7).

7 TEAM COLOURS

Each club shall register its colours and design, together with alternate colour and design with this Association. The Management Committee shall have the power to refuse to register any colours, which are already registered. Should the colours of two clubs cause confusion when their teams meet each other, the team designated the "away" or visiting team shall change to it's alternate colours.

8 FAILURE TO FULFIL FIXTURES

Any club which fails to fulfil any fixture, unless prior notice has been received from the office in terms of Rule 3.1.2, shall be in default and shall forfeit the points for the match, as well as paying a fine of R300.00 when a home team defaults or R200.00 (Two Hundred Rand) when an away team defaults as well as the defaulting team being responsible to pay the referee's fee, noting that defaulting referees will be held liable for his match fee and will not be compensated for any other match he officiates in on that day. In addition, the club shall be guilty of an offence and be liable to be dealt with by the Disciplinary Committee as it may deem fit. Any team that defaults THREE times in any one season shall be expelled for the rest of the season AND

SHALL be liable to a fine to be determined by the Disciplinary Committee. If a team, even with the necessary permission, fails to play five (5) matches, they may, upon a decision of the Management Committee, be expelled for the season and/or fined and shall be relegated to the next lower league at the commencement of the following season. The Management Committee shall however have the discretion to decide whether the reasons for such non-fulfilment is sufficient to warrant the waiver of the penalties or the imposition of a lighter penalty. In the event of any Senior team defaulting, no other Senior team of that club, in a lower division, shall be permitted to play on the same match day in their respective divisions. Should any other team play a match, any points accumulated will be awarded to the opponents and a score of 3-0 recorded. If a home team defaults without giving prior advice to the visiting team and or the referee via the office during office hours, they shall be required, besides any fine imposed, to pay R50.00 towards the costs of the visiting team's travel costs and to pay the referee's fees for the match. A club or of it's members, supporters and spectators found guilty of causing a game to be abandoned without just cause shall:

- (1) Be fined an amount not exceeding R10, 000.00 (ten thousand rand)
- (2) Forfeit the points on the part of the defaulting club
- (3) Have the points awarded to the aggrieved club.

9 FIXTURES OUTSIDE OF THE ASSOCIATION

Any club wishing to play any fixture against any club not affiliated to S A F A (C T), shall first obtain the written permission of the Management Committee. All clubs playing friendly matches against other S A F A (C T) affiliated clubs SHALL advise the Association of such matches.

10 PENALTIES AND FINES

- 10.1 Any club playing an ineligible player (or players) in a match could be fined a maximum of R250.00 (two hundred and fifty) per player and a minimum of 4 points shall be deducted and the game awarded to the opponents. in the event of both teams playing ineligible players, no points shall be awarded, and both clubs could be fined a maximum of R250.00 (two hundred and fifty) per ineligible player and minimum of 4 points shall be deducted. Should this offence occur in a knockout match both teams could be fined and shall be considered to have been knocked out .
- 10.2 Any club failing to be represented at any General Meeting of the Association, excluding sub-committee meetings (of which they have been deemed to have received due notice) shall be fined R200.00. If they miss two consecutive meetings the fine will be R300 per meeting. If they miss 3 (three) meetings and more for the year the fine will be R400 per meeting missed. In the event of clubs having only one delegate they shall be entitled to exercise only one vote. In addition to the fine, any club that absents itself from three Association meetings shall be fine R400 per meeting, excluding sub-committee meetings shall be suspended for the rest of the season, except for their junior teams who will be allowed to finish their competitions.
- 10.3 All monies, other than fines, due to the Association, shall only be paid at the offices of the Association within thirty (30) days of the Statement of Account issued by the Treasurer on a monthly basis by the 7th day of the following month, failing which, upon due notice by the Association, the Association will serve the offending member with an out of compliance notice and may not get

