

**ROWSA**  
**CODE OF CONDUCT**

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## **CODE OF CONDUCT**

**OCTOBER 2009**

### **1. GENERAL**

#### **1.1 Introduction**

1.1.1 The purpose of this code is to describe the principles that the Constituent members of Rowing South Africa (RowSA), endorse and promote, including:

1.1.1.1 the promotion of the health, safety, and well being of all persons involved in rowing, either directly or indirectly, such as RowSA staff, coaches, rowers, officials, parents, organising committees and spectators;

1.1.1.2 ensuring that members operate in an environment where people show respect for others well being, dignity and property;

1.1.1.3 ensuring that members operate in an environment which is free of discrimination or abuse of those, and by those, involved in their activities for and on behalf of RowSA;

1.1.1.4 the promotion of strong ethical values, responsible and professional behaviour;

1.1.1.5 ensuring that everyone involved in rowing activities is treated fairly and with dignity and respect;

1.1.1.6 the respect, conservation and preservation of the environment;

1.1.1.7 the subscription to and support of the International and National Sporting Structures including FISA, SASCOG and SRSA. .

## 1.2 Key Elements

### 1.2.1 All persons who are bound by the code shall:-

- 1.2.1.1 not act in a manner unbecoming, or contrary to the interests of the sport;
- 1.2.1.2 treat people involved in rowing with equality, dignity, courtesy, fairness, respect and proper regard for the rights and obligations of all;
- 1.2.1.3 treat another person's property with respect and due consideration;
- 1.2.1.4 demonstrate a positive commitment to RowSA's constitution, policies, rules and procedures;
- 1.2.1.5 not misuse funds or property belonging to another party;
- 1.2.1.6 respect the law and customs of the places they row and visit, including foreign countries;
- 1.2.1.7 respect the confidentiality of information, which comes to them in the course of their duties;
- 1.2.1.8 uphold and not injure or compromise the standing and reputation of rowing within South Africa;
- 1.2.1.9 respect, conserve and preserve the environment they operate in.

### 1.3 Governance

1.3.1 This code shall apply to and bind:-

1.3.1.1 Constituent Members of RowSA and their representatives.

1.3.1.2 Persons acting for and on behalf of RowSA, including delegates, employees, officers and commissions.

1.3.1.3 Athletes, coaches, managers, parents and support staff of RowSA touring teams and National Squads.

1.3.2 Constituent Members of RowSA shall ensure that they and in turn all their members develop and adopt codes of conduct which reflect the principles and key elements of this code and that such code shall comply within any code implemented by SASCOC.

1.3.3 Until every member has developed and adopted their own code of conduct, this code shall bind that member, club, university, school or organisation. Copies of member's own codes of conduct must be filed with the RowSA office, preferably in both electronic and "hard" form.

1.3.4 Universities, schools, Clubs, constituent members, associations are all entitled to use, vary and/or adopt the codes referred to hereunder to suit their own position and circumstances, subject to an inclusion of the principles and key elements set out in clauses 1.1.1 and 1.2.1 above.

#### 1.4 Date Of Operation

1.4.1 This RowSA Code of Conduct comes into effect on 1st of December 2009 by virtue of the resolution of the RowSA Executive Committee taken on November 16<sup>th</sup> 2009.

## 2. INDIVIDUAL CODES OF CONDUCT

### 2.1 Code of Conduct: School Rowers

2.1.1 As a school rower, I will abide by the rules of racing, the rules of regattas and the relevant policies, principles and constitutions which bind me.

2.1.2 I have the right to a quality and fair rowing experience and to learn and compete in a friendly, encouraging, secure and enriching environment and to allow others this right.

