



CONSTITUTION [ARTICLES]

of

CAPE TOWN TYGERBERG LOCAL FOOTBALL ASSOCIATION

EDITION: MARCH 2024

CAPE TOWN TYGERBERG LOCAL FOOTBALL ASSOCIATION
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1. NAME

- 1.1. The name of the Association shall be the "CAPE TOWN TYGERBERG LOCAL FOOTBALL ASSOCIATION" and shall hereafter be referred to as the "ASSOCIATION".
- 1.2. The area of jurisdiction of the Association shall be throughout the Municipality of the City of Cape Town.

2. OBJECTS

- 2.1. To regulate relations between clubs and their members and to protect the interests of its clubs and 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 FIFA.
- 2.4. To cooperate with organisations of sport or any board or federation, which may be established, to deal with matters, which affects the Association.
- 2.5. To do such other lawful things as may appear to be in the interest of or affecting clubs and 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.

3. MEMBERSHIP

- 3.1. All persons of good character are eligible for membership of any affiliate.
- 3.1.1. Applications for affiliation by new clubs shall be considered by the Management Committee at least forty-five (45) days prior to the Annual General Meeting.
- 3.1.2. All such applications shall be made in writing so as to reach the Association no later than forty-five (45) days prior to the Annual General Meeting at which the application will be discussed and shall include the constitution of the applicant.
- 3.1.3. The Annual General Meeting shall however have the powers at its discretion to waive any of the foregoing conditions should it so wish.
- 3.1.4. Application for full membership shall be open to all Clubs comprising of at least two senior and two juniors teams with the exception of Associate Clubs accepted under the provision of clause 3.3.1.2.
- 3.1.5. The AGM is however empowered to admit a new club under certain extraordinary circumstances, which MUST be advised, to the meeting.
- 3.1.6. All existing members (clubs) are to maintain the requirements of 3.1.4 above of at least 2 senior and 2 junior teams.
- 3.1.7. 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. The Management Committee may extend the probationary period by another year should they deem it necessary.
- 3.1.8. 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 as well as the address for all correspondence.
- 3.1.9. Clubs are required to supply a maximum of 3 (three) email addresses of members who will be receiving correspondence on the club's behalf. It will be the responsibility of these members to inform the club of all correspondence received.

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3.1.10. A full member that fails to comply or maintain the minimum requirements as 3.1.4, the club Shall be deemed to be out of compliance by Man Com and if not corrected, its full membership shall be reviewed at the general council meeting.

3.2. Applications for affiliation by clubs and organisations (including new applications) shall be considered by the Management Committee at least fourteen (14) days prior to the Annual General Meeting.

3.2.1. **Club:** A sports club is defined as an amateur, non-profit making club whose main purpose is providing football and football related activities and/or competitions.

Existing Clubs (with restrictions in brackets):

3.2.1.1. Full Members: Avendale Athletico, Barmsley Spurs, Brooklyn Super Stars, Bellville City FC, Bothasig FC, Camps Bay FC, Chelsea FC, Clyde Pinelands FC, De Beers FC, Durbanville FC, Edgmead Goodwood FC, Fish Hoek FC, FN Rangers FC, Garden Village FC, Goodwood United FC, Green Point FC, Hanover Park FC, Helderberg Lions, Hellenic FC, Holy Cross FC, JMI FC, Kensington FC, Kuilsriver AFC, Lansdowne FC, Meadowridge AFC, Northpine United FC, Norway Parks FC, Nova Nacional FC, Mutual FC, Parklands FC, Queens Park AFC, Ruyterwacht FC, Rygersdal FC, Saxon Rovers FC, Shosholoza FC, Stephanians Ottery AFC, Sunningdale City FC, Table View FC, Tramway FC, Vasco da Gama FC, West End United FC, Wynberg st Johns FC, YMO St Lukes FC, YSD Macassar FC.

3.2.1.2. Probationary Full Member Clubs: Garlendale FC

3.2.1.3. Associate Members: Badgers (Ladies Only), Cape Town Spurs FC (Youth only), FC Kapstadt (Youth Only), Grassboots FC (Youth Only), Magic Ladies (Ladies Only), UCT FC (Seniors Only), Varsity College FC (Seniors Only)

3.2.1.4. Probationary Associate Clubs: None

3.2.2. **Organisation:** Anybody which provides football and football related activities but does not match the definition of a club as per Article 3.1.4, 3.1.6. and SAFA-CT Regional Statutes.

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3.2.3. Upon acceptance of membership, affiliated clubs and organisations fall under the ambit and jurisdiction of this association and abide by the articles, rules and regulations and DC Code of this association.

3.2.3.1. All clubs and organisations must complete an affiliation form along with their affiliation fee.

3.3. PREAMBLE

3.3.1. Our amateur community clubs have deep rooted and embedded volunteers that form the backbone of the clubs. Volunteering or offering to SERVE is the backbone of our community sport. Cape Town Tygerberg Local Football Association is no different to our community clubs – it is dependent on volunteers to make it function and operate to provide services to its member clubs. It is in this context that the Association opens a new category of membership – namely: Associate Member. Not all volunteers want to be associated with a club and the functionalities that accompany being a club member.

3.4. Upon acceptance of membership, affiliated voluntary clubs and affiliated voluntary organisations fall under the ambit and jurisdiction of this association and abide by the articles, rules and regulations of this association.

3.4.1. The inclusion of word clubs requires that every club must complete an affiliation form along with their affiliation fee.

3.5. ASSOCIATED MEMBER

3.5.1. DEFINITION

3.5.1.1. **Associate Member:** means a person appointed to perform specific statutory and non-statutory duties which are required by a Standing or Ad-Hoc Committee delegated by the Cape Town Tygerberg Local Football Association for them to perform.