- involved in the affairs of the Association. If this happens a second time in one season, the offending member upon whom the out of compliance notices is served by the Association, will not be allowed to accumulate points or to proceed within any knockout competition, or get involved in the affairs of the Association, until such time that the arrear amounts are settled. The rendering of accounts to the official correspondence address of the member as stated in Article 3.4, shall be considered due receipt of such outstanding accounts. Post-dated cheques shall not be accepted as settlement of an a/c.
- 10.4 Notwithstanding the provisions in Rule 10.3, all accounts rendered for the month prior to the month in which the Annual General Meeting is held, is due and payable before the commencement of the Annual General Meeting at the offices of the Association, provided that clubs have received notice of such account at least 14 days prior to the date of the meeting. Failure to comply would result in the member not being able to participate in the meeting.
- 10.5 All clubs that withdraw teams from any competition after 15th April for Seniors and 30th April for Juniors in each year shall be fined the sum of R250 per team.
- 10.6 Where a club advises the Association in writing of the fact that an opponent has fielded an ineligible player, and they do so within 7 (seven) days of the conclusion of the game, this shall form the basis of a protest and if found to be correct by the Disciplinary Committee shall be awarded the game and the offending club or player fined as per 10.1 above and in addition may be suspended or expelled or receive any other punishment as may be determined by the Disciplinary Committee. The Management Committee, however, may be permitted to conduct an investigation at any time.
- 10.7 All clubs shall email, telephone or facsimile the office with the result and score of every game played involving their club, within 72 (seventy-two) hours (including Sundays and Public Holidays) of the completion of the game. Failure to do so will result in a fine of R5.00 per result being levied against the defaulting club.
- 10.8 No registered member of this Association may enter any ground under the jurisdiction of this Association in possession of liquor or drugs. If such an occurrence is reported by a competent person, the Disciplinary Committee will hold an investigation and take whatever action they deem necessary in terms of Rule 14.
- 10.9 Fines shall be paid within fourteen (14) days of written advice by the office of their imposition, failing which the member shall be deemed to be out of compliance in terms of each aspect of this rule. Although if the matter is under appeal the monetary fine to be set aside till after the conclusion of the appeal hearing

11 PROTESTS AND APPEALS

- 11.1 Advice of and Confirmation of ALL protests, including those handed to a referee (which shall also have been advised by the referee to the opposing captain of the match in question before or during the match) shall be lodged in writing with the Association within 7(seven) days of the completion of the match accompanied by the protest fee of R500.00 which fee shall be forfeited to the Association if the protest is not successful. Failure to lodge the written protest within the period shall render the club liable to a fine of R250.00 AND A MINIMUM OF 4 POINTS SHALL BE DEDUCTED AND THE MATCH AWARDED TO THEIR OPPONENTS. Both the protesting party as well as

the party protested against shall be requested to be present at the hearing into the protest. Any protest relating to the grounds, goal posts or bars, or any other appurtenances of the game, shall not be entertained by the Disciplinary Committee unless an objection has been lodged with the referee before the commencement of the match. The responsible team and/or its officials are to correct the cause of the objection, if this is possible, without unduly delaying the progress of the match. The Team officials or Managers of each team in Junior or Age-restricted Senior games, to check their opponent's cards for errors in recorded ages and if any are found they shall report it to the Referee.

Either team may, before the commencement of the game remove the suspect player from the team return and replace them with another player. If either team then still refuses to change the player, then the matter must be reported to the Referee in the form of an official protest.

Any team directly involved in a game may lodge a protest in respect of any game played if the protesting club participated in the same game.

- 11.2 An appeal against a decision of any committee or sub-committee may be made in writing to the Association within 7 (seven) days after having received notification of any such decision. Such appeal shall be accompanied by a fee of R750.00 (five hundred) which shall be forfeited, to the Association if the appeal is not successful. The Management Committee or an appointed sub-committee shall in this instance act as the Court of Appeal. All such appeals shall state clearly the nature of the appeal i.e. whether the appeal is against the verdict or severity of sentence. Any sub-committee decision shall not be suspended pending the hearing of the appeal, such appeal hearing which shall take place within 21 (twenty-one) days of receipt of the appeal by the Association.