2.1.3 To achieve this I will:

2.1.3.1 behave in an orderly and exemplary manner inside the school, outside the school in school uniform or when representing the school at rowing training and competition, uphold the name, stature and reputation of my school;

2.1.3.2 show respect and exercise tolerance toward people of different race, character, colour, creed, religion or culture;

2.1.3.3 contribute and voice an opinion honestly and openly, but in a considerate manner following appropriate procedures and in the appropriate forum;

2.1.3.4 refrain from indulging in any violent, criminal or sexual activity that will infringe on any other persons rights and dignity;

2.1.3.5 refrain from engaging in aggressive behaviour of any kind (verbal or physical);

2.1.3.6 refrain from bringing dangerous weapons or harmful and intoxicating substances to rowing;

2.1.3.7 wear the required school rowing kit with care and pride;

- 2.1.3.8 be responsible for the care of my school, the school rowing club property and the property of others;
- 2.1.3.9 practice sportsmanship by encouraging team spirit and being respectful, honest and fair towards opponents;
- 2.1.3.10 be punctual and loyal to my school and team and not absent myself without an excuse for practices and regattas;
- 2.1.3.11 convey all complaints, criticisms and suggestions in the appropriate manner and using procedure;
- 2.1.3.12 be modest in victory and graceful in defeat;
- 2.1.3.13 remember I am part of a team and put the interests of my school and the team before my own;
- 2.1.3.14 protect, conserve and preserve the environment;
- 2.1.3.15 not use alcohol, tobacco or banned substances or create a nuisance;
- 2.1.3.16 not use abusive language;
- 2.1.3.17 show respect, concern and consideration to coaches, officials, parents, spectators and fellow competitors and their rights and follow the instructions of those in authority;
- 2.1.3.18 refrain from “sledging” other athletes, schools, officials and organizers; and
- 2.1.3.19 thank all hosts, officials, coaches and teachers after regattas and sessions.

## 2.2 Code of Conduct: Parent/Guardian

2.2.1 As parents/guardians of a junior member at School/University/Rowing Club, we have the right to expect our child/ward to receive a quality sporting experience and to learn in a friendly, encouraging, secure and educationally enriching environment. To achieve this I/We will:

- 2.2.1.1 As a result of my child's/ward' participation in the sport, be bound by the rules of racing, the rules of regattas and the relevant policies, principles, codes of conduct and constitutions which bind my child/ward.
- 2.2.1.2 foster an attitude of sportsmanship, fairness, honesty and integrity;
- 2.2.1.3 through a positive attitude, develop in my child a sense of loyalty and pride in the school / university / club and adherence to the school / university / club rules;
- 2.2.1.4 be sensitive to all need and recognise achievement;
- 2.2.1.5 take an active interest in and encourage participation by my child every aspect athletic endeavours;
- 2.2.1.6 foster an attitude of sportsmanship and in the knowledge that rowing is part of the educational process;
- 2.2.1.7 accept responsibility as the primary educator and undertake to develop my child, a sense of personal accountability for decisions and actions taken;
- 2.2.1.8 take time to listen to my child's point of view;
- 2.2.1.9 take responsible action to ensure the safety of my child;
- 2.2.1.10 undertake to guide and exercise the appropriate parental control over my child's social activities, without creating undue achievement expectations.

- 2.2.2 As parents/guardians, I/We have the right to be treated with respect, express our personal opinions freely and participate in decision-making. We accept our responsibility to:-
- 2.2.2.1 develop a partnership of co-responsibility with the rowing club and to promote harmony within the school / university / club;
  - 2.2.2.2 show respect and exercise tolerance towards people of different character, colour, creed, religion, opinion or culture;
  - 2.2.2.3 voice an opinion in a tactful and constructive manner and to refrain from criticising those in authority over my child in public;
  - 2.2.2.4 be objective and give others a fair hearing;
  - 2.2.2.5 attend meetings and participate in decision making. I will respect the democratic decisions taken;
  - 2.2.2.6 before taking action, I will ensure accuracy of information and undertake to communicate effectively through the correct channels using the prescribed procedure;
  - 2.2.2.7 respect and observe the rules of the rowing club and rowing in South Africa, using the proper channels of communication - teacher-in-charge, school club, headmaster and on the water - SASRU and RowSA Rules and Bye-Laws of Racing, Selection Policy and procedures;
  - 2.2.2.8 to accept, respect and support those in authority over the school / university / club and those with delegated authority;
  - 2.2.2.9 to refrain from interfering with the procedures, practices, rules and disciplining imposed by the school / university / club.

