

SOUTH AFRICAN
WRESTLING FEDERATION

TEAM MANAGERS' COUNCIL

4 NOVEMBER 2017

TEAM MANAGERS ANNEXURE 16

ANNEXURE 16

SAWF TEAM MANAGER'S COUNCIL RULES – 12th February 2005, 12th May 2007 & 13th September 2008, 16 February 2013, 25 January 2014, May 2015 and 4 November 2017

Article 1 NAME

The name of the council is the SAWF Team Managers' Council

Article 2 MEMBERSHIP

Membership is open to all team managers over the age of 16 years, who are registered with their wrestling association as well as with the SAWF Team Manager's Council, at an amount which will be annually stipulated. The member shall be a South African citizen and resident in the RSA.

Article 3 COMPOSITION

As described in articles 14.4.1 to 14.4.3 of the SAWF constitution.

Article 4 OBJECTIVES

As described in Article 14.4.5 of the SAWF constitution.

Article 5 AUTHORITY

- 5.1. The SAWF Team Manager's Council has the authority to award the title of National Team Manager after approval from the Executive Management of the SAWF.
- 5.2. As described in article 14.4.4 of the SAWF constitution, the Team Manager's Council shall draw up its rules and working program subject to the approval of the Executive Management of the SAWF as required.
- 5.3. As described in article 6 of these rules.

Article 6 PERFORMANCE OF TEAM MANAGERS

- 6.1. Any team manager wishing to qualify and perform as an SAWF team manager shall be recommended by his/her wrestling association.
- 6.2. Team managers wishing to perform at national events shall hold a Level 2 grading.
- 6.3. Team managers wishing to perform at international level shall qualify as per articles 11.4 and 11.5 of these rules.

Article 7 CONDITIONS FOR THE AWARDING OF THE TITLE “NATIONAL TEAM MANAGER”

- 7.1. The title of national team manager may be awarded to any team manager who complies with the following requirements:
- 7.2. Level 2 2nd year and higher grading must attend a national course arranged by the SAWF National Team Manager’s Council and has successfully passed the examination.
- 7.3. Team managers shall also be active during national events and be correctly attired.

Article 8 EXAMINATIONS

- 8.1. The examination referred to in article 7.1.1 of these rules shall be compiled by the SAWF team managers’ council.
- 8.2. A written examination during the national and provincial courses
- 8.3. Level 1 and Level 2 1st year: Examination papers will be distributed to the respective Wrestling Associations Chairpersons / Secretaries which in turn must returned the results and marked papers upon completion of examination to the Team Manager’s Council.
- 8.4. Evaluation of a practical task during national /provincial events.
- 8.5. Candidates shall pay an attendance and examination fee, as determined by the SAWF Team Managers’ council and approved by the executive management of the SAWF.
- 8.6. If a team manager fails to take the written exam and / or fails to submit the set task, the candidate will not be considered for upgrading and retains his / her existing grading. After the second year he/she will be downgraded one level.
- 8.7. In order for a Level 2 and higher-grade team manager to be considered for promotion to a higher grading he / she must do during at least two (2) national tournaments as well as being an active team manager within his / her wrestling association. All team managers not complying will not be considered for upgrading and will retain his / her existing grading. After the second year he/she will be downgraded one level.

- 8.8. All wrestling associations should inform the SAWF Team Managers' council of their course date and also submit a full report for control purposes once the course was held. Should an association require the assistance of the council to be present at the course a council member will be designated to do so.

Article 9 PRACTICAL TASKS FOR TEAM MANAGERS

The team managers' practical tasks (according to article 8.3 of these rules) during a national event are the following:

- 9.1. Collection of weigh-in cards
- 9.2. The checking thereof for correctness
- 9.3. Informing the team of the competition rules
- 9.4. Collection of programs
- 9.5. Maintaining discipline at all times; not standing around the wrestling mats; ensuring that non-participating coaches and wrestlers from his/her wrestling association are kept out of the wrestling area
- 9.6. Team managers may also not shout their support from the mats
- 9.7. Attending to all financial obligations pertaining to entry and program fees
- 9.8. Having errors corrected on programmes
- 9.9. Ensuring that the required withdrawal documentation is handed in at admin immediately when an injured wrestler is withdrawn from the tournament.
- 9.10. Collection of all certificates, letters for the awarding of SA color's, Coaches medals and tournament results at the end of a national event
- 9.11. Ensuring that team members always treat each other and others with respect and have a positive attitude towards the sport, their team and their competitors.
- 9.12. Submission of Team Managers Report to the Team Managers Council within 2 weeks after the Tournament.