- 11.2.1 In appeal cases, the appellant SHALL be present for the case to be heard. Until a final decision on the appeal is handed down, the operation of the decision appealed against shall not be suspended. (Refer also 10.3)

- 11.2.2 If the appellant is still not satisfied with the decision he or it may appeal to SAFA (CT) in terms of its Constitution Article 21.

- 11.3 A referee's report, whether a caution, send-off or match reports, shall only be considered if it is given in writing and received by the Association or a staff member, within 7 (seven) days of the incident reported by the referee, should there be no report from the Referee within the seven (7) days after the completion of the game the relevant club will receive a fine of R250.00.

- 11.4 All letters of appeal to SAFA (CT) shall first be endorsed by the Management Committee and a copy retained by the Secretary.

- 11.5 NO enquiry shall be requested by any member, but requests for further investigation may only take the form of a protest or an appeal as described herein. Should the person lodging the protest or the appeal require written evidence that is in the possession of the Association, this will only be forthcoming AFTER the necessary fee has been paid and AFTER the written appeal or protest has been lodged with the office.

Any team, affiliate, official, player, staff member, or a club that has not lodged a protest in respect of a game in which it participated, may lodge a complaint in respect of any act of misconduct/ offence allegedly committed. The complaint must be lodged in writing within seven (7) days of the incident, and accompanied by a complaint fee, as determined by the Management Committee. The complaint must not be made against the referee's and / or assistant referee's decisions connected with play in any game, except if the complaint contains an allegation of corruption.

- 11.6 At the conclusion of each round of the knock-out, any match that has been referred to either of the disciplinary or appeals committee, may not have the

next round involving the said clubs take place, until a final decision has been taken.

12 TROPHIES

All clubs, before being presented with any trophy, shall ensure that they are in good standing and that they acknowledge that they shall be responsible for the safekeeping of said trophy. They must also ensure that said trophies are returned before the 31st July of each year to the Management Committee who shall scrutinise all the trophies. Should any trophy be damaged or lost, the club concerned shall be held responsible. The association shall purchase a replacement trophy if a club has damage or lost a trophy and the club will be invoice for the replacement trophy. All trophies shall always remain the property of the Association. Late return of all trophies shall incur a fine of R50.00 (Fifty Rand) per month until 21 working days prior to the prize giving where by the trophies will be replaced and defaulting club debited with the replacement cost.

13 DEFUNCT CLUBS

Should a club cease to exist or withdraws from the Association each and every registered member of such club shall, proportionally, be held liable for its debt to the Association.

14 DISCIPLINE

Pursuant to Article 6.1 above, the Management Committee shall at its first meeting appoint a Disciplinary Committee from nominations received from members and when holding meetings the quorum for all Disciplinary Meetings shall be three (3) persons and its duties shall be: -

14.1 To deal with as it deems fit all cases of misconduct, breach of rules regulations or byelaws and misdemeanours brought to its notice by Referees or other competent persons in writing, within seven (7) days of the incident. At all disciplinary hearings, Rules 12, 13, 14, 15 and 16 of the Constitution of S A F A shall wherever possible be adhered to.

14.2 To insist upon the presence before the committee of any individual, player, official, club, affiliate or spectator to answer to any complaints brought to the notice of the committee.

14.3 To deal with (if it so wishes) a Referees report on every player being dismissed from the field of play within (21) twenty-one days, (taking cognisance of 14.5.1 below). Should a more severe sentence be deemed necessary then cognisance may be taken of any time-off already served by the alleged offender.

14.4 To be empowered to disqualify, suspend, reprimand, fine and or caution any player, club official, club or affiliate who may be proved to have been guilty of any breach of the rules or regulations or "The Laws of the Game" as issued by FIFA. Cognisance must also be taken of the FIFA rule that calls for the imposition of a minimum of one match suspension for every send-off.