## 2.3 Code of Conduct: Rowing Staff and Coaches

2.3.1 As teacher and coaching staff of the school / university rowing club we have the right to work in a friendly, supportive and secure environment. To achieve this I will:-

- 2.3.1.1 ensure the relevant codes of conduct are upheld, foster a culture of co-operation, sportsmanship, honesty, loyalty and team spirit within the club;
- 2.3.1.2 through a positive attitude encourage, inspire, enrich and nurture each athlete so that they have the opportunity to develop to their full potential;
- 2.3.1.3 earn the respect of rowers, colleagues and parents through our own behaviour and example;
- 2.3.1.4 instill discipline and implement rules and discipline with consistency and in a just manner;
- 2.3.1.5 be sensitive to the rowers' emotional needs and to take time to listen to them;
- 2.3.1.6 be dynamic as an educator through self-enrichment, careful planning and a striving for excellence;
- 2.3.1.7 create and maintain an attractive and safe environment;
- 2.3.1.8 practice and instill sportsmanship by encouraging team spirit and being fair and respectful towards opponents;
- 2.3.1.9 develop a partnership of co-responsibility with parents and outside authorities through active, positive and open communication;
- 2.3.1.10 as staff members we have the right to be treated in a professional and respectful manner, to express our personal opinions freely and to participate in decision making.

2.3.2 We accept the responsibility to:

- 2.3.2.1 show respect and exercise tolerance towards people of different character, colour, creed, religion or culture;
- 2.3.2.2 voice our opinions in a tactful and constructive manner through the correct channels;
- 2.3.2.3 be objective, supportive of colleagues and give others a fair hearing;
- 2.3.2.4 attend meetings and participate in decision making, and, respect the democratic decisions reached;
- 2.3.2.5 ensure accuracy of information before taking action and undertake to communicate effectively through the correct channels;
- 2.3.2.6 follow prescribed training programs, attend practices and regattas;
- 2.3.2.7 assist with maintenance of boats and equipment;
- 2.3.2.8 be fair and impartial in selection procedures and criteria ensuring that the procedures and criteria are published, understood by all and followed;
- 2.3.2.9 keep detailed records of selection results, scores, ratios and times;
- 2.3.2.10 keep rowers and all interested parties informed of changes to schedules, programs of training and regattas through the correct channels;
- 2.3.2.11 appreciate that in the case of school rowers, school functions take precedence over activities and ensure that coaching caters for the school and education requirements of rowers;
- 2.3.2.12 act honestly and with integrity;
- 2.3.2.13 be dynamic and open to change;
- 2.3.2.14 refrain from any intimate suggestion and /or contact with the rowers;

- 2.3.2.15 exercise self-discipline and be accountable;
- 2.3.2.16 be professional in all dealings, including actions, punctuality, dress and language.

## 2.4 Code of Conduct: Officials

- 2.4.1 As a Rowing official I have a duty to provide all participating athletes a quality and fair sporting experience in a friendly, supportive, instructive and safe environment. To achieve this I will:
- 2.4.1.1 be fully conversant with the latest version of the RowSA Rules of Racing;
  - 2.4.1.2 be punctual and relied upon to perform duties assigned to me at Regattas;
  - 2.4.1.3 be impartial and unbiased in the execution of my duties;
  - 2.4.1.4 behave in an orderly and exemplary manner;
  - 2.4.1.5 show respect and exercise tolerance towards people of different gender, character, colour, creed, religion or culture;
  - 2.4.1.6 contribute and voice an opinion honestly and openly, but in a considerate and constructive manner;
  - 2.4.1.7 not indulge in any activity (e.g. violent, criminal, sexual or other) that will infringe on any other persons rights and dignity;
  - 2.4.1.8 consider the concerns and rights of others;
  - 2.4.1.9 not engage in aggressive behaviour of any kind (verbal or physical);
  - 2.4.1.10 not be seen to be carrying any dangerous weapons when at a regatta;
  - 2.4.1.11 not consume intoxicating substances prior to or during my period of duty;
  - 2.4.1.12 take good care of all property assigned to me;
  - 2.4.1.13 be sensitive to the needs of all athletes;

