



TEAM MANAGERS' COUNCIL RULES

4 November 2017

ANNEXURE 16 – SAWF CONSTITUTION

ANNEXURE 16

SAWF TEAM MANAGERS COUNCIL RULES – 12th February 2005, 12th May 2007, 13th September 2008, January 2013, 26 July 2025.

Article 1 NAME

The name of the committee 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 Managers 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 Managers Council has the authority to award the title of National Team Manager after approval from the Executive Management of the SAWF.

5.2 The SAWF Team Managers Council issues national certificates/ books as well as ID cards

5.3 As described in Article 14.4.4 of the SAWF constitution, the Team Managers Council shall draw up its rules and working programme subject to the approval of the Executive Management of the SAWF as soon as possible for approval.

5.4 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 their Wrestling Association

6.2 Team Managers wishing to perform at National Events shall hold a Level B grading.

6.3 Team Managers wishing to perform at international level shall qualify as per Articles 11.3, 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:
- 7.1.1 Level C and higher grading and must have attended a national course arranged by the National Team Managers Council, and has successfully passed the examination.
 - 7.1.2 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 provincial courses
Level A Examination papers will be distributed to the respective Wrestling Associations Chairpersons/Secretaries, which in turn must return the results upon completion of examination to the Team Manager's Council.
- 8.3 Candidates shall pay an attendance and examination fee, as determined by the Provincial Team Managers Council.
- 8.5 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 simply retains their existing grading.
- 8.6 In order for a Level B and higher grading Team Manager to be considered for a higher grading they must do duty during at least two (2) national tournaments as well as being an active Team Manager within their Wrestling Association. All those not complying will not be considered for upgrading and will retain their existing grading Proof of this must be supplied by member self to the Council
- 8.7 All Wrestling Associations must 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 present 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:

- a) Collection of weigh-in cards
- b) The checking thereof for correctness
- c) Informing the team of the competition rules
- d) Collection of programmes
- e) Maintaining discipline at all times; not standing around the wrestling mats; ensuring that non-participating coaches and wrestlers from their Wrestling Association are kept out of the wrestling area
- f) Team Managers may also not shout their support from the mats
- g) Attending to all financial obligations pertaining to entry and programme fees
- h) Having errors corrected on programmes
- i) Ensuring that the required documentation is handed in at Admin immediately when an injured wrestler is withdrawn from the tournament
- j) Collection of all certificates, letters for the awarding of SA Colours, Coaches' medals and tournament results at the end of a National Event
- k) The action and attitude towards others
- l) Submission of Team Managers Report to the Team Managers Council within two weeks after the Tournament

Article 10. GRADING

10.1 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:

- 10.1.1 LEVEL A : This is the entry level for Team Managers at Wrestling Association level (Wrestling Associations do the grading themselves) (Pass Rate 70%)
- 10.1.2 LEVEL B : Provincially graded Team Managers
- 10.1.3 LEVEL C : 80% South African grading
- 10.1.4 LEVEL D : 85% South African grading and South African Team Manager's Colours
- 10.1.5 LEVEL E : 90% South African grading

10.2 Team Managers Colours may also be awarded to Team Managers during international events, provided they have successfully completed the Elite Team Managers course and are registered.

- 10.3 Exceptional award – to a Level E Team Manager that has fulfilled the prescribed duties set out for a 10-year consecutive period.
- 10.4 Honours award – to a Level E Team Manager that has fulfilled the prescribed duties set out for a 15-year consecutive period.

Article 11. PROCEDURES

The Wrestling Association 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 they will register with their Wrestling Association and the SAWF Team Managers Council.

In order to be upgraded, a Team Manager must comply with the following:

11.1 LEVEL A - This level takes one year

11.1.1 At all times be active in the province/club

Rules of the Province regarding Team Managers requirements.

11.1.2 Do the following provincial courses annually to attend eligible for upgrading to Level B

11.1.3 Admin and Team Manager course, and write Team Managers exam (passing rate 70%)

11.1.4 Date and exam result must be provided to Team Managers Council by the Province. If no exam result is provided, no upgrading will take place.

If no Team Managers courses attended and has not been active in the province, the rating for the next year remains the same, Level A.