3.5.1.2. **Good Standing:** means a person or organization (club) in good standing is regarded as having complied with all their explicit obligations, while not being subject to any form of sanction, suspension or disciplinary censure. The person or club has not brought the organisation into disrepute for the last 10 years.

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3.5.1.3. **Associate Club:** An Associate Club member is one of the 4 types of memberships that are offered by the CTTLFA. See categories below

3.5.1.3.1. **Professional** - This category is specific to professional clubs competing in the SAFA National Professional League/s. Should the club's status change at any time to include amateur seniors, then the club must make a new application for full membership.

1.1.1.1.1. **Mix of Youth/Senior** - This category is for clubs offering football that do not meet the minimum requirement of 2 seniors and 2 juniors as article 3.1.4. Should the club's status change at any time to include 2 seniors and 2 juniors, then the club must make a new application for full membership.

3.5.1.3.2. **Youth Only** - This category is for clubs that only have one or more youth teams (under 12-18). Should the club's status change at any time to include seniors, then the club must make a new application for full membership.

3.5.1.3.3. **Seniors Only** - This category is for clubs that only have one or more senior teams. Should the club's status change at any time to include youth members, then the club must make a new application for full membership.

3.5.1.4. An Associate club may become eligible for full member providing they meet the requirements as spelt out in Article 3.1.1, 3.1.2, 3.1.4 and 3.1.6

3.5.2. ELIGIBILITY

3.5.2.1. An Associate member/s are person/s must have, on record a long-standing (good standing/character) relationship with the Association for more than 10 years.

3.5.2.2. The applicant must have a record of long standing within the Association for more than 10 years.

3.5.2.3. Must be willing and offering to serve the Association.

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- 3.5.2.4. The membership applicant must bring a service or specialized skill that the Association needs.
- 3.5.2.5. A person wishing to be considered an associate member may not be elected to the Management Committee.
- 3.5.2.6. An associate member can only serve on Standing and or ad-hoc committees.
- 3.5.2.7. An Associate member can attend General, Annual General and Special General Meetings, and may participate in such meetings upon request but does not have voting rights at these meetings.

3.5.3. APPLICATION

- 3.5.3.1. An associate member applies through the General Secretary annually, the application is referred to the Portfolio Head, and the Head of Portfolio will make a recommendation to the Management Committee.
- 3.5.3.2. The Management Committee shall make a decision at the next meeting following the application from the Applicant, and shall communicate their answer - with reasons if declined - to the Applicant no later than seven days after the decision is taken at the Management Committee Meeting.
- 3.5.3.3. The general council is to be advised soonest after the approval or non-approval of an application.

3.5.4. RESPONSIBILITIES OF AN ASSOCIATE MEMBER

- 3.5.4.1. An associate member must be registered with the Association and SAFA annually.
- 3.5.4.2. The associate member shall serve on the nominated committee and shall assume all roles and responsibilities associated with the portfolio.
- 3.5.4.3. The associate member is subjected to the same rules and regulations that govern all the members of the Association.

4. ENTRANCE, REGISTRATION AND SUBSCRIPTION FEES

- 4.1. An entrance fee, as per the schedule of fees, per club shall be payable on application for membership.
- 4.2. The annual subscription fees per club or Associated Member / Club shall be determined each year at an Annual General Meeting as per the schedule of fees.
- 4.3. Subscription fees shall be paid, including all and other outstanding invoices, in office hours, before the Annual General Meeting, failing which a member shall not participate and forfeits its right as a member of the Association and is suspended from all activities until the conclusion from the Management Committee on the conduct of the offending member is made.
- 4.4. The individual registration fees shall be determined each year at an Annual General Meeting as per the schedule of fees for seniors and juniors.
- 4.5. When a guest team, 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.

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 SAFA or SAFA (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.

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- 5.1.5. The quorum for Management and Standing Committee Meetings of the Association shall be 50% plus one of the constituted Members of that Committee, except the Appeals and the Disciplinary Committee which shall be at least three Members.
- 5.1.6. 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) and therefore will be unable to participate in such meeting.
- 5.1.7. The Clubs are to advise the Association of who their delegates will be representing them at any meeting, 24 hours prior to the scheduled meeting. This is to ensure the members attending are in good standing at the time of said meeting.
- 5.1.8. The Secretary will notify meetings in writing to all Clubs and Members of the Association at least seven (7) and again two (2) days before ALL meetings.
- 5.1.9. Substitute delegates must produce a WRITTEN mandate from their club before they will be permitted to attend meetings of the Association.
- 5.1.10. 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.
- 5.1.11. All clubs and members will be required to bring and display their current valid Registration Card in order to attend and vote at all meetings.

5.2. ANNUAL GENERAL MEETINGS

- 5.2.1. The Annual General Meeting of the Association shall be held during the month of November of each year as determined by the Management Committee and at which it shall be compulsory for ALL clubs to attend.
- 5.2.2. Failing to attend the Annual General Meeting may exclude any club from participating in the leagues of the Association for the ensuing season.
- 5.2.3. However, the incoming Management Committee shall have the right, under extra special circumstances, to waive this penalty.