- 2.4.1.14 take responsible action to ensure the safety of all concerned.
- 2.4.2 As an Official, I have the right to be treated with respect, express my personal opinions freely and participate in decision-making. I accept my responsibility to:
- 2.4.2.1 be objective, supportive of colleagues and give others a fair hearing;
  - 2.4.2.2 attend meetings, participate in decision-making. I will respect the democratic decisions reached;
  - 2.4.2.3 I will ensure accuracy of information and undertake to communicate effectively through the correct channels using that prescribed procedure;
  - 2.4.2.4 through a positive attitude encourage, inspire and instill a sense of fair-play in each athlete so that they have the opportunity to develop to their full potential;
  - 2.4.2.5 earn the respect of rowers, colleagues and supporters through our own behaviour and example;
  - 2.4.2.6 instill discipline and implement the Rules of Racing with consistency and in a fair manner;
  - 2.4.2.7 be sensitive to the rowers' needs and, when appropriate, take time to listen to them;
  - 2.4.2.8 be dynamic as an official through providing feedback and continual suggestions to assist with the ongoing revision of the RowSA Rules of Racing;
  - 2.4.2.9 create and maintain an attractive and safe environment;
  - 2.4.2.10 practice and instill sportsmanship by being firm, yet fair and respectful;
  - 2.4.2.11 develop a partnership of co-responsibility with supporters, coaches, parents and outside

authorities through active, positive and open communication;

- 2.4.2.12 be dynamic and open to change;
- 2.4.2.13 refrain from any intimate suggestions and/or contact with the rowers, coaches or other parties;
- 2.4.2.14 exercise self-discipline and be accountable;
- 2.4.2.15 strive for excellence and be professional in all dealings, including actions, punctuality, dress and language.

## 2.5 Code of Conduct: Club Rowers

- 2.5.1 I will abide by the rules of racing, the rules of regattas and the relevant policies, principles and constitutions which bind me.
- 2.5.2 As a member of a club, I have the right to a quality and fair rowing experience and to learn and compete in a friendly, encouraging, secure and enriching environment.
- 2.5.3 To achieve this I recognize that a rower is expected to:
  - 2.5.3.1 behave in an orderly and exemplary manner inside the club, outside the club in club uniform or when representing the club at rowing training and competition, uphold the name of my club;
  - 2.5.3.2 show respect and exercise tolerance toward people of different character, colour, creed, religion or culture;
  - 2.5.3.3 contribute and voice an opinion honestly and openly, but in a considerate manner following appropriate procedures and in the appropriate forum;
  - 2.5.3.4 will not indulge in any violent, criminal or sexual activity that will infringe on any other persons rights and dignity;
  - 2.5.3.5 consider the concerns and rights of others;
  - 2.5.3.6 not engage in aggressive behaviour of any kind (verbal or physical);
  - 2.5.3.7 not bring dangerous weapons or harmful and intoxicating substances to rowing;
  - 2.5.3.8 wear the required rowing kit with care and pride;
  - 2.5.3.9 be responsible for the care of the rowing club property and the property of others;
  - 2.5.3.10 practice sportsmanship by encouraging team spirit and being respectful and fair towards opponents;

- 2.5.3.11 be punctual and loyal to my team and not absent myself without an excuse for practices and regattas;
- 2.5.3.12 convey all complaints, criticisms and suggestions in the appropriate procedure;
- 2.5.3.13 be modest in victory and graceful in defeat;
- 2.5.3.14 remember I am part of a team and put the intent of the team before my own;
- 2.5.3.15 protect, conserve and preserve the environment;
- 2.5.3.16 not use alcohol excessively, tobacco or banned substances;
- 2.5.3.17 not act in a manner creating a public disturbance;
- 2.5.3.18 not use abusive language; and
- 2.5.3.19 show respect and consideration to coaches, officials, parents, spectators and fellow competitors and follow the instructions of those in authority.