14.5 In terms of 14.4 above: -

14.5.1 In the case of a person as in 14.3 above who has been dismissed from the field of play by a referee, or in the case of a player, who leaves the field of play without permission, said person shall automatically be suspended for a period of two (2) games played by the team he represented at the time of the offence and be liable to a fine of Fifty Rand. However, the Disciplinary Committee has the discretion, after reviewing the evidence presented to it, to

declare a person not guilty and remove the automatic sentence or decide that the automatic sentence is reduced (see 14.1 & 14.4).

Any club official "ordered off" the confines of the field of play, including the technical area, by the Referee, is automatically suspended from the confines of the field of play, including the technical area, for the minimum of (3) three weeks.

- 14.5.2 If in the opinion of the referee, the Management Committee, the Disciplinary Committee or any competent person the offence for which a player or official is ordered from the field of play is of such a nature, that a suspension of longer than in 14.5.1 above is warranted they shall inform the Secretary of the Association in writing thereof within fourteen (14) days from the date of the offence, (and if a referee, in addition to his report).
- 14.5.3 Once a player has received four (4) cautions which must have been received in accordance with rule 11.3 and he is advised of this in writing by the Association, he is suspended for the next (2) two matches to be played by the team he represented at the time of the last offence, (6) six cautions (3) three matches, (8) eight cautions (4) four matches, and be liable to a fine of FIFTY (50) rand. Such notification must be received by the club no less than 48 hours before the match that starts the suspension.
- 14.5.4 The Disciplinary Committee via the Secretary shall undertake to inform the club of any player who has accumulated four cautions and is thus suspended.
- 14.5.5 The registration card of all suspended players shall be forwarded to the Secretary of the Association who shall safe keep and return said card at the expiry of the suspension, subject to the fine as in 14.5.1 being paid. Failing which the suspended player will be deemed ineligible until both the card and the fines has been paid.
- 14.5.6 Any player, club official, club or affiliate summoned to appear before the Disciplinary Committee shall be entitled, on application to the Association to be furnished with full details and particulars of the charges to be preferred, prior to the hearing. The Association shall in writing notify any player, club official, member or affiliate within 72 hours of a scheduled hearing.
- 14.5.7 The player, club official or affiliate charged, shall attend such hearing and give the Disciplinary Committee oral evidence of the facts of the charge and shall answer any questions that may be asked by way of cross-examination and shall produce any books or papers considered necessary by the Disciplinary Committee.
- 14.5.8 The player, club official, club or affiliate charged, shall have the right to give and call evidence in rebuttal of the charge and shall have the right to cross-examine any witness who gave evidence of such charge.
- 14.5.9 If the player, club official, club or affiliate charged shall fail to attend the hearing after having been correctly notified or shall refuse to answer any question asked by the Disciplinary Committee, or neglect to produce any books or papers without good and sufficient reason, the committee may investigate and adjudicate upon the charge or allegation in such a manner and upon such evidence as they may deem expedient.
- 14.5.10 Club Officials , members or affiliates charged shall informed the Association not late than 24hrs prior to the scheduled hearing if they cannot attend the hearing . Failing which the DC will hear the matter in your absence.
- 14.5.11 Any suspended member, club or affiliate shall not be entitled to participate in any fixture of the Association or its clubs, inclusive of competitions and/or friendly matches, nor shall he be entitled to act in any official capacity in the Association, or its clubs or take part in the conduct or management of the game as the case may be.
- 14.5.12 In the case of a sentence of longer than 12 months being handed out, the Management Committee shall be informed..

