



SOUTH AFRICAN NATIONAL
Equestrian Federation

2012
Special General Meeting
Saturday, 4 February

SANEF Boardroom, Kyalami Equestrian Park, 1 Dahlia Road, Kyalami

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NOTICE AND AGENDA
Of the Annual General Meeting

Notice is hereby given that the Special General Meeting of the Federation will be held at the offices of the Federation on Saturday 4th February 2012 commencing at 10h00.

1. Welcome and apologies
2. Minutes of the Annual General Meeting held on Saturday 28th May 2011
 - i. Confirmation
 - ii. Matters Arising not on the Agenda
3. Chairman's Address
4. Changes to the Constitution (Appendix A)
5. Changes to the General Regulations (Appendix B)
6. Election of Legal Representative to the Management Committee (Appendix C)
Nicole Mitchell
7. Election of Discipline Committee Members (Appendix C)
Dressage – Carla Jacobs
Eventing – Charles du Sautoy
Para – Suzanne Furstenburg
Showing – Alison Droomer
8. Financials and Budget
 - i. Proposed Budget (Appendix D)
Note: The budget is for discussion based on the acceptance of the proposal to changes to the General Regulation Appendix B.
 - ii. Appointment of the Auditors
9. Definitions and Roles of the SANEF Structure (Appendix E)
10. Matters for Discussion
 - i. SAEF
 - ii. NIP
 - iii. SANESA
 - iv. Office Structure and Administration
 - v. Legal Matters in dealing with previous Chairman/Secretary General/s
 - vi. Strategy Planning
 - vii. FEI Matters
 - viii. Group IX Matters
 - ix. Team South Africa
 - x. International Affairs
 - i. London (GBR) 2012 and Qualifications
 - ii. Normandie (FRA) 2014 WEG
 - iii. Rio (BRA) 2016 Olympics
 - xi. Development
 - xii. Officials

- xiii. Technical
- xiv. Marketing
- xv. Funding (Lotto and SRSA Grants)

10. General

APPENDIX A: PROPOSED CHANGES TO THE SANEF CONSTITUTION

The following is hereby proposed by the SANEF Management Committee:

1. SANEF NAME CHANGE

- i. All references to South African National Equestrian Federation be replaced with the words "South African Equestrian Association."
- ii. All references to SANEF be replaced with "SAEA".
- iii. All references to "Federation" be replaced with "Association".

MOTIVATION

To comply with the directive from SASCO and to correctly reflect the status of the body as recorded in the Constitution of the South African Equestrian Federation (SAEF).

2. COMPOSITION OF THE MANAGEMENT COMMITTEE

Rule 11.0 stating:

The Management Committee will consist of:

- 11.2.1 The President of the Federation duly elected in terms of this constitution (President).
The President shall not be entitled to vote at any meeting of the Management Committee unless he is also an elected member or Chairman of that Committee
- 11.2.2 The Chairman of the Federation duly elected in terms of this constitution (Chairman)
- 11.2.3 Six members elected from time to time at the annual general meeting of the Federation in accordance with the provisions of this constitution (Members)

Two members of the Management Committee being those longest office since their last re-election, will retire annually by rotation at the close of the annual general meeting held in each year, but will be eligible for re-election without nomination, provided always that no member of the committee shall serve more than two consecutive periods of three years.

Be amended to read

- 11.2.1 The President of the Federation duly elected in terms of this constitution (President).
The President shall not be entitled to vote at any meeting of the Management Committee unless he is also an elected member or Chairman of that Committee - no change
- 11.2.2 The Chairman of the Federation duly elected in terms of this constitution (Chairman)
- no change
- 11.2.3 A maximum of *nine* members *fulfilling the specified portfolios set out below elected from time to time at the annual general meeting of the Federation in accordance with the provisions of this constitution.*

1. PORTFOLIOS

Each member will be nominated to fulfil a specific portfolio and will be required to

indicate for which portfolio they have the expertise. If necessary a member may cover more than one portfolio but no member may hold more than two portfolios.

2. *The portfolios are identified as follows:*

*Chairman
Finance
Funding
Legal
International Affairs
Development
Officials
Technical (Rules & Shows)
Marketing*

Three members of the Management Committee being those longest office since their last re-election, will retire annually by rotation at the close of the annual general meeting held in each year, but will be eligible for re-election without nomination, provided always that no member of the committee shall serve more than two consecutive periods of three years.