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- 5.2.4. At least fourteen days (14) days written notice for an Annual General Meeting specifying the venue, date and time of the meeting must be given to the clubs via electronic mail together with the a copy of an Agenda, Minutes of the previous AGM, Minutes of an Emergency or Special General Meeting, Annual Reports, Financial Accounts and any other necessary document as required.
- 5.2.5. The quorum for an Annual General Meeting shall be fifty percent (50%) plus one (1) of the Management Committee Members and fifty percent (50%) plus one (1) of the clubs of the Association.
- 5.2.6. If within 30 minutes from the time appointed for an Annual General meeting a quorum is not present, the meeting stands adjourned to the same day in the next week at the same place and time; provided that if on the day to which the meeting is adjourned a quorum is not present at the time of the scheduled meeting, the members entitled to vote and present in person constitute a quorum and the Annual General Meeting will proceed.
- 5.2.7. The Agenda procedure at the Annual General Meeting shall be as follows:
- 5.2.7.1. To read the notice convening the meeting.
 - 5.2.7.2. To confirm delegates' credentials.
 - 5.2.7.3. To record apologies.
 - 5.2.7.4. To accept or reject clubs affiliation that were serving probation since previous years AGM
 - 5.2.7.5. To accept or reject recommendations from the Management Committee regarding new clubs seeking affiliation
 - 5.2.7.6. To confirm receipt of Annual Subscription fees for the forthcoming season.
 - 5.2.7.7. To consider, discuss and if necessary accept proposed Amendments to the Articles, Rules & Regulations and Disciplinary Code in terms of Article 13.
 - 5.2.7.8. To decide upon registration fees for the forthcoming season.
 - 5.2.7.9. To receive and confirm the President's Address.

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- 5.2.7.10. To receive, confirm and adopt the Association's Annual Report.
 - 5.2.7.11. To confirm the appointment of the auditor.
 - 5.2.7.12. 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.
 - 5.2.7.13. To deal with correspondence providing that same had been received at least fourteen (14) days prior to the meeting.
 - 5.2.7.14. To elect Life Members as per Article 8.
 - 5.2.7.15. The President will announce the electoral officer from the life members or the auditor of the CTTFA and the current MC shall vacate their seats.
 - 5.2.7.16. To close the meeting.
- 5.2.8. The minutes of an Annual General Meeting shall be distributed to all Members within twenty-one (21) days of such meeting.

5.3. GENERAL MEETINGS

- 5.3.1. A General Meeting of the Association shall be held on the third Wednesday during the month of March, May, July and September in each year or whenever deemed necessary by the Management Committee.
- 5.3.2. At least seven days (7) days written notice for a General Meeting specifying the venue, date and time of the meeting must be given to the clubs via electronic mail together with the a copy of an Agenda, Minutes of the previous General Meeting and any other supporting documentation.
- 5.3.3. The quorum for a General Meeting shall be fifty percent (50%) plus one (1) of the Management Committee Members and fifty percent (50%) plus one (1) of the clubs of the Association.

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- 5.3.4. If within 30 minutes from the time appointed for an Annual General meeting a quorum is not present, the meeting stands adjourned to the same day in the next week at the same place and time; provided that if on the day to which the meeting is adjourned a quorum is not present at the time of the scheduled meeting, the members entitled to vote and present in person constitute a quorum and the Annual General Meeting will proceed.
- 5.3.5. 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. Members shall approve the minutes which then shall be signed by the Presiding Officer.

5.4. EMERGENCY MEETINGS

- 5.4.1. An Emergency Meeting may be convened by the President or the Vice President whenever they deem it necessary and expedient.
- 5.4.2. At least seven days (7) days written notice for an Emergency Meeting specifying the venue, date and time of the meeting must be given to the clubs via electronic mail together with a copy of an Agenda and any other supporting document as required.
- 5.4.3. The quorum for an Emergency Meeting shall be fifty percent (50%) plus one (1) Management Committee Members and fifty percent (50%) plus one (1) of the clubs of the Association in good standing.
- 5.4.4. If within 30 minutes from the time appointed for an Emergency General Meeting a quorum is not present, the meeting stands adjourned to the same day in the next week at the same place and time; provided that if on the day to which the meeting is adjourned a quorum is not present at the time of the scheduled meeting, the members entitled to vote and present in person constitute a quorum and the Emergency Meeting will proceed.

5.5. SPECIAL GENERAL MEETINGS

- 5.5.1. The Management Committee may by resolution call a Special General Meeting whenever they think fit and must do so if the members entitled to one third of all the clubs affiliated to the Association who are in good standing deliver to Secretary of the Association a written and signed request for a Special General Meeting, provided that if the Management Committee fail to call a meeting thus requested within 14 days of delivery of the request, the members concerned are entitled to call the meeting.

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- 5.5.2. The Members who request a meeting must include the motions or matters for discussion with their request and these motions or matters must be included, without amendment, in the agenda for the meeting.
- 5.5.3. At least seven days (7) days written notice for a Special General Meeting specifying the venue, date and time of the meeting must be given to the clubs via electronic mail together with the a copy of an Agenda and any other support documentation.
- 5.5.4. The quorum for a Special General Meeting shall be fifty percent (50%) plus one (1) Management Committee Members and fifty percent (50%) plus one (1) of the clubs of the Association.
- 5.5.5. If within 30 minutes from the time appointed for a Special General Meeting a quorum is not present, the meeting stands adjourned to the same day in the next week at the same place and time; provided that if on the day to which the meeting is adjourned a quorum is not present at the time of the scheduled meeting, the members entitled to vote and present in person constitute a quorum and the Special General Meeting will proceed.

5.6. MANAGEMENT COMMITTEE

- 5.6.1. A Management Committee Meeting of the Association may be held on the first Wednesday during February, March, April, May, June, July, August and September in each year or whenever deemed necessary by the Management Committee.
- 5.6.2. At least seven days (7) days written notice for a Management Committee Meeting specifying the venue, date and time of the meeting must be given to the Management Committee Members via electronic mail together with a copy of an Agenda and any other supporting document as required.
- 5.6.3. At every Management Committee Meeting the minutes of the previous Meeting shall be approved by the Committee and then signed by the Presiding Officer. Thereafter the Secretary will circulate the approved minutes to all the clubs within 7 days of the Management Committees Meeting. The draft minutes of the Management Committee Meeting shall be circulated to all the Management Committee Members within 14 days of the meeting.