## 2.6 Code of Conduct: Rowing Captains

- 2.6.1 The Code of Conduct –Rowers is upheld.
- 2.6.2 The Captain and/or Vice Captain will lead by example.
- 2.6.3 They will ensure that all rowers understand that the coach is in charge at all times and that the coaches' requests are to be carried out.
- 2.6.4 All crews are given assistance and guidance in all aspects of rowing (especially new rowers) under the authority of coaches.
- 2.6.5 At regattas they will be the first to arrive and the last to leave, thus ensuring that all equipment is ready for a regatta, is accounted for and transported safely to base after a regatta. If they are unable to do so, they will arrange for another responsible person to fulfill this duty.
- 2.6.6 At regattas they will enforce discipline and guide, assist and encourage their teams other than when they are on the water, in which case they will delegate such duties.
- 2.6.7 At regattas they will ensure that all rowers arrive in school uniform and that these uniforms are worn by all rowers for the prize giving at the end of the regatta, should a prize giving take place. They will also ensure that all school rowers attend the prize giving a Gauteng and SA Champs, whether the school wins or not.
- 2.6.8 At regattas, where school rowers are not competing, but wish to come and support their school, these supports will wear the school uniform.
- 2.6.9 At regattas, they must assist the coaches with regard to regatta entries, boat allocations, racing times and the communication of this information to their fellow rowers.
- 2.6.10 Crews for boat loading for regattas away from our boat house or for training camps etc. will be arrange and contacted by the Captain or Vice Captain. They will check that all the boats are securely strapped down on trailers for transport. They will also check that each boat has its fill complement of blades, foot boards, riggers and slides etc. and that every nut and bolt on the boats is tight. They shall

also ensure that the club has a full set of lane numbers and that every boat has been washed before transporting them. They shall report any deficiencies or problems with the boats or equipment to the school boat maintenance official and/or coaches as soon as possible during or after the regatta, or as is necessary during training sessions.

- 2.6.11 At the earliest opportunity each season, they shall hold a session or sessions to instruct (all rowers) in the correct method of loading boats onto the trailers and how to look after and maintain the boats.
- 2.6.12 Captains and Vice Captains shall endeavour, within reason, to be present at all times at training sessions, to visibly show their support and encouragement for the rowers. They may exercise their authority over the rowers, assist the coaches to launch boats in the shortest possible time and ensure that all training boats, motors, petrol tanks and equipment for rowing boats are returned to the boat shed in good order and in the correct quantities.
- 2.6.13 They must be able to form a close working relationship with the Head of Coach and his/her assistant coaches.
- 2.6.14 They must liaise with the relevant age group co-ordinator regarding the organisation of lifting of rowers in each group for training sessions, camps and regattas.
- 2.6.15 On the Monday morning after a regatta they must inform the rowing mistress/master of regatta results to enable the mistress/master to post such results on the notice board.
- 2.6.16 The Captain will be in charge of all rowers overall and the Captain's duty specifically will be to oversee all the senior rowers.
- 2.6.17 The Vice Captain will oversee all the junior rowers and must make sure that they receive the correct information concerning training sessions and regattas. The Vice Captain must especially take charge of the junior school rowers.

## 2.7 Code of Conduct: Rowing Schools

- 2.7.1 Sport at school is seen to be an important aspect of the development of well-rounded young scholars and the rowing club aims to provide this for its members.
- 2.7.1.1 Rowing is a school sport and as such, the school rules apply whenever the rowing club is represented.
- 2.7.1.2 Academic obligations must be fulfilled before a scholar may be allowed to participate in sporting events, This includes being well behaved in class, having all homework and assignments done in good time and having acceptable academic results.
- 2.7.1.3 No scholar may practice or row if they have not attended school that day. If a rower cannot attend practice, regatta or event they must excuse themselves.
- 2.7.1.4 Scholar's appearance must conform to school rules before they may be allowed to practice or row.
- 2.7.1.5 The correct kit must be worn when practicing, racing or at regattas.
- 2.7.1.6 The decisions of regatta officials are only to be queried by the coaches, Head of Rowing or Captains of the Club. No parents are to question the decisions of race umpires and regatta officials. Rowers may raise objections after or during a race according to the regulations set by RowSA, GRA (Gauteng Rowing Association) and SASRU (South African Schools Rowing Union). Rowers, parents, teachers and coaches are to treat regatta officials and race umpires with the utmost respect.
- 2.7.1.7 No scholar is to taunt or jeer supporters from other schools/clubs or other crews on the water.

- 2.7.1.8 No smoking, drinking alcohol or use of banned substances will be tolerated. This includes the use of banned or illegal performance enhancers.
- 2.7.1.9 Schools are to comply with the provisions of the SASRU constitution, codes of conduct, rules and any provincial bodies which they form part of.
- 2.7.1.10 Each school is to develop and adopt a code of conduct in line with the regulations of SASRU, RowSA and the National Sporting bodies.