Article 10 GRADING

After the candidate has attended the courses and passed the examination and practical tests as described in article 8 of these rules, the title of national team manager may be awarded in the following categories:

10.1. LEVEL ONE (1)

This is the entry level for team managers at wrestling association level

10.2. LEVEL TWO (2)

Provincially-graded team managers from level 1 to level 2 1st year, from level 2 1st year to level 2 2nd year (wrestling associations do the grading themselves)

10.3. LEVEL THREE (3)

SAWFTMC grading

10.4. LEVEL FOUR (4) : SAWFTMC grading and

South African team manager's colours

10.5. LEVEL FIVE (5)

SAWFTMC grading

10.6. International Colors

Team manager's color's may also be awarded to team managers during international events, provided they have successfully completed the National Team Managers' course, are registered and complied with article 11

Article 11 PROCEDURES

The wrestling associations may nominate a team manager for grading as prescribed.

Team managers may only receive one grading per annum.

In order to act as a team manager and to qualify for a higher grading as a team manager he/she will register with his/her wrestling association and the SAWF Team Managers Council.

In order to be upgraded, a team manager must comply with the following:

11.1. LEVEL ONE (1) this level takes one year

11.1.1. To qualify for this rating, the team manager to register at his / her wrestling association and SAWF Team Manager's Council

11.1.2. At all times, be active in the province / club

11.1.3. Rules of the Province regarding Team Managers requirements.

11.1.4. Do the following provincial courses to be eligible for upgrading to Level

11.1.5. Provincial Admin and Team manager course and write a team managers exam (Team Managers exam 70%)

If no team manager's courses were attended and the team manager has not been active in the province, the rating for the next year remains the same (level 1)

11.2. LEVEL TWO (2) - this level takes two years

11.2.1. In order to upgrade from Level 1 to Level 2 - 1st year a Team Manager should:

11.2.2. Be at all times active in the Province / Club and comply with the rules of his/her Wrestling Association regarding Team Managers requirements.

11.2.3. Provincial Team Manager and Admin course and write a team managers exam (Team Managers exam 75%) for upgrading from level 2 - 1st year to level 2 - 2nd year.

11.3. LEVEL TWO (2) - 2nd year

In order to upgrade from Level 2 – 2nd year to Level 3, a Team Manager should:

11.3.1. Be at all times active in the Province / Club and comply with the rules of his/her Wrestling Association regarding Team Managers requirements.

11.3.2. SA Team Manager course and write exams (Team Managers exam 75%) for upgrading

11.3.3. SA Admin Course (no exam)

These team managers may be used by their wrestling unions at national events.

11.4. LEVEL THREE (3) - this level takes one year

11.4.1. In order to upgrade from Level 3 to a Level 4 a Team Manager should:

- 11.4.2. Be at all times active in the Province / Club and comply with the rules of his/her Wrestling Association regarding Team Managers requirements.
- 11.4.3. SA Team Manager course and write exams (Team Managers exam 80%) for upgrading.
- 11.4.4. SA Admin Course (no exam)

These team managers may do duty at national level for their wrestling associations. The wrestling association's head team manager may be chosen from this group.

11.5. LEVEL FOUR (4) - this level takes two years

- 11.5.1. Active in the Province / National Events
- 11.5.2. Rules of the Province regarding Team Managers requirements
- 11.5.3. Must attend the following course and examination as prescribed
- 11.5.4. SA National Team Managers Course and write exams (Team Managers exam 1st year 85% and 2nd year 85%)
- 11.5.5. SAWF Administration Course (no exam)
- 11.5.6. Before this member will be considered for grading to next level (5) he/she must accompany a National team as Team Manager.

If courses were not attended and no exams written, or if the team manager fails the exams the grading for next year remains the same. After the second year the team manager will be downgraded one level.

These team managers may be nominated to cadet and junior teams.

11.6. LEVEL FIVE (5)

- 11.6.1. Active in the Province / National Events
- 11.6.2. Rules of the Province regarding Team Managers requirements
- 11.6.3. Must attend the following course as prescribed
- 11.6.4. SA National Team Managers Course and do a presentation at the course (Team Managers exam 90%)

- 11.6.5. These team managers must write the examination and pass it (90%) if he/she fails to pass the first year he/she will get a second chance the second year. If he/she fails again he/she will be downgraded one level
- 11.6.6. Team managers Councilor must be present at the course
- 11.6.7. SAWF Administration Course (no exam)

It is the team manager's responsibility to request to do a presentation and be tested at the course, in writing through their association at least 30 days prior to the course.