MOTIVATION

To reflect the current situation. This was introduced last year as a trial and now needs to be formalized.

3. DEFINITIONS

3.6 COUNCIL – A committee comprising representatives of the Provincial Body Members and Equestrian Body Members

Be amended to

3.6 COUNCIL – A committee comprising representatives of the Provincial Body Members, *National Technical Committees* and Equestrian Body Members

MOTIVATION

To comply with government requirements as laid out in the white paper for Sport to ensure that the disciplines play a role in the decision making of the sport.

APPENDIX B: PROPOSED CHANGES TO THE SANEF GENERAL REGULATIONS

1. SANEF NAME CHANGE

- i. All references to South African National Equestrian Federation be replaced with the words "South African Equestrian Association."
- ii. All references to SANEF be replaced with "SAEA".
- iii. All references to "Federation" be replaced with "Association".

MOTIVATION

To comply with the directive from SASCO and to correctly reflect the status of the body as recorded in the Constitution of the South African Equestrian Federation (SAEF).

2. 00.10.9 RULE CHANGING

Included – It is agreed by round-robin via e-mail by no less than a two thirds majority.

MOTIVATION

To make the process more speedy and efficient

3. 01.1.6 Applications for CN Status shall be in the hands of SANEF by not later than 31 December of the year prior to the year in which the event is to be held. Such application shall state the Discipline, Grades and Classes for which CN Status is requested together with such other details as may be required by SANEF.

Be amended to read

01.1.6 Applications for CN Status shall be in the hands of SANEF by not later than the date determined by the Secretary General in the year prior to the year in which the event is to be held. Such application shall state the Discipline, Grades and Classes for which CN Status is requested together with such other details as may be required by SANEF.

MOTIVATION

In order to compile the FEI and National Calendar a calendar meeting will be held no later than November each year. The procedure for allocating the events will be determined in the Protocol Handbook from time to time.

4. Replace all reference to Regional Body with the word Provincial Body.

MOTIVATION

Housekeeping

PROPOSAL FROM JUMPING NTC

It is proposed that:

That an amount of R 1.00 from the funds collected by SANEF, in the form of the SANEF Levies on the entry fees, be allocated as discipline fund to the respective National discipline the entry was for.

MOTIVATION

Currently in show jumping the only funds received are from donations and monies deducted from the riders prize money (Riders Fund). Although there is dispute on whether the money from the fund should be used by the NTC, historically it has been felt that because of the source of the funds its use should be directed by the riders from whom it was taken.

The committee feels that we should be able to fund Officials workshops and seminars as well coaching courses and other projects, to do this we need our own funds.

APPENDIX C: NOMINATIONS



SOUTH AFRICAN NATIONAL EQUESTRIAN FEDERATION

NOMINATIONS FOR TECHNICAL COMMITTEE PORTFOLIOS

Provincial Body – please indicate with a X

ECHS	FS&NCHS	<input checked="" type="checkbox"/> GHS	KZNHS	MPHS	WPHS
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Cross the name of the Provincial Body making the Nomination

Discipline – please indicate with an X

DR	DV	EQ	EV	PE	SH	J	VA
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Cross the name of the Technical committee to which the nomination is being made

Mberco

Nominee – please print full names

Nicolé Kim Mitchell

Enter the full names of the individual being nominated

Position for which nominated – please indicate with an X

CHAIRMAN	ELECTED MEMBER <input checked="" type="checkbox"/>
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PORTFOLIO – please indicated with a X

PORTFOLIO	QUALITIES Financial and Business acumen	
FINANCE	FUNCTION Financial control of the Discipline's Funds Draw up Budgets for specific projects Co-ordinate applications for funding from Lotto	

PORTFOLIO LEGAL	QUALITIES Legal background /knowledge Comprehensive knowledge of the SANEF judicial system and Constitution Comprehensive knowledge of the Discipline Rules FUNCTION Deal with discipline –specific disputes	X
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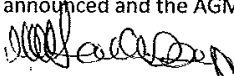
PORTFOLIO OFFICIALS	QUALITIES Must be a respected person within the Discipline Strong Leadership qualities and the ability to inspire. Technical knowledge of the Discipline FUNCTION Set the National policy for promotion and the Provincial exams. Co-ordinate National Seminars (This can become the chairman of a sub-committee)	
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* PORTFOLIO *DISCIPLINE SPECIFIC	QUALITIES Understanding of requirements for the Discipline FUNCTION To be advised by the NTC	
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NOTES:

- Please attach a short CV supporting your application for Nomination or Restanding member for the ticked Portfolio.
- The above tasks are a guideline to the expectations, and may need to be expanded on a discipline specific basis.
- Please tick the Portfolio for which you are being nominated for.
- It may be necessary for one person to hold two positions for the smaller disciplines.
- These Elections will be done by Council at the AGM of SANEF on the 28th May, after which the successful candidates will be announced and the AGM's held

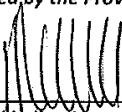
Provincial Body
Chairman's Signature



Date 09/01/2022

Signature of the Chairman of the Executive Committee of the Provincial Body making the nomination indicating that the nomination has been made and approved by the Provincial Body shown above in the first line. All application forms are to be signed.

Nominee's Signature



Date 6/01/2022

Signature of the individual being nominated indicating only that he accepts the nomination



SOUTH AFRICAN NATIONAL
Equestrian Federation

SOUTH AFRICAN NATIONAL EQUESTRIAN FEDERATION

NOMINATIONS FOR TECHNICAL COMMITTEE PORTFOLIOS

Provincial Body - please indicate with a X

ECHS	<input checked="" type="checkbox"/> FSB/NCMS	GHS	KZNMS	MPHS	WPHS
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Cross the name of the Provincial Body making the Nomination

Discipline - please indicate with an X

<input checked="" type="checkbox"/> DR	DV	EQ	EV	PE	SH	J	VA
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Cross the name of the Technical committee to which the nomination is being made

Nominee - please print full names

Carla Jacobs

Enter the full names of the individual being nominated

Position for which nominated - please indicate with an X

CHAIRMAN	ELECTED MEMBER	<input checked="" type="checkbox"/>
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PORTFOLIO - please indicated with a X

PORTFOLIO	<p>QUALITIES Financial and Business acumen</p> <p>FUNCTION Financial control of the Discipline's Funds Draw up Budgets for specific projects Co-ordinate applications for funding from Lotto</p>
FINANCE	

<p>PORTFOLIO LEGAL</p>	<p>QUALITIES Legal background /knowledge Comprehensive knowledge of the SANEF judicial system and Constitution Comprehensive knowledge of the Discipline Rules</p> <p>FUNCTION Deal with discipline -specific disputes</p>	
<p>PORTFOLIO OFFICIALS</p>	<p>QUALITIES Must be a respected person with the Discipline Strong Leadership qualities and the ability to Inspire. Technical knowledge of the Discipline</p> <p>FUNCTION Set the National policy for promotion and the Provincial exams. Co-ordinate National Seminars (This can become the chairman of a sub-committee)</p>	
<p>* PORTFOLIO *DISCIPLINE SPECIFIC</p>	<p>QUALITIES Understanding of requirements for the Discipline</p> <p>FUNCTION To be advised by the NTC</p>	<p>X Technical</p>

NOTES:

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- These Elections will be done by Council at the AGM of SANEF on the 28th May, after which the successful candidates will be announced and the AGM's hold

Provincial Body

Chairman's Signature:

[Signature] Date 6-01-2012
Signature of the Chairman of the Executive Committee of the Provincial Body making the nomination indicating that the nomination has been made and approved by the Provincial Body shown above in the first line. All application forms are to be signed.

Nominee's Signature

[Signature] Date 20/1/12
Signature of the individual being nominated indicating only that he accepts the nomination



SOUTH AFRICAN NATIONAL EQUESTRIAN FEDERATION

NOMINATIONS FOR TECHNICAL COMMITTEE PORTFOLIOS

Provincial Body – please indicate with a X

ECHS	FS&NCHS	GHS <input checked="" type="checkbox"/>	KZNHS	MPHS	WPHS
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Cross the name of the Provincial Body making the Nomination

Discipline – please indicate with an X

DR	DV	EQ	EV <input checked="" type="checkbox"/>	PE	SH	J	VA
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Cross the name of the Technical committee to which the nomination is being made