6. MANAGEMENT COMMITTEE

- 6.1. The Management Committee of the Association, who shall be elected for a two (2) year term commencing from the scheduled AGM dated November 2020. The Management Committee shall comprise of the following positions:
 - 6.1.1. President
 - 6.1.2. Vice President – Senior Football & Registrations
 - 6.1.3. Vice President – Women’s Football
 - 6.1.4. Vice President – Youth Football
 - 6.1.5. Treasurer
 - 6.1.6. General Secretary
 - 6.1.7. Head Referees (Co-opted)
- 6.2. The Standing Committees of the Association, together with Heads of Committees and delegates to SAFA who shall be required to report and be accountable to the General Council, who shall be appointed annually by the Management Committee shall comprise of the following portfolios:
 - 6.2.1. Referees
 - 6.2.2. Disciplinary
 - 6.2.3. Registrations
 - 6.2.4. Women’s Football
 - 6.2.5. Youth Football
 - 6.2.6. Technical Development
 - 6.2.7. Marketing and Public Relations

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6.3. THE POWERS OF THE MANAGEMENT COMMITTEE

- 6.3.1. The Management Committee shall have the power to make decisions on all matters, which do not fall within the legal or statutory jurisdiction of the General Council or another Organ.
- 6.3.2. The Management Committee shall manage CTTFa, except to the extent that it has delegated such management, or unless the Articles to the President or the Administration have delegated such management.
- 6.3.3. The Administration of the Association shall be vested in the Management Committee.
- 6.3.4. The Management Committee shall conduct the affairs of the Association within the objects of the constitution.
- 6.3.5. To enter into any arrangement with an institution/organisation and to obtain from it any rights, cessions and privileges, which the Association may find conducive to any of its objectives.
- 6.3.6. To purchase, take or lease or exchange, hire or otherwise acquire any immovable and/or movable property, buildings or works as may be necessary or convenient for any purposes of the Association.
- 6.3.7. To erect buildings of whatsoever nature on any property acquired by it, to further objectives of the Association.
- 6.3.8. To raise, by way of private or public appeals for contributions or donations, such moneys as may be deemed necessary for or incidental to the attainment of all, or any of the objectives of the Association.
- 6.3.9. To carry out any trust attached to any such gift, endowment or otherwise.
- 6.3.10. To engage or employ officers or workers for the Association either on an honorary basis or on such terms as the Association may deem convenient or necessary.
- 6.3.11. To appoint and remunerate workers or outside company, other than on an honorary basis, and also any member rendering service to the Association with a proviso of compensation to be negotiated.

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- 6.3.12. To borrow, raise, secure the payment of money in such a manner, and on such terms as the Association, shall think fit and in, particular, by way of mortgage or other encumbrance upon all or any, of the Association's property, both present and future.
- 6.3.13. To bring or defend any action or other legal proceedings in any court of law or refer to mediation and arbitration or join in referring to arbitration, any matter, question or dispute, or enter into or accept any settlement, absolute or conditional.
- 6.3.14. To invest and deal with the money of the Association in such manner as it may, from time to time be determined.
- 6.3.15. To open or operate banking or deposit accounts for, and on behalf of the Association with any registered financial institution.
- 6.3.16. To make, draw, accept, endorse, discount, execute, issue or otherwise dispose of other negotiable or transferable instruments, securities or vouchers.
- 6.3.17. It shall investigate any report on any question referred to it by the General Council and/or any other committee. Such reports may be accepted by the General Council or referred back for further consideration.
- 6.3.18. It shall be empowered to deal with all applicants for affiliation, and shall recommend acceptance or otherwise to the General Council at the Annual General Meeting.
- 6.3.19. To approve applications forwarded by club's wishing to play or host tournaments and/or friendly games against clubs affiliated to the Association, SAFA Cape Town and SAFA, or in competitions not under the jurisdiction of the Association.
- 6.3.20. Such applications shall be forwarded to the General Secretary ten (10) working days before the scheduled fixture/s. Applications will only be approved if the tournament is sanctioned by CTTFA or SAFA. Clubs failing to comply will be liable to a fine of not less than R250.00 or suspension of the team.
- 6.3.21. Such decisions and actions of the Management Committee shall, at all times, be subject to the sanction and approval of the General Council.

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- 6.3.22. Office-bearers or any member of the Association do not have rights or claims over anything that may be the property of the Association.
- 6.3.23. Subject to the Constitution, Rules and Regulations, to delegate any of its powers to a Standing Committee, appoint a Commissioner of Enquiry or an Adhoc Committee appointed for a specific purpose.
- 6.3.24. The Management Committee shall deal with all matters requiring immediate decision between General Council Meetings. All decisions taken by the Management Committee shall be implemented immediately but must be tabled for notification to the General Council at its next meeting.
- 6.3.25. The Management Committee by simple majority shall appoint a Deputy President from the three elected Vice Presidents. The Deputy President shall exercise the powers of, and perform the duties of the President in the latter's absence.