- 14.5.13 No member of a club concerned in any matter being dealt with by the Disciplinary Committee shall vote on that matter whilst he is a member of the Disciplinary Committee.
- 14.5.14 The decisions of the Disciplinary Committee in all of the aforementioned matters or player shall have the right of appeal within (7) seven days against any decision to the Appeals Committee (See Rule 11.2).
- 14.5.15 A copy of the letter of appeal against an automatic suspension (see 14.5.1) must be lodged with the Secretary of the Association within 7 days of the dismissal and must be accompanied by the prescribed fee of R750.00 (seven hundred and fifty rand). The appeal shall be heard within twenty-one (21) days of receipt thereof.(See 14.5.15)
- 14.5.16 If the appeal succeeds the appeal fee shall be refunded to the appellant. If the appeal fails or is withdrawn the fee shall be forfeited to the Association.
- 14.5.17 Any sentence other than as per 14.5.3 being served which is not completed in the current playing season shall be carried forward to commence at the start of the next playing season.
- 14.6 Any decision, which can be taken automatically in terms of this Constitution, may be imposed by the Association, without referral to any sub-committee. However,
- 14.7 Upon suspension of a member or club, all monies due to the Association by such member or club shall become immediately payable. If payment there-of is not made within fourteen (14) days, the Management Committee may take such steps it deems necessary.
- 14.8 Every club is responsible for the conduct of its players, officials, spectators and supporters, no matter on which ground the match is played. In the event of alleged misconduct of spectators, the defendant may not disclaim responsibility for such misconduct on the grounds that such spectators were/are not supporters of the defendant's team unless this is proven by the defendant to the satisfaction of the Disciplinary Committee concerned.
- 14.9 This Association shall honour any suspension imposed on any person by any affiliate of FIFA, SAFA or SAFA (CT).
- 14.10 If at any time a minor is requested to appear before the Appeals Committee or the Disciplinary Committee, he may, if he so wishes, be accompanied by a parent or guardian.
- 14.11 It shall be misconduct for a club, official, player, spectator and/or supporter to cause the abandonment of a game. Should they be found guilty of this offence they shall be charged under Rules 14.1,14.2 & 14.4.

15 REPRESENTATIVE MATCHES

- 15.1 After giving advice of his non-availability for a representative match a player shall not be permitted to play for any team of his club on the day that the representative match takes place.
- 15.2 Players for representative matches shall be selected by committees voted for by the Management Committee.
- 15.3 All clubs shall in every way assist in securing the attendance of any of their players selected for said representative matches.
- 15.4 Any selected player who fails to turn up for the representative match for which he has been chosen and does not furnish the Association with an apology (and reasons therefore) within 72 (seventy two) hours after the said match shall automatically be under suspension until he appears before the Disciplinary Committee whom shall deal with him and the club as they see fit.

- 15.5 Should three or more players from one club be selected to represent the Association, Provincial team or any other team recognised by the Management Committee, S A F A or SAFA (CT) only the highest team he normally represents in the club shall be granted a postponement of a fixture upon a request being received in writing from the club concerned. If the team in question has two players selected for the representative team the club concerned may apply to the Management Committee for a postponement of the fixture, which may be granted, failing which no reason need be divulged for such refusal.
- 15.6 Any player or official who declares himself not available to be selected in any position for any team of the Association shall not be available during that season for any team to be selected by SAFA (CT).

16 PROCEDURE AT AN APPEAL HEARING

- 16.1 At the hearing the appellant and his witnesses, if any, shall be given the opportunity to state his or their case. No new evidence may be lead and deliberations shall be relevant and to the point.
- 16.2 The Association shall keep a fair record of all evidence lead. The Appeal Committee shall then consider the evidence in private and their decision given to the appellant in writing within 72 hours of the decision being reached. The reasons may be kept confidential and may not be divulged without the consent of the Management Committee. Unless the evidence, testimony or decision is mala fide or dishonest, no action shall be made for defamation or damages.

17 COLOURS

- 17.1 The Colours of the Association shall be Royal Blue, Gold and White.
- 17.2 In order for a player to be awarded the colours, badge and tie of the Association he must have played in at least three (3) games for an official team chosen by the Association or one of its sub-committees.