These team managers may be nominated for international senior teams participating in the world championships, All Africa Championships and Intercontinental Championships. They must have already accompanied a national team with the cadets/junior teams or when no other team manager is available.

- 11.7. A Team Manager must be registered and active for at least three years before any SA Grading will be given
- 11.8. A team manager only receives the grading achieved at the beginning of the year following the one during which he/she passed the examination except for Level One
- 11.9. A team manager who has not attended the prescribed courses and did not write the exams cannot be upgraded.
- 11.10. For grading purposes, a record of all participation must be handed in at least 14 days before the close of the SAWF's year, with the recommendation of the Level 1 and Level 2 Team Managers from their respective wrestling federation's. It is the duty of the respective Wrestling Federation's Team Managers Committee's or Admin Committee's to hand over the information required.
- 11.11. In order to be eligible for participation at a SAWF National event a Team Manager should have attended a SAWFTMC training course the previous year and passed the exams.

- 11.12. After four years at level 5, an “exceptional” award may be awarded to team managers by the SAWF team manager’s council, after approval by the executive management of the SAWF. This is not a grading, but an award for work done to the Team Managers Council.
- 11.13. A team manager who serves actively for four years on the SAWF team manager’s council and possesses a level 5 grading, may be awarded an “exceptional” award, after approval by the executive management of the SAWF.
- 11.14. After four years as “exceptional” the SAWF team manager’s council may award an honorary award, after approval by the executive management of the SAWF. This is not a grading, but an award for service as a team manager.
- 11.15. A team manager who serves actively for four years on the SAWF team manager’s council and possesses an “exceptional” award, may be awarded as a “honorary” Team Manager, after approval by the executive management of the SAWF.
- 11.16. In order to be nominated as a SAWF Team Managers Council member, the nominated Team Manager must have at least a Level (5) Grading. A team manager will not be upgraded if;
- 11.16.1. He or she is not registered.
 - 11.16.2. He or she fails his or her provincial or SAWF Team Managers examination.
 - 11.16.3. At the time of reporting, the Association reports that the Team Manager was not active within the Association.
- 11.17. A Team Manager will be downgraded one level if:
- 11.17.1. He or she was not registered as a Team Manager at Association and SAWF level. One level for every non-registered year.
 - 11.17.2. In the case of a Team Manager with the grading of Level 2(2) and higher, will be downgraded if her or she did not attend one of the SAWF Team Managers courses. If Team Manager cannot attend one of the SAWF Team Managers courses written

notification with reasons must be submitted to the SAWF Team Managers Council for consideration and recommendation.

- 11.17.3. A award of Exceptional and Honoree Team Manager is a SAWF award and the grading/title will not be downgraded. In such a case the Team Manager will write an exam and will present a presentation on Team Managers issues during the SAWF Team Managers course, before the award will be confirmed. If he/she do not adhere to the above he/she will be downgraded after the second year.

Article 12 REGISTRATION OF TEAM MANAGERS

- 12.1. Team managers shall register annually, as required by the SAWF, at a fee approved of by the executive management of SAWF. In order for a Team Manager to attend the National Team Managers Course he/she must already be registered in the current year of the course.
- 12.2. The secretary of the SAWF Team Manager's Council will handle the registrations.
- 12.3. Any person that want to act as a Team Manager should be registered and will not be allowed to perform any such duty if unregistered.

Article 13 DOING DUTY AT NATIONAL EVENTS

- 13.1. Team managers, who serve at National Tournaments, names must be supplied to the Secretary-General of SAWF and the SAWF Team Manager Council Chairperson and Secretary when the entries close. All changes after this date must also be submitted to both parties in writing. If the person's name is not supplied, the team manager will not be allowed to perform duties at events.
- 13.2. The Associations Chief Team Manager should be clearly designated as the person who obtains the weigh in tickets and sign for them. If the Chief Team Manager will be absent at the event or part thereof, his Association should appoint another team manager who serves during the tournament to perform her/his tasks. This appointment should be sent to the Chairperson and Secretary of the SAWF Team Manager's Council.