Nominee – please print full names

CHARLES PHILIPPE DU SAUTOY

Enter the full names of the individual being nominated

Position for which nominated – please indicate with an X

CHAIRMAN	ELECTED MEMBER <input checked="" type="checkbox"/>
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PORTFOLIO – please indicated with a X

PORTFOLIO	QUALITIES	
FINANCE <input checked="" type="checkbox"/>	Financial and Business acumen	
	FUNCTION	
	Financial control of the Discipline's Funds	
	Draw up Budgets for specific projects	
	Co-ordinate applications for funding from Lotto	

PORTFOLIO LEGAL	QUALITIES Legal background /knowledge Comprehensive knowledge of the SANEF judicial system and Constitution Comprehensive knowledge of the Discipline Rules FUNCTION Deal with discipline –specific disputes	
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PORTFOLIO OFFICIALS	QUALITIES Must be a respected person within the Discipline Strong Leadership qualities and the ability to inspire. Technical knowledge of the Discipline FUNCTION Set the National policy for promotion and the Provincial exams. Co-ordinate National Seminars (This can become the chairman of a sub-committee)	
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* PORTFOLIO *DISCIPLINE SPECIFIC	QUALITIES Understanding of requirements for the Discipline FUNCTION To be advised by the NTC	
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NOTES:


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Provincial Body
Chairman's Signature

 Date 09/01/2012

Signature of the Chairman of the Executive Committee of the Provincial Body making the nomination indicating that the nomination has been made and approved by the Provincial Body shown above in the first line. All application forms are to be signed.

Nominee's Signature

 Date 4/1/2012

Signature of the individual being nominated indicating only that he accepts the nomination



SOUTH AFRICAN NATIONAL
Equestrian Federation

SOUTH AFRICAN NATIONAL EQUESTRIAN FEDERATION

NOMINATIONS FOR TECHNICAL COMMITTEE PORTFOLIOS

Provincial Body – please indicate with a X

ECHS	FS&NCHS	GHS	KZNHS	MPHS	WPHS
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Cross the name of the Provincial Body making the Nomination

Discipline – please indicate with an X

DR	DV	EQ	EV	PE	SH	J	VA
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Cross the name of the Technical committee to which the nomination is being made

Nominee – please print full names

SUSANNE PETRONELLE FURSTENBURG

Enter the full names of the individual being nominated

Position for which nominated – please indicate with an X

CHAIRMAN	ELECTED MEMBER	X
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PORTFOLIO – please indicated with a X

PORTFOLIO	QUALITIES Financial and Business acumen	
FINANCE	FUNCTION Financial control of the Discipline's Funds Draw up Budgets for specific projects Co-ordinate applications for funding from Lotto	

Box 30875, Kyalami 1684
Tel: 00 27 11 468 3236; Fax: 00 27 11 468 3238
E-Mail: info@horsesport.org.za
Web Site: www.horsesport.org.za

PORTFOLIO LEGAL	QUALITIES Legal background /knowledge Comprehensive knowledge of the SANEF judicial system and Constitution Comprehensive knowledge of the Discipline Rules FUNCTION Deal with discipline –specific disputes	
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PORTFOLIO OFFICIALS	QUALITIES Must be a respected person within the Discipline Strong Leadership qualities and the ability to inspire. Technical knowledge of the Discipline FUNCTION Set the National policy for promotion and the Provincial exams. Co-ordinate National Seminars (This can become the chairman of a sub-committee)	
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* PORTFOLIO *DISCIPLINE SPECIFIC	QUALITIES Understanding of requirements for the Discipline FUNCTION To be advised by the NTC	
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NOTES:

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- These Elections will be done by Council at the AGM of SANEF on the 28th May, after which the successful candidates will be announced and the AGM's held


Provincial Body

Chairman's Signature

 Date 2012/01/09

Signature of the Chairman of the Executive Committee of the Provincial Body making the nomination indicating that the nomination has been made and approved by the Provincial Body shown above in the first line. All application forms are to be signed.

Nominee's Signature

 Date 2012/01/09.