18 CONSTITUTIONS OF AFFILIATES AND CLUBS

- 18.1 Each affiliate and club shall submit its Constitution and Rules and Regulations to this Association for approval.
- 18.2 The articles and rules of all affiliates and clubs may not be inconsistent with the Articles and Rules of this Association and all affiliates and clubs and their members admitted to membership shall observe the Articles and Rules of this Association.
- 18.3 The provisions of this Association's Constitution and Rules shall override those of an affiliate or club.
- 18.4 Any club that require any documents from the Association must request it on a club letterhead and signed by the Chairman or Secretary and the said documents will be supplies within three working days and maybe charged at R5 (five rand) per copy.

19 BOOKS OF AFFILIATES AND CLUBS

- 19.1 All affiliates and clubs shall cause to be kept, proper minutes and Books of Accounts which shall be produced to this Association within five working days of the same having been called for should they be required for an enquiry.

ACCEPTANCE OF THIS CONSTITUTION & THE RULES & REGULATIONS

This constitution was unanimously adopted at the Special General Meeting of the Association held on the 17th day of March 1993 at Sea Point in the province of the Cape of Good Hope.

Amendments made as follows: -

Many & Varied 03/11/93, 24/08/94, 16/11/94, 22/11/95, 20/11/96, 19/11/97, 25/11/97, 25/11/98, 17/11/99, 23/11/00, 21/11/01, 04/11/02, 26/03/03, 19/11/03, 11/04/07, 21/11/2008, 24/11/2009, 23/11/2010, 20/12/2012, 29/01/2014 and 10/06/2016.

DEFINITIONS AND INTERPRETATIONS

- Rules: shall include all rules, regulations and bylaws promulgated from time to time by the Association.
- Football: shall include football as defined in the Referee's Chart, small-sided soccer and indoor soccer.
- Seniors: A team of players participating in a bona-fide league and not falling under the definition of a Junior Team.
- Juniors: A team of players participating in a bona-fide league, the rules of which limit the ages of the players to not older than nineteen (19) years on 1st January of each year.
- Day: shall be a calendar day including Saturdays, Sundays and Public Holidays.
- Gender: Any reference to the male gender shall automatically imply the female gender in the same way.
- SAFA (CT): shall mean South African Football Association Cape Town.
- S.A.F.A.: shall mean South African Football Association.
- C A F: shall mean Confederation of African Football.
- F.I.F.A.: shall mean Federation Internationale de Football Association.

SCHEDULE OF FEES & FINES

ARTICLE	4.1	Entrance Fee	1080.00
	4.2	Annual subscription per club	1080.00
	4.4	Registration fee per member or team- decided at each AGM	
		Guest Clubs (Men)	2500.00
		Additional	1404.00

	Guest Clubs (Ladies)	2500.00
	Minimum team levy	3456.00
	Additional Senior Teams	1404.00
	Additional Junior Teams	540.00
	Ladies	1404.00
	U/10 & U/11	432.00
	U/7 & U/9 (5 x 5)	270.00
	Secretarial fees	1500.00
	Vodacom	1500.00
	Team levy (guest club) Men	14000
RULES	1.11 Transfer Fee to S A F A (CT)	25.00
7	Failure to submit team returns per game	5.00
	8 Failure to fulfil a fixture - away	100.00
	- home	200.00
	Causing an abandonment - up to	10,000.00
	10.1 Ineligible player	250.00
	10.2 Failure to attend meetings	200.00
	10.5 Teams withdrawing	250.00
	11.1 Protest	500.00
	11.1 Failure to lodge protest	250.00
	11.2 Complaint Fee	500.00
	11.3 Appeal against D C decision	750.00
	11.4 Appeal against a subcommittee decision	750.00
	12 Late return of trophies per month -	50.00
	14.5.1 Automatic suspension for Send off	50.00
	14.5.3 Automatic suspension for 4 cautions	50.00
	14.5.14 Appeal against Automatic Suspension	500.00
	16.4 Appeal to SAFA (CT)	1000.00
	Protest to S A F A	5000.00
	Appeal to S A F A	5000.00