11.2 LEVEL B - this level takes one year

These Team Managers may be used by their Wrestling Associations at National Events. The required pass mark is 80%.

11.2.1 At all times active in the province / Provincial events and their club

11.2.2 Rules of the Province regarding Team Managers requirements.

11.2.3 Do the following provincial courses annually to attend to be eligible for upgrading to Level C

11.2.4 SA Team Manager course and write exams -Team Managers exam (passing rate 80%)

11.2.5 SA Administration Course / Provincial Admin Course

If courses are not attended and exams not written, the grading level for the next year remains the same (unchanged).

These Team Managers may be used by their Wrestling Associations at National Events.

11.3 LEVEL C - this level takes one year

11.3.1 Active in the Province / National Events

11.3.2 Rules of the Province regarding Team Managers requirements.

11.3.3 Must attend the following course and examination as prescribed: SA National Team Managers Course and write exams (pass rate 90%)

11.3.4 SAWF Administration Course

11.3.5 These members may be nominated to accompany an U17 team internationally.

11.3.6 If no U17 team was accompanied by the Team Manager, they will not be upgraded to the next grading level, and if courses are not attended and no exams written, the grading for the next year will remain the same.

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.

11.4 LEVEL D - This level takes one year:

11.4.1 Active in the Province / National Events

11.4.2 Rules of the Province regarding Team Managers requirements.

11.4.3 Must attend the following course and examination as prescribed: SA National Team Managers Course and write exams (Pass rate 90%)

11.4.4 These Team Managers may be nominated for Junior (U20) teams.

11.4.5 If no Junior/U20 team was accompanied by the Team Manager, they will not be upgraded to the next grading level, and if courses are not attended and no exams written, the grading for the next year will remain the same.

11.5 LEVEL E - This level takes one year:

11.5.1.1 Active in the Province / National Events

11.5.1.2 Rules of the Province regarding Team Managers requirements

11.5.1.3 Team Managers Council Representative present at the course.

11.5.1.4 Must attend the following course as prescribed: SA National Team Managers Course, and do a presentation for theoretical exam mark, or if not possible then to arrange a provincial course (Team Managers exam 90%)

11.5.1.5 These Team Managers may be nominated for Senior Teams.

11.5.1.6 These Team Managers may be nominated for the Team Managers Council provided they have accompanied a team overseas.

11.5.1.7 All gradings will only become effective the following year.

This is the highest grading for a Team Manager.

Article 12. REGISTRATION OF TEAM MANAGERS

12.1 Team Managers shall register annually by not later than the 15th of January for the following year at a rate approved of by the Executive Management of SAWF. If attending the SAWF Team Managers Course, the Team Manager must be registered.

12.2 The secretary of the SAWF Team Manager's Council will handle the registrations.

12.3 Team Managers must be registered with the SAWF Team Managers Council for two years before a SA Grading will be granted.

12.4 Any person who wants to perform any Team Manager duty must be registered and will not be allowed to perform any such duty if not registered.

Article 13 DOING DUTY AT NATIONAL EVENTS

13.1 Team Managers, who serve at National Tournaments, names must be on the entry form to the Secretary-General of SAWF and their names at the same time be given to the SAWF Team Manager Council Chairperson and Secretary. All changes after this must also be submitted to both parties in writing. If the person's name is not on the entry form, the Team Manager will not be allowed to participate.

The Head Team Manager must be clearly designated as the person who obtains the weigh-in tickets and sign for it. If the Head Team Manager will be absent at the weigh-in, they must in writing appoint another Team Manager who serves during the tournament to perform their task for the tournament, which must be sent to the Secretary-General of SAWF and the Team Manager Council secretary.

13.2 Team Managers doing duty at national level shall be dressed in accordance with their official Wrestling Association dress-code colours (jacket, shirt, tie, pants or neat skirt / dress).

South African or International jacket is allowed.

If a Team Manager does 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 $\frac{3}{4}$ (three-quarter / knee-length) pants or dress in the above-listed colours.

No Team Manager will be allowed to act at a National tournament with tracksuits, tekkies, slops / sandals, short pants, jeans or T-Shirts.