- 13.3. Team managers doing duty at national level shall be dressed in accordance with their official wrestling association dress code - colors (jacket, shirt, tie, pants or neat skirt / dress)
- 13.4. South African or International jacket is allowed.
- 13.5. If the Team Manager has a National or Provincial Tracksuit, he / she may wear it as well with tekkies and a golf shirt. No other tracksuits will be accepted.
- 13.6. If team managers do not have any of the above, a neat black or navy-blue pants / skirt with a white or black or navy-blue shirt or blouse. Women can wear $\frac{3}{4}$ pants or dress in above colours.
- 13.7. No team manager will be allowed during a National tournament to do duty with tekkies, slops, short pants, jeans and T-Shirts.
- 13.8. Team Manager's report should be submitted to the SAWFTMC within 2 weeks after the Provincial and SA Tournament on the standard form which will be provided by the Team Manager's Council Secretary
- 13.9. The code of conduct as contained in the applicable annexure to the constitution of the SAWF shall at all times be applicable to team managers during national events.
- 13.10. No Level 1 Team manager will do any duties on National Tournaments/Events
- 13.11. No team manager will be allowed to act as team manager and coach / official or admin official at a National Tournament. Each Provincial Management must make sure to have a Team manager even if there is only 1 wrestler in the team
- 13.12. Team managers may not leave the tournament until all the wrestlers he/she is responsible for have finished wrestling for the day and have received their medals or certificates.
- 13.13. Only the Head Team Manager at National Tournaments will be allowed to obtain two (2) programmes per mat to hand over to the appropriate team manager and coach. No other team manager, coach, wrestler or any of the public will be allowed to obtain a programme.

13.14. Only the Chief Team Manager of a Club (Provincial, medal tournaments) or Province (National tournaments) may make enquiries at Admin and do weigh-in changes. Coaches, wrestlers and parents will not be allowed to do enquiries and changes.

13.15. Team managers should ensure they sign the attendance register. For national Tournaments the register will be supplied by the SAWF Team Managers Council and for all other events the Organiser of the Tournament will have the attendance register that he/she will send through to the SAWF Team Managers Council after the Tournament.

Article 14 DUTY SHEET OF TEAM MANAGERS FOR NATIONAL & INTERNATIONAL EVENTS

With this duty sheet as a directive there can be no excuse for a Team Manager not to function correctly. A Team Manager shall undertake to fulfill the under mentioned tasks. Should a Team Manager fail to fulfill the duties, the appropriate action, according to the SAWF's Code of Conduct, Article 7.6, shall be taken against the Team Manager.

14.1. COMMUNICATION

Once a person has been advised that he/she has been appointed as an SAWF Team Manager, there are essential steps to be followed in order to be successful as Team Manager.

The following persons shall be communicated with by the Team Manager in order to obtain the correct information so that this may be communicated clearly to the wrestling association/s, wrestlers and parents:

14.1.1. The Secretary-General of the SAWF:

He/she has the correct information regarding the tournament in which the team will participate (insofar as the rules, regulations, etc. are concerned). He/she also has the list of the names of the team which has been approved.

14.1.2. The Treasurer of the SAWF:

He/she controls the budget for the costs involved for the tournament. He/she can be of assistance with the effecting of any payments to be made, plane tickets, etc.

14.1.3. The SAWF Medical Council

The Team Manager liaises with the Chairman of the Medical Council to make arrangements regarding:

- a. The medical examination which the team must undergo.
- b. The date, time and venue are most important
- c. The required medical exemption forms which will be used for any prohibited substances, such as asthma pumps, etc.
- d. What information the Medical Council requires pertaining to the team – for example, use of malaria pills, dental health, etc.

14.1.4. The Secretary-General of the Wrestling Association

In order to lighten the load of the Team Manager, he/she should liaise with the particular wrestling association's Secretary-General to obtain information or to convey information to a wrestler. Should the Secretary-General of the wrestling association not support the Team Manager by obtaining or conveying information, the Team Manager may liaise directly with a wrestler to ensure that every wrestler receives the correct information.

14.2. Withdrawal of a Wrestler from Team

14.2.1. In the event of the withdrawal of a wrestler from a team due to illness or an injury, it shall be officially affected through his/her wrestling association, by means of a written notice on the official letterhead of that particular wrestling association with the doctor's sick note. An official report from the team manager and coach must be handed in at the Sec. Genl.

14.2.2. If a wrestler has to be withdrawn due to undisciplined behaviour or withholding of monies, an official report from the team manager and the coach must be submitted to the SAWF Secretary General. It must firstly be approved by the SAWF Executive

Management and thereafter the team manager and coach will be informed. The particular wrestling association will then officially be informed of the outcome by the Team Manager.