### **3. BREACH OF THE CODES**

3.1 A breach of a code of conduct shall be dealt with by the body in whose direct jurisdiction the alleged transgressor holds membership (hereinafter referred to as the responsible body).

3.1.1 For example, a transgression of the code:

3.1.1.1 by a school rower or parent of a school rower or a school coach shall be dealt with by the school concerned;

3.1.1.2 by a university rower or a university coach shall be dealt with by the university concerned;

3.1.1.3 by a club rower coach shall be dealt with by the club concerned;

3.1.1.4 by a member of officials association (or its constituent member) shall be dealt with by the association concerned.

## 3.2 Procedure for Dealing with a Breach

### 3.2.1 Filing of Complaint:

- 3.2.1.1 A complaint filed due to breach of the Code of Conduct shall be in writing dated and signed by the complainant.
- 3.2.1.2 It shall be filed with the responsible body with a copy to the Chair of the Constituent member responsible for the person against whom the complaint is lodged.
- 3.2.1.3 The complaint may be filed by hand, mail, facsimile or electronic mail.
- 3.2.1.4 The complaint must be filed within 4 days of the transgression coming to the knowledge of the complainant, however, the responsible body may, on good cause, condone the late filing of a complaint.
- 3.2.1.5 The responsible body must acknowledge receipt of the complaint within 2 working days.
- 3.2.1.6 The written complaint shall set forth:
  - 3.2.1.6.1 the names of all the parties concerned (particularly the complainant and respondent);
  - 3.2.1.6.2 the jurisdictional basis of the complaint;
  - 3.2.1.6.3 a concise, but detailed, statement of the factual allegations, including the basis upon which it is alleged that the respondent has violated the code, including details such as place, date and time of the violation;
  - 3.2.1.6.4 the names of all persons that may be affected by the complaint;

3.2.1.6.5 names and contact details of all persons who witnessed the transgression;

3.2.1.6.6 the relief sought.

3.2.1.7 A complaint fee of R500.00.

### 3.3 Investigation and Resolution of a Dispute

- 3.3.1 All constituent members, their members and responsible bodies shall be required to adopt disciplinary procedures and guidelines for the investigation and resolution of disputes and complaints.
- 3.3.2 If any particular body has not adopted such disciplinary procedures and guidelines, those set out hereunder shall apply.
- 3.3.3 If a breach, suspected breach, of any Code of Conduct has in the view of the representative of the responsible body concerned, occurred, the following process shall be used:
  - 3.3.3.1 the suspected breach will be investigated within seven (7) days of its occurrence, or of receipt of written notification that a breach may have occurred, by the following representative of the “responsible” body concerned:
    - 3.3.3.1.1 School: The Teacher-in-charge of rowing, with reference to the Headmaster of that school or;
    - 3.3.3.1.2 University: The Coach/Manager of the University club, with reference to the respective Sports Administrator or;
    - 3.3.3.1.3 National Teams: The Team Manager and Head Coach or;
    - 3.3.3.1.4 Clubs/Associations: The management committee of an Association and/or Club in the case within the Association's or Club's jurisdiction or;
    - 3.3.3.1.5 Rowing South Africa: The RowSA President or a person in cases within Rowing South Africa's jurisdiction, excepting national teams.

- 3.3.3.2 The said representative may on reasonable notice convene a disciplinary hearing to be heard by a disciplinary committee which shall apply the principles of natural justice.
- 3.3.4 The alleged transgressor and the complainant will be advised of the alleged breach and will be offered the opportunity to present information pertaining to the incident.
- 3.3.5 No one involved in the incident will be part of the investigation body / disciplinary committee.
- 3.3.6 The disciplinary committee will decide whether there has been a breach of the Code of Conduct and if so, on the appropriate penalty. The decision shall be reduced to writing.
- 3.3.7 It will prepare a written record of the proceedings as well as the finding/decision and provide it to all persons concerned, the RowSA office and to the constituent member concerned.
- 3.3.8 Each case will be treated in accordance with the “situation” and “ruling” of those persons adjudicating the case at that time.
- 3.3.9 If aggrieved, the person concerned can appeal against the decision to the following appeal bodies:
  - 3.3.9.1 the case of national team matters, the International Commission will decide the appeal.;
  - 3.3.9.2 in the case of school members, SASRU will decide the appeal;
  - 3.3.9.3 in club matters, the provincial association will decide the appeal;
  - 3.3.9.4 in university matters, USSA-R will decide the appeal;
  - 3.3.9.5 in rowing official matters, SAROC will decide the appeal.
- 3.3.10 The body or persons hearing the appeal will consider the written record, the written decision and may require other evidence to be provided and will offer to the person/s concerned the opportunity to present his/her case.