Signature of the Individual being nominated indicating only that he accepts the nomination



SOUTH AFRICAN NATIONAL EQUESTRIAN FEDERATION

NOMINATIONS FOR TECHNICAL COMMITTEE PORTFOLIOS

Provincial Body – please indicate with a X

ECHS	FS&NCHS	GHS	KZNHS	MPHS	WPHS
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Cross the name of the Provincial Body making the Nomination

Discipline – please indicate with an X

DR	DV	EQ	EV	PE	SH	J	VA
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Cross the name of the Technical committee to which the nomination is being made

Nominee – please print full names

Alison Margaret Dreamer

Enter the full names of the individual being nominated

Position for which nominated – please indicate with an X

CHAIRMAN	ELECTED MEMBER	<input checked="" type="checkbox"/>
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PORTFOLIO – please indicated with a X

PORTFOLIO	QUALITIES Financial and Business acumen	
FINANCE	FUNCTION Financial control of the Discipline's Funds Draw up Budgets for specific projects Co-ordinate applications for funding from Lotto	

Alison

Box 30875, Kyalami 1684
Tel: 00 27 11 468 3236; Fax: 00 27 11 468 3238
E-Mail: info@horsesport.org.za
Web Site: www.horsesport.org.za

PORTFOLIO LEGAL	QUALITIES Legal background /knowledge Comprehensive knowledge of the SANEF judicial system and Constitution Comprehensive knowledge of the Discipline Rules FUNCTION Deal with discipline –specific disputes	
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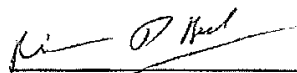
PORTFOLIO OFFICIALS	QUALITIES Must be a respected person within the Discipline Strong Leadership qualities and the ability to inspire. Technical knowledge of the Discipline FUNCTION Set the National policy for promotion and the Provincial exams. Co-ordinate National Seminars (This can become the chairman of a sub-committee)	
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* PORTFOLIO *DISCIPLINE SPECIFIC	QUALITIES Understanding of requirements for the Discipline FUNCTION To be advised by the NTC	
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NOTES:

- Please attach a short CV supporting your application for Nomination or Restanding member for the ticked Portfolio.
- The above tasks are a guideline to the expectations, and may need to be expanded on a discipline specific basis.
- Please tick the Portfolio for which you are being nominated for.
- It may be necessary for one person to hold two positions for the smaller disciplines.
- These Elections will be done by Council at the AGM of SANEF on the 28th May, after which the successful candidates will be announced and the AGM's held

Provincial Body
Chairman's Signature

 Date 05/01/12

Signature of the Chairman of the Executive Committee of the Provincial Body making the nomination indicating that the nomination has been made and approved by the Provincial Body shown above in the first line. All application forms are to be signed.

Nominee's Signature

 Date 04/01/2012

Signature of the individual being nominated indicating only that he accepts the nomination

APPENDIX D: PROPOSED BUDGET

The final proposed budget will be distributed as soon as Carol Wyrill has returned from overseas.

APPENDIX E: DEFINITIONS AND DUTIES OF THE SAEA COMMITTEES AND ADMINISTRATION

Preamble:

This proposal has been designed to consolidate and define our structure more clearly, in an effort to maintain the basic existing structures but at the same time empower the Disciplines to be more involved in the running of the Sport – a principle set out by government in the White Paper and also raised at recent meetings with SASCO.

We hope that this will be viewed in a positive light and we urge all stakeholders to embrace these principles moving forward.

1. SAEA MANAGEMENT COMMITTEE = NATIONAL ADMINISTRATIVE FUNCTION

1.1 DEFINITION

1.1.1 This committee is elected in accordance with the SAEA Constitution, and its General Powers are laid out in the Constitution.

1.2 DUTIES AND RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

1.2.1 This committee meets monthly and also on an ad hoc basis as required, in order to deal with the Policies of the Association, as well as the day to day running of the SAEA.

1.2.2 This committee is portfolio based as set out in the SAEA Constitution.

2. SAEA EXECUTIVE COMMITTEE (COUNCIL) = NATIONAL ELECTIVE FUNCTION

2.1 DEFINITION

2.1.1 This committee comprises the elected Chairs of the SAEA National Technical Committees, the elected Chairs of the Provincial Bodies and the elected members of the Management Committee.

2.1.2 All members of this committee except the Management committee will carry 1 vote each.

2.2 DUTIES AND RESPONSIBILITIES OF THE SAEA EXECUTIVE COMMITTEE (COUNCIL)

2.2.1 The duties of this committee are to consider and vote on changes to the SAEA Constitution and General Regulations, as well as to vote in members of committees and to ratify discipline rule changes, as set out in the SAEA Constitution.