- 13.3 Team Manager's report must be submitted within two weeks after the Provincial and SA Tournaments on the standard form which will be provided by the Team Managers Council's Secretary
International reports within three weeks after the event in English to be handed in at the Team Managers Council Chairperson and Secretary and SAWF Secretary-General
- 13.4 The code of conduct as contained in the applicable annexure to the Constitution of the SAWF shall always be applicable to Team Managers during National Events.
- 13.5 No Level 1 Team leader will do any duties on National Tournaments
- 13.6 No Team Manager will be allowed to act as Team Manager and coach / official or admin official at a SAWF Tournament. Each Provincial Management must make sure to have a Team Manager even if there is only one wrestler in the team.
- 13.7 Team Managers may not leave the tournament early when their child has finished wrestling and there are still other wrestlers of their team on the mat where she/he is on duty
- 13.8 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 member of the public will be allowed to obtain a programme.
- 13.9 Only the Head Team Manager of a Club (Provincial, medal tournaments) or Province (National tournaments) may make inquiries at Admin, or do weight-in changes. Coaches, wrestlers and parents will not be allowed to do so.
- 13.10 Team Managers must make sure to 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 will send it 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 tasks undermentioned. 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 they have been appointed as an SAWF Team Manager, there are essential steps to be followed to be successful as Team Manager.

The following people shall be communicated with by the Team Manager to obtain the correct information so that this may be communicated clearly to the Wrestling Associations, wrestlers and parents:

14.1.1 The Secretary-General of the SAWF:

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

14.1.2 The Treasurer of the SAWF:

They control the budget for the costs involved for the tournament. They can be of assistance with the effect of any payments to be made, plane tickets, etc.

14.1.3 The SAWF Medical Council

The Team Manager liaises with the Chairperson of the Medical Council to plan regarding:

- The medical examination which the team must undergo.
- The date, time and venue are most important
- The required medical exemption forms which will be used for any prohibited substances, such as asthma pumps, etc.
- 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

To lighten the load of the Team Manager, they should liaise with the 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.

14.1.5 Withdrawal of a Wrestler from the Team

14.1.5.1 In the event of the withdrawal of a wrestler from a team due to illness or an injury, it shall be officially affected through their Wrestling Association, by means of a written notice on the official letterhead of that 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. The SAWF Executive Management must first approve the withdrawal and thereafter officially be submitted to the Wrestling Association by the Team Manager.

14.1.5.2 If a wrestler must be withdrawn due to undisciplined behavior 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 Wrestling Association will then officially be informed of the outcome by the Team Manager.

14.2 Furthermore, the Team Manager is responsible for:

- 14.2.1 Be in possession of the names of the team members, coaches and officials.
- 14.2.2 Receive the passports of the team members and ensure that everything is in order
- 14.2.3 Obtain all the necessary visas, where required.
- 14.2.4 Gather information on the host country and relay this to the wrestlers and parents.
- 14.2.5 Provide information regarding the tournament.
- 14.2.6 Advise departure and return times.
- 14.2.7 Ensure that the wrestlers' UWW competition licenses are in order.
- 14.2.8 Ascertain whether it is an upgrading tournament for officials.
- 14.2.9 Where the Team Manager lives far away from where the team trains (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.
- 14.2.10 Submit a complete report within 21 (twenty-one) days of the return of the team. The information which the report contains, inter alia, details regarding pre-departure; progress during the tournaments; financial statements; recommendations and acknowledgements, with photos as recommended by SAWF.
- 14.2.11 Daily communication with SAWF Executive Management as ruled.

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 Organise a program area for the Team Managers programmes.

15.5 Assist the Anti-Doping testing officials to bring in the wrestlers for the testing of prohibited substances.

Article 16 DISCIPLINARY MEASURES

Will be handed according to the SAWF constitution.

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 Managers Council, recommended by the Legal Advisory Committee and approved by the Executive Management on **26 July 2025**, with no further amendments approved by the Executive Management. Original document signed and kept in file by the Secretary-General.

Signed:


 MR MJH BOSSE
 SAWF PRESIDENT

26 JULY 2025
 DATE


 MS JEANNE-MARIÉ COETZER
 SAWF SECRETARY-GENERAL

26 