3.3.11 Copy of the record of appeal must be lodged with the RowSA office.

### 3.4 Penalties

3.4.1 Penalties shall be applied to persons, groups or organisations found to be in breach of this code.

3.4.2 Individual Persons:

3.4.2.1 If the disciplinary review (committee or tribunal) established an individual person to whom this code applies has committed an offence under this policy then it may impose one, or more of the penalties on such person. Specifically:

3.4.2.1.1 direct the offender to attend counseling to address their conduct;

3.4.2.1.2 recommend their termination in the role currently performed;

3.4.2.1.3 where damage to property has occurred, direct the offender to pay part, or all, compensation to the relevant organisation which controls or has possession of the property;

3.4.2.1.4 impose a monetary fine for an amount determined by the disciplinary committee;

3.4.2.1.5 impose a warning; in cases where "accreditation status" is involved de-register the persons accreditation for a period or indefinitely;

3.4.2.1.6 repay any, or part, of any financial assistance (excluding any fee for service) given to them by any State, or Provincial funding agency, Association, or club, or organisation which has provided funding;

3.4.2.1.7 any other such penalty as the Disciplinary Committee consider appropriate such as suspension or exclusion from an event or eligibility to compete in a regatta, to represent South Africa or in the case of

touring teams the imposition of conditions of remaining members of a team.

### 3.4.3 Organisations

3.4.3.1 If the disciplinary committee decides an organisation to whom this code applies has committed an offence under this code then it may impose one, or more penalties on such group, or organisation. Specifically:

3.4.3.1.1 direct that any funding granted or given to it by RowSA or a Regional Association cease from a specified date;

3.4.3.1.2 impose a monetary fine for an amount determined by the Disciplinary Committee;

3.4.3.1.3 impose a warning;

3.4.3.1.4 recommend to RowSA constituent member and/or relevant Regional Association that its membership of such organisation be suspended or terminated in accordance with their applicable constitution;

3.4.3.1.5 direct that any rights, privileges and benefits provided to that organisation by RowSA, or a Regional Association or a RowSA constituent member be suspended for a specified period and/or terminated;

3.4.3.1.6 direct that RowSA or Regional Associations or a RowSA constituent member cease to sanction events held by, or under, the auspices of that organisation;

3.4.3.1.7 any other such penalty as the Disciplinary Committee consider appropriate.

### 3.5 Appeals of Decisions

- 3.5.1 Any person, group or organisation subject to consideration under the terms of this policy, having participated in a Disciplinary Committee where a decision has been made relating to an offence, may appeal a decision of a Disciplinary Committee.
- 3.5.2 A "Notice of intention to Appeal" must be lodged in writing to the chair by the appeal body within 48 hours after a Disciplinary Committee decision is made.
- 3.5.3 The chair of the appeal body shall:
  - 3.5.3.1 form an appeal committee within seven (7) working days of the notice to appeal being lodged (that has no member involved in the original hearing may be part of the appeal committee);
  - 3.5.3.2 seek and receive the grounds for the appeal to supply to the appeals committee;
  - 3.5.3.3 co-ordinate the conduct of the appeal and related correspondence.
- 3.5.4 Any appeal must be solely and exclusively resolved by the appeal body and the decision of the appeal committee is binding on all parties. (Note this provision does not preclude any person, group, or organisation taking action under any State or Provincial legislation.)
- 3.5.5 Upon hearing the appeal the Appeal Committee may do any one, or more of the following;
  - 3.5.5.1 dismiss the appeal;
  - 3.5.5.2 uphold the appeal;
  - 3.5.5.3 impose any of the penalties set out in this policy;

- 3.5.5.4 reduce, increase or otherwise vary the penalty imposed by the original Disciplinary Tribunal/committee.
- 3.5.6 The Appeal Committee has no power to award costs and each party shall bear their own costs in relation to any appeal.

(rowsa.code.22.10.09)