3. NATIONAL DISCIPLINE TECHNICAL COMMITTEES = NATIONAL TECHNICAL FUNCTION

3.1 DEFINITION

3.1.1 These committees are elected in accordance with the SAEA Constitution, and manage the specific disciplines run under the SAEA.

- 3.2 DUTIES AND RESPONSIBILITIES OF THE NATIONAL DISCIPLINE TECHNICAL COMMITTEES.
- To manage all Technical aspects of the specific discipline on a National basis.
 - Creation of strategies and blueprints for the Development and growth of the Discipline to be implemented in all Provinces under the SAEA.
 - Creation of strategies and blueprints for the International Participation of the Discipline.
 - Setting of budgets and proposals for submission through the Admin Office and the SAEF to the relevant bodies such as FEI, NLDT and SRSA
 - The management, development and Education of judges and officials for the discipline, including structures for promotion to be implemented through the Provincial Technical Committees.
 - The management of National Officials.
 - The setting of standards and levels of competition to be managed by the Provincial Technical Committees for all venues holding events under the auspices of the SAEA.
 - The management of growth and development of coaches and competitors at all levels within the discipline.
 - Liaison with the relevant Provincial Technical Committees.
 - Setting and managing the SAEA Discipline Rules as set out in the SAEA Rules and Regulations.
 - Setting and managing National and International team selection criteria and National and International selection of teams for the discipline, including the recommendation for National Colours.
 - Submission of monthly reports.
 - Managing each of the portfolios as set out in the SAEA Constitution.
 - Ensuring a balanced calendar for all age categories and levels.
 - Ensuring that competition venues are suitable and of a standard commensurate with the levels of competition to be held there as allcated on the annual calender.
 - Checking the technical aspects of all schedules pertaining to the discipline for National events held under the auspices of the SAEA.
 - Attendance by the chair or designate to all Executive and Annual General Meetings and award ceremonies involving the discipline or any function where required.
 - Proper record keeping of minutes including agendas, of all meetings

4. NATIONAL PORTFOLIO COMMITTEES = NATIONAL ADMINISTRATIVE FUNCTION

4.1 DEFINITION

4.1.1 These committees comprise all of the members of the National committees holding the same portfolio, viz. International Affairs Committee, Development Committee etc.

4.1.2 These may include the relevant portfolio holders of the Provincial Bodies as well as Provincial Technical Committees on an ad hoc basis.

4.2 DUTIES AND RESPONSIBILITIES OF THE PORTFOLIO COMMITTEES

4.2.1 The committee will deal with matters specific to its portfolio on a general basis representing the interest of the committee to which they are elected.

4.2.2 This committee will discuss and debate strategies and will report back to their committees for implementation. Members of these committees are mandated by their relevant committee whom they represent to speak and act on their behalf.

- 4.2.3 Representatives on this committee should report back to the committee which they represent to ensure transparency as well as interaction within the committee.

5. SAEA PROVINCIAL BODIES = PROVINCIAL ADMINISTRATIVE FUNCTION

5.1 DEFINITION

5.1.1 These bodies are as currently defined in the SAEC constitution – viz: Eastern Cape Horse Society, Free State and Northern Cape Horse Society incorporating part of North West Province, Gauteng Horse Society incorporating Limpopo and part of North West Province, Mpumalanga Horse Society and Western Province Horse Society. It is proposed that by January 2015 all of the Provinces will stand alone in accordance with Government requirements. It is further proposed that, with immediate effect, North West, Northern Cape and Limpopo are allowed to field teams in Inter-Provincial competitions.

5.2 DUTIES AND RESPONSIBILITIES OF THE PROVINCIAL BODIES

- To define local policies and projects which must comply in terms of the SAEA constitution?
- Record keeping and all clerical and financial administration of the Provincial Body which includes all Disciplines Regions and Show Holding Bodies run under the auspices of the specific Province.
- Marketing of Equestrian Sport in the specific Province.
- Managing the growth and development of the sport in the specific Province.
- Managing the judicial processes and ensuring that the welfare of the horse is upheld in the specific Province.
- Managing membership and horse registration which includes the setting of fees for the specific Province.
- To collect levies and fees from the members and Show Holding Bodies of that specific Province on behalf of the SAEA.
- Managing and upholding the Constitution of the specific Province.