6.4. THE DUTIES OF THE MANAGEMENT COMMITTEE

The Management Committee shall have the following not transferable and irrevocable duties:

- 6.4.1. Overall control of CTTFA and the issue of necessary instructions;
- 6.4.2. Definition of the organisational structure;
- 6.4.3. Form and supervision of the book-keeping;
- 6.4.4. Overall supervision of the Administration, including the General Secretary especially in terms of observance of laws, the Articles, regulations and orders;
- 6.4.5. Approval of the annual business plan of the Administration;
- 6.4.6. Compilation of a written report for presentation to the General Council on a monthly basis;
- 6.4.7. Management Committee shall review the Administration's report and submit to the General Council for notification;

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- 6.4.8. The Management Committee may delegate the preparation and implementation of its decisions or the supervision of business to one or more of its members or clubs.
- 6.4.9. To call for nominations for heads of sub-committees.
- 6.4.10. Appoint the heads of the sub-committees.
- 6.4.11. It shall be the duty of the Management Committee to implement all resolutions of General Meetings expeditiously and timeously.
- 6.4.12. At each Management Committee Meeting, which shall be convened whenever the President deems it necessary, the minutes of the previous Management Committee Meeting shall be approved and then signed by the Presiding Officer after confirmation.
- 6.4.13. Copies of the minutes of every Management Committee Meeting shall be forwarded to all members within ten days of their confirmation.
- 6.4.14. The Management Committee shall be empowered to act on 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 investigate and where necessary refer for further disciplinary action.
- 6.4.15. Should the MC discover any contraventions of the Articles, Rules and Regulations of the Constitution of this Association, SAFA, SAFA (CT) and FIFA, they will be empowered to investigate and formulate a charge to the DC.

6.5. THE POWERS AND DUTIES OF THE PRESIDENT

- 6.5.1. The President shall represent CTTFA.
- 6.5.2. The President is ex –officio to all standing committees.
- 6.5.3. The President shall chair the Annual General/General Council/Extraordinary meetings, as well as meetings of the Management Committee.
- 6.5.4. The President shall have an ordinary vote on the Management Committee and, whenever votes are equal, shall have a casting vote.

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- 6.5.5. The President is furthermore responsible for:
- 6.5.5.1. Relations between CTTFA and SAFA CT;
 - 6.5.5.2. Relations between CTTFA and other Associations;
 - 6.5.5.3. Relations between CTTFA and its Member Clubs;
 - 6.5.5.4. Relations between CTTFA and political bodies and local, national; & international organisations;
 - 6.5.5.5. Implementing the decisions of the General Council and the Management Committee through the Administration;
 - 6.5.5.6. Management of the Administration;
 - 6.5.5.7. The President shall not be an owner or have any financial interest, such as shares and or ownership in any Football Club under the jurisdiction of CTTFA.
 - 6.5.5.8. Appointment of Heads of Departments for the various functions within the Association from the Management Committee and can appoint members from member clubs for special projects if needed in conjunction with the General Secretary and approved by the General Council.
 - 6.5.5.9. In carrying out these responsibilities, the President shall consult with the Management Committee.

6.6. THE DUTIES OF VICE PRESIDENT: SENIOR FOOTBALL & REGISTRATIONS

- 6.6.1. Shall be the Chairperson of the Registration Committee.
- 6.6.2. Shall be responsible for the advancement and development of senior football.
- 6.6.3. In the absence of the President, assume the duties of the President.
- 6.6.4. Shall liaise weekly with the members of the management committee.
- 6.6.5. Manage the Registrations process.

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6.7. THE DUTIES OF VICE PRESIDENT: WOMEN'S FOOTBALL

- 6.7.1. Shall be the Chairperson of the Women Football Committee.
- 6.7.2. Responsible for promoting and developing ladies football within the Association.
- 6.7.3. In the absence of the President, assume the duties of the President.
- 6.7.4. Responsible for promoting and developing women coaching/coaches.
- 6.7.5. Responsible for drafting and submitting proposals on policies on women football development.
- 6.7.6. Dealing with all matters relating to women football.
- 6.7.7. Monitoring women's football competitions.
- 6.7.8. Submitting regular reports to the Management Committee and General Council.

6.8. THE DUTIES OF VICE PRESIDENT: YOUTH FOOTBALL

- 6.8.1. Shall be the Chairperson of the Youth (incl. development and youth leagues) Football and technical committee relating to development and youth football.
- 6.8.2. Shall report and advise on matters pertaining to the administration and progress of the Youth and Technical Committee.
- 6.8.3. In the absence of the President, assume the duties of the President.
- 6.8.4. Ensure Youth is on the agenda at General Meetings.
- 6.8.5. Ensure that monthly reports are submitted regularly to all concerned who is entitled to same.
- 6.8.6. Shall represent CTTFA at Youth and competitions meetings at SAFA Cape Town pertaining to Youth Affairs.
- 6.8.7. Shall liaise weekly with the management committee.

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- 6.8.8. Shall work and co-ordinate with the Operations Manager to establish league structures, competitions and other ad-hoc events (including the knockout final days) wherever necessary
- 6.8.9. Shall adopt (at the start of the term) and work to achieve key performance objectives relating to Youth Football in order to drive the specific vision and mandate by the Association General Body.
- 6.8.10. Shall be responsible for, and work with the league Technical Officer (LTO), in setting up structuring and executing the plan for the Association's representative teams in all relevant age-groups.
- 6.8.11. Shall be responsible for, and work with the league Technical Officer (LTO), in setting up coaching education with the long-term vision of supplying the Association's coaches with the relevant courses, experience and exposure to enhance their skills and understanding of the game.