- 14.2.3. If a wrestler withdraws from the competition for any reason other than illness or injury, or if the wrestler did not make weight and cannot wrestle during the tournament, the wrestler will be held responsible for any costs.
- 14.2.4. Furthermore, the Team Manager is responsible to:
- 14.2.5. Be in possession of the names of the team members, coaches and officials.
- 14.2.6. Receive the passports of the team members and ensure that everything is in order
- 14.2.7. Obtain all the necessary visas, where required.
- 14.2.8. Gather information on the host country and relay this to the wrestlers and parents.
- 14.2.9. Provide information regarding the tournament.
- 14.2.10. Advise departure and return times.
- 14.2.11. Ensure that the wrestlers United World Wrestling licenses are in order.
- 14.2.12. Ascertain whether it is an upgrading tournament for officials;
- 14.2.13. Where the Team Manager lives far away from where the team practice (for instance: Cape Town vs Gauteng) it should be arranged with the coach to keep the Team Manager informed of the team's progress, with a view to a visit by the Team Manager. The coach can also be of assistance with any further arrangements – for example, plane tickets, visas, etc.
- 14.2.14. Submit a complete report in English within 21 (twenty-one) days after the return of the team. The information contained in the report shall include, inter alia, details regarding pre-departure; progress during the tournaments; financial statements;

recommendations and acknowledgements, with photos as recommended by SAWF.

14.2.15. Daily communication with SAWF Executive Management as stipulated

Article 15 DUTIES OF THE SAWF TEAM MANAGERS' COUNCIL MEMBERS

- 15.1. Council members are responsible for the weighing-in locality, from the medical examination to the scales – in other words, for the overall discipline in the weighing-in area.
- 15.2. Council members man the information and enquiries table. The association hosting the event must supply at least two (2) Level 2 or higher graded team managers to do duty with the council member in control.
- 15.3. Council members, together with the coaches' council members, keep the central wrestling area free of a crowd of wrestlers, team managers, coaches and parents;
- 15.4. Organize a program area for the team managers program;
- 15.5. Assist the doping officials to bring in the wrestlers for the testing of prohibited substances.
- 15.6. Council members are responsible to shortlist applications for International events and to make recommendations to the SAWF Executive Management for approval.

Article 16 SELECTION OF TEAM MANAGERS FOR INTERNATIONAL EVENTS

- 16.1. With reference to Article 10.2, 11.4.3, 11.5.1.3 and 15.6 the following process and criteria must be followed to identify team managers for International events:
 - 16.1.1. The Team Managers Council advertises the International events via the Association to the Team Managers, with a closing date.
 - 16.1.2. Team Managers apply for specific International event/events via the Team Managers' Association.
 - 16.1.3. Together with the application a CV must be attached.

- 16.1.4. The applications must be presented to the members of the Team Managers' Council for recommendation. No late application may be considered.
 - 16.1.5. Recommended Team Managers for International events must be submitted to the SAWF Executive Management for approval.
 - 16.1.6. After approval the Team Managers Council will promulgate the Team Managers via the Associations.
- 16.2. If no applications for International event were received or Team Manager was not appointed for International event, the following process can be followed:
- 16.2.1. The International event/events can be re-advertised.
 - 16.2.2. The Team Managers Council can nominate a Team Manager with the consultation of the Team Manager and the applicable Association.
- 16.3. Team Manager who qualifies for International events are:
- 16.3.1. Level 4 Team Managers for Cadet and Junior Teams. First appointment must be for a Cadet Team, thereafter a Junior Team.
 - 16.3.2. Level 5 and higher Team Manager for Senior Teams and Master Teams. Team Manager must have been appointed as Cadet and Junior Team Manager in order to be appointed as Team Manager.
 - 16.3.3. A Team Manager to be considered for International events must comply with Article 11.4 in the case of Level 4 Team Managers and Article 11.5 in the case of Level 5 and higher Team Managers.
 - 16.3.4. With the recommendation of the Team Managers' Council and the approval of the SAWF Executive Management a Team Manager with a lower Level may be appointed for International events if no application was received and a proper motivation can be provided.

Article 17 DISCIPLINARY MEASURES

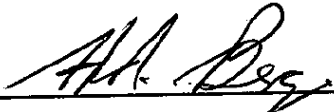
Should any of these rules not be complied with, disciplinary measures shall be taken against the association as well as the team manager

Amended by the team manager's council, recommended by the legal advisory committee and approved by the executive management on 12th of February 2005, with further amendments approved by the executive management on 12th of May 2007, 13th of September 2008, 16th of February 2013, 25th of January 2014, May 2015, 4th of November 2017.

Original document signed and kept on file by the secretary-general.



MR MJH BOSSE
PRESIDENT (SAWF)



MR HN VAN DEN BERG
SECRETARY-GENERAL (SAWF)

4 NOVEMBER 2017

DATE