6. PROVINCIAL BODY DISCIPLINE TECHNICAL COMMITTEES = PROVINCIAL TECHNICAL FUNCTION

6.1 DEFINITION

6.1.1 These committees are elected in accordance with the Provincial Body Constitution, and manage the specific disciplines run under SAEA within the specific Province.

6.1.2 These committees should mirror the portfolios of the National Discipline Technical Committees (save for International Affairs)

6.2 DUTIES AND RESPONSIBILITIES OF THE PROVINCIAL TECHNICAL DISCIPLINE COMMITTEES

- To manage all Technical aspects of the specific discipline within the specific Province.
- Development and growth of the Discipline in all Regions run under the specific Province.
- The management and development of Provincial Officials for that discipline.
- The management of standards and levels of competition at all venues held under the auspices of the specific Province.
- The management of growth and development of coaches and competitors at all levels within the discipline within the specific Province.
- Liaison with the relevant National Technical Committee.
- Liaison with Regional Committees where relevant on discipline matters where required.

- Upholding and managing the SAEA Discipline Rules as set out in the SAEA Rules and Regulations.
- Setting and managing team selection criteria and selection of teams for the discipline within the specific Province.
- Education and promotion of Provincial judges and officials for the discipline within the specific Province.
- Submission of a monthly newsletter where required
- Provision of a Development Officer to assist with the Provincial body's development initiatives.
- Ensuring a balanced calendar for all age categories and levels.
- Checking the technical aspects of all schedules pertaining to the discipline for affiliated shows held under the auspices of the Provincial body.
- Talent spotting at SANESA and Pony Club Shows encouraging them into the formal structure.
- Attendance by the chair or designate to all Management and Annual Proper record keeping of minutes including agendas, of all meetings

7. PROVINCIAL REGIONAL COMMITTEES (WHERE APPLICABLE AT THE DISCRETION OF THE INDIVIDUAL PROVINCIAL BODY) = LOCAL ADMINISTRATIVE FUNCTION

7.1 DEFINITION

These committees are elected in accordance with the Provincial General Regulations and operate in regions whose boundaries are defined by the Provincial body from time to time.

7.2 DUTIES AND RESPONSIBILITIES OF THE REGIONAL COMMITTEES

- Development and growth of the Region within the boundaries of the Region defined by the Provincial body.
- The development of Officials for that Region with co-operation from the relevant Discipline Committee concerned.
- The management of standards and levels of competition at all venues held under the auspices of that Region with co-operation from the relevant Discipline Committee concerned.
- The management of growth and development of coaches and competitors at all levels within the Region with co-operation from the relevant Discipline Committee concerned.
- Liaison with the Provincial Discipline Committees on Regional matters where required.
- Upholding and managing the Provincial Rules and Regulations in the Region.
- Setting and managing team selection criteria and selecting teams for the Region.
- Submission of monthly newsletters.
- Provision of a Development Officer to assist with the Provincial Development initiatives.
- Attendance by the chair or designate to all Management and Annual General Meetings and award ceremonies involving the Region, or any function where required.
- Talent spotting at local SANESA and Pony Club Shows encouraging them into the formal structure.
- Identification of local PDI riders.
- Proper record keeping of minutes including agendas, of all meetings

8. CLUB STRUCTURE

8.1 DEFINITION

8.1.1 Clubs can register with the Provincial body provided that they meet with the criteria as set out in the General Regulations.

8.2 DUTIES AND RESPONSIBILITIES

8.2.1 To identify and promote local talent at grass root and massParticipation level.

8.2.2 To uphold and promote standards at local level in accordance to policies as set out by the SAEA and the Provincial Body.

8.2.3 To encourage competitors to feed into Regional and Provincial informal participation

Notes:

1. All strategies, policies, rules and regulations must never be in conflict with:
 - The South African Constitution and Bill of Rights
 - South African Laws ad Legislation
 - The Government White Paper governing Sport in South Africa
 - The FEI
 - The South African Equestrian Federation.

2. All sub – committees, whether elected or nominated, must have their roles, channels of communication, responsibilities and accountability clearly defined by the committee under which they serve. Examples of such committees are:
 - Selection Committees
 - International Riders Committee
 - Course designers Committee

3. The role of the SAEA Office is to act as a support structure to assist in the implementation of the policies set by Management and the NTC's by paid staff.