6.9. THE DUTIES OF THE TREASURER

- 6.9.1. Shall be the Chairperson of the Finance Committee.
- 6.9.2. Keep true and complete record of the finances of the Association inclusive of receipts, payments, assets and liabilities, budgets, club accounts and develop and issue a Financial Policy for the Association. See 10.2
- 6.9.3. Submit financial books of the Association for auditing two (2) months after the financial year.
- 6.9.4. Submit to all entitled a draft (non-audited) Income and Expenditure statement and Balance Sheet not later than fourteen (14) days prior to the Annual General Meeting.
- 6.9.5. Submit monthly Income and Expenditure Statements to all entitled to same, one (1) day prior to the monthly meetings of the Association and also send a copy to the Fin Comm.
- 6.9.6. Ensure all accounts are paid and income deposited as soon as possible.
- 6.9.7. Shall provide any financial information required to the Management Committee as it pertains to any decisions taken by the Management

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- Committee in a reasonable time frame and also send a copy to the Fin Comm.
- 6.9.8. Shall Represent the Association at SAFA CT Treasurer Meetings.
- 6.9.9. The Treasurer should be a fit and proper person.
- 6.9.9.1. The treasurer must belong to a professional standards institution (i.e. SAICA, IRBA) which has a set and proper Code of conduct and Ethics policy, failing which, the Treasurer must have clear evidence of a financial background in accounting.
- 6.9.9.2. If the Treasurer is not a member of a recognised professional body with a code of conduct and ethics; the below Articles come into force.
- 6.9.9.2.1. The Treasurer's duties may be shared between any other management committee members.
- 6.9.9.2.2. Finance Committee acts as Oversight committee on the Treasurer day to day transactions, and monthly sign off on payments to ensure accuracy and transparency.
- 6.9.9.3. All payments over R1000 to be countersigned by the President.
- 6.9.9.4. Banking profile to be adjusted to set limits at approved levels.
- 6.9.10. The treasurer shall manage the Association's bookkeeper (or outsourced service provider) with the management committees approval.
- 6.9.11. Bookkeeper duties as defined in Addendum ... (see attachment).
- 6.9.12. To ensure the Association's annual books of account are audited.
- 6.9.12.1. The treasurer shall nominate to the Management Committee the auditor. General body when approving the Annual Financial Statement must approve the appointment of the auditor.
- 6.9.12.2. Treasurer shall manage the Associations Auditors on an annual basis.
- 6.9.13. The Auditor of the association is Mark Lindon & Associates.

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- 6.9.13.1. Auditors duties attached in Addendum (see attachment).
- 6.9.14. The Treasurer shall submit monthly statements to all debtors of the Association.
- 6.9.15. Clubs have 30 (thirty) days after receiving the monthly statement to query an invoice via e-mail to the Treasurer. If no query is received during that statements 30 (thirty) day period, the invoices are deemed to be correct and due for payment as per Section 10.2 of the Rules and Regulations of the Constitution of the Association.
- 6.9.16. The Treasurer is entitled to provide and assist clubs with a payment plan, only if the club has a financial predicament. The requesting club member must provide the Treasurer with a requesting letter on a club letterhead, signed by the chairman of the club detailing as to how and when the outstanding amount will be settled. The club to provide bank statements for the last three months, including to current month to date and the latest Annual Financial Statement. The Treasurer will then evaluate the contents of the application and determine if a payment plan may be approved or declined.
- 6.9.17. Any clubs with an approved payment plan must adhere to the agreed payment date as per their request. If the club has still not made the agreed payment, they will automatically be placed out of compliance from the date of which the payment plan was approved, without further notice from the treasurer.

6.10. THE DUTIES OF THE GENERAL SECRETARY

- 6.10.1. The General Secretary shall be responsible for the organisation, management and direction of the Administration.
- 6.10.2. The General Secretary may attend all meetings, conferences, as well as of Committees, and take an advisory part in the deliberations.
- 6.10.3. The General Secretary shall attend all MC, SGM and General Council meetings.
- 6.10.4. The following duties in particular shall be delegated to the General Secretary:
- 6.10.5. Representation of CTTFA, as delegated by the CTTFA President;

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- 6.10.6. Appointment and dismissal of staff of the Administration;
- 6.10.7. Submission of an annual business plan;
- 6.10.8. Compilation of a written report for presentation to the General Council;
- 6.10.9. Drawing up of an estimate for income and expenditure in conjunction with the Treasurer;
- 6.10.10. Initiation of expenditure within the framework of the budget in conjunction of the Treasurer;
- 6.10.11. The Management Committee will in detail set out regulations and shall be defined as further duties of the Administration.
- 6.10.12. Monitoring of membership compliance as per article 3.1.4, 3.1.6 and 3.5.

6.11. THE DUTIES OF THE DC CONVENOR

- 6.11.1. The DC Convenor will not attend DC and / or Appeal hearings either in person or via other means, unless summoned by a judicial body.
- 6.11.2. Receive all DC related matters (referee reports, protest, complaints, incident reports, etc.)
- 6.11.3. Make administrative rulings on FIFA Laws of the game: Law 12 and accumulation of cautions.
- 6.11.4. Prepare where necessary call up and charge(s) for DC hearings.
- 6.11.5. Ensure that the Management Committee provides a prosecutor, to present a case on behalf of the CTTLFA when necessary.
- 6.11.6. Send all matters requiring the DC's attention to the DC.
- 6.11.7. Report on a monthly basis on its activities.
- 6.11.8. Make recommendations for consideration by the Management Committee in relation to the rules and regulations of the Association Constitution.
- 6.11.9. Shall be the chairperson of the Constitutional Committee.

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6.12. THE DUTIES OF THE HEAD OF REFEREES

- 6.12.1. The Head of Referees shall be elected:
- 6.12.1.1. To serve on the Association Management Committee.
 - 6.12.1.2. To oversee the operational responsibilities of the Referees Committee and Cape Town Tygerberg Referees with respect to the various portfolios designated to individual members.
 - 6.12.1.3. To report to the Management Committee on a monthly basis with issues pertaining to Referee activities.
 - 6.12.1.4. To act as the liaison between SAFA-CT, SAFA National and the Association in respect of education and courses pertaining to match officials and all other matters relating to match officials.

6.13. THE DUTIES OF THE TECHNICAL DEVELOPMENT OFFICER (TDO)

- 6.13.1. The Association Technical Officer is appointed by the Management Committee based on the following criteria and/or relative experience:
- 6.13.1.1. Must have head coach, head of youth or head of football experience.
 - 6.13.1.2. Should hold a minimum SAFA/CAF B level qualification or relevant prior experience that can be verified (Recognition of Prior Learning as an example or a UEFA coaching license holder)
- 6.13.2. Shall be the Chairperson of the Technical and Coaching Committee.
- 6.13.3. Shall be responsible for the development of the Association's technical football programme and technical leadership structure.
- 6.13.4. Will report into the Management Committee through the relevant Youth or Senior Football Vice President in relation to technical matters arising within those portfolios.
- 6.13.5. Direct, organize and conduct coaching clinics, workshops, forums and continuous development programmes (CDP).

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- 6.13.6. Shall work with the VP: Youth Football in setting up, structuring, and executing the plan for the Association's representative teams in all relevant Youth age-groups.
- 6.13.7. Ensure, via the General Secretary, that all persons and Heads of sub-committees concerned are informed of selected players to represent the Association.
- 6.13.8. Ensure coaches at both senior and youth levels are kept up to date with different methods of play and trends.
- 6.13.9. Empowered to co-opt any suitably qualified and/or experienced registered member of the Association to assist to enable him to execute his portfolio competently.

6.14. COMMITTEES

- 6.14.1. The Association shall adopt a Committee system in order to spread the workload.
- 6.14.2. Committees will have a Chairperson/Convener and no more than 5 members.
- 6.14.3. The Committees shall comprise of members of the General Council, Management Committee standing and Ad-hoc Committees.
- 6.14.4. The Heads of the Sub-Committees may co-opt with consultation of the Management Committee any member whom they feel would be of special assistance, to their sub-committee.
- 6.14.5. Heads of Sub – Committees may invite subject matter experts who are not members of the CTTFA to advise the sub - committee accordingly.

6.15. AD HOC COMMITTEES

- 6.15.1. Fincom
- 6.15.2. Ethics and Good Governance – draft and enforce policy (SAFA Article 57)
- 6.15.3. Legal Statues and Disputes
- 6.15.4. Awards

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6.16. GENERAL

- 6.16.1. If an election does not take place for any reason, the existing Management Committee shall continue in office until the next election takes place.
- 6.16.2. 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.
- 6.16.3. A member of the Management Committee shall vacate his seat:
 - 6.16.3.1. Upon his suspension or expulsion from membership of the Association by the Management or the Association.
 - 6.16.3.2. Failing to attend two consecutive Management Committee Meetings and or two consecutive General Meetings without first having obtained leave of absence.
 - 6.16.3.3. The member's position shall remain vacant until such time as his appeal (if any) has been decided upon.
- 6.16.4. The Association shall have Organs for the Administration of Justice which are constituted and have responsibilities as listed in the Associations DC code.
- 6.16.5. The Chairperson and members of the Organs for the Administration of Justice shall be appointed annually by the Management Committee (from candidates proposed by the Member Clubs) for a period of one year. The appointed members will serve on a "fulltime" basis and or should the Disciplinary Committee be compromised the Management Committee is authorized to appoint an ad hoc Disciplinary Committee from the names received from clubs or life members when called upon.
- 6.16.6. The jurisdiction and proceedings of the Organs for the Administration of Justice shall be governed by the Disciplinary Code of the CTFFA.
- 6.16.7. Each Member Club shall be available on a rotation bases to serve as ad hoc members of the Organs for the Administration of Justice. Failure to serve when scheduled may result in Disciplinary action.

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- 6.16.8. In exceptional cases it shall be permitted to allow any expertise from a legal stand point to participate in a hearing of the judicial bodies of CTTLFA and/or CTTLFA with the intent to give advice to the judicial body and/or CTTLFA or pose any pertinent question to either party.
- 6.16.9. An alleged offender appearing before a Disciplinary Committee (“the accused”) may be represented, however in the case of legal representation the accused must advise the association immediately.
- 6.16.9.1. in the case of an accused club or Member, by an official or employee of the club or Member concerned.
- 6.16.9.2. in the case of an accused player, official, referee or assistant referee, by an official or employee of his or her club, association, players’ association or referee’s association as the case may be.
- 6.16.10. If the accused appoints a private legal practitioner, and if the judicial body of the Association accepts the accused to be represented by a private legal practitioner of the accused choice, all cost incurred will be for the account of the accused including cost for mediators and or arbitrators that could be required to be appointed by the Association.
- 6.16.11. Once the judicial bodies are elected by the Management Committee, and should a quorum not be achieved the Disciplinary Convener may co-opt additional members to assist and fulfil a quorum in terms of the CTTLFA Disciplinary Code.
- 6.16.11.1. The committee can also be expanded to spread the workload and may form two (2) committees forming the same amount of members
- 6.16.12. The Management Committee shall deal with disputes between clubs and or members and shall endeavour to settle such disputes by conciliatory methods.
- 6.16.13. 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

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defined above, at least twenty eight (28) days prior to the date of the Annual General Meeting.

- 6.16.14. 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.
- 6.16.15. 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.
- 6.16.16. All persons nominating and being nominated shall attach their membership registration numbers.
- 6.16.17. In the event of no acknowledgement being received, such nomination shall be invalidated.
- 6.16.18. 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.

7. VOTING

- 7.1. The elected Management Committee shall have no voting powers at the AGM, SGM or General Meetings except for cases where 7.5 is applicable..
- 7.2. Each full and probationary member club, present and in good standing shall have 2 votes (block vote). Voting by proxy or by letter is not permitted.
 - 7.2.1. Each Associate and probationary associate club/s as per Article 3.3.1.3., present and in good standing shall have 1 vote. Voting by proxy or by letter is not permitted.
 - 7.2.2. Guest teams will have no vote.
- 7.3. Life Members may attend and participate in any AGM, SGM, and General Meetings. They may participate in the debates but are not entitled to vote.

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- 7.4. 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.
- 7.5. The President shall act as Chairperson of all meetings of the Association and have a casting vote in matters of a tie.

8. LIFE MEMBERS

- 8.1. It is recorded that as at 23 November 2022 the only Life Members of the Association are Andrew Bothman, Kevin Roman, Eric Dalton, Dawood Esack, Dana Whiting, , Gordon Crumpton, Ettiene van der Merwe, Linda Milne and:
 - 8.1.1. Messrs Denver D'Oliviera (deceased), Cassiem Pandit (deceased), Les Rundle (deceased), Ganie Tambay (deceased), Terence Morgan (deceased).
- 8.2. Criteria for Life Membership – to have rendered loyal and meritorious service served to the Association for a minimum of 20 years.
- 8.3. 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.
- 8.4. 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.

9. FINANCE

- 9.1. All monies due to or collected on behalf of the Association shall be paid to the office of the Association or via eft or direct deposit, within the prescribed time frame. Proof of payment to be forwarded to the Association.
- 9.2. The Treasurer shall keep satisfactory records, which shall be produced, to the President or Management Committee upon request.
- 9.3. 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 President, Vice President or the Secretary, or a person designated by the Management Committee.

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- 9.4. 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.
- 9.5. Payments shall require the prior approval of the Management Committee.
- 9.6. 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.
- 9.7. 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.

10. FINES

- 10.1. 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 R10 000.00 shall be endorsed to the Management Committee.

11. FORCE OF RESOLUTION

- 11.1. Resolutions and decisions of the Association shall be binding upon all clubs, members and affiliates of the Association.
- 11.2. 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.
- 11.3. 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.
- 11.4. No resolution can be rescinded unless two thirds of the member's present vote in favour thereof.
- 11.5. 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 be viewed as rescinded.

12. RULES OF PROCEDURE

- 12.1. The President and in his absence the Vice President shall at all meetings of the Association act as President.
- 12.2. The interpretation of the rules on any question requiring a ruling shall be decided by the President. All decisions thus given can only be reviewed at a specially convened meeting.
- 12.3. 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 President in this respect.
- 12.4. 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.
- 12.5. Every official or delegate shall, for the purposes of these bylaws be considered members of the Association and shall be liable to the rules thereof.

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- 12.6. 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.
- 12.7. The procedural rules or bylaws 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.

13. AMENDMENTS TO THE CONSTITUTION

- 13.1. Amendments to the Constitution, Rules & Regulations and Disciplinary Code 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.
- 13.2. 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 is required to adopt any proposed constitution amendments. For all other proposed amendments a simple majority is required for adoption. Only those present and eligible to vote shall vote on the proposed amendments.

14. STATUS

- 14.1. 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 President or his designated deputy. Such proceedings must be in the name of the Association.

15. WINDING UP

- 15.1. 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:
- 15.2. The last appointed President 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.
- 15.3. 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.
- 15.4. 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.

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- 15.5. 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.

16. FORCE OF CONSTITUTION

- 16.1. Where this Constitution, Rules & Regulations and Disciplinary Code is silent, firstly the SAFA (Cape Town) and secondly that of SAFA (National) must be applied.
- 16.2. These two Constitutions will always take precedence over that of this Association.

17. DISPUTE RESOLUTION

- 17.1. The Dispute Resolution Committee shall consist of at least three (3) members, provided that the Chairperson shall have legal qualifications.
- 17.2. The Committee dealing with the following disputes and other disputes not provided for in the Disciplinary Code:
- 17.2.1. disputes between CTTFA and its members;
 - 17.2.2. disputes between affiliates and its members;
 - 17.2.3. disputes involving players, officials and players agents that do not fall under the jurisdiction of the judicial bodies;
 - 17.2.4. submitting reports to Management Committee.

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17.3. Dispute Resolution Procedure:

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

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18. SCHEDULE OF FEES AS PER ARTICLES

Article	4.1	Entrance fee – new club application	R1000.00
Article	4.2	Annual subscription per club	R1182.76
Article	4.4	Registration fee per member or team - decided at each AGM	
		Minimum team levy	R3784.84
		Additional Senior Teams	R1537.59
		Additional Junior Teams	R591.38
		Ladies	R1537.59
		U/10 & U/11	R473.10
		U/7 - U/9 (5 x 5)	R295.69
		Guest Teams (Men)	R2835.00
		Guest Teams (Ladies)	R2835.00
		Guest Teams (Additional – Jnr or Snr)	R2835.00
		Guest Teams (U/10 & U/11)	R550.00
		Guest Teams (U/7 – U/9 (5 v 5))	R350.00
		Secretarial fees	R1774.14

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19. SCHEDULE OF FEES/FINES AS PER RULES & DC CODE

Rule	6.12.2	Late/failure to submit team return(s)	R5.00
Rule	10.1	Failure to attend meetings – 1 st	R200.00
Rule	10.1	Failure to attend meetings – 2 nd	R300.00
Rule	10.1	Failure to attend meetings – 3 rd	R400.00
Rule	10.7	Teams withdrawing	R250.00
Rule	11.1	Protest	R500.00
Rule	11.2	Failure to lodge a protest	R250.00
Rule	11.8.1	Complaint Fee	R500.00
Rule	12.2	Appeal against a DC or sub-committee decision	R750.00
Rule	13.6	Late return of trophies per month -	R50.00
		Lost or replacement card – SAFA CT	R100.00
		Registration card – Snr – SAFA CT	R65.00
		Registration card – Jnr – SAFA CT	R35.00
		Team return book	R45.00
		Appeal to SAFA CT	R1000.00
		Protest to SAFA CT	R5000.00
		Appeal to SAFA	R5000.00
Rule	6.12.2	Late/failure to submit team return(s)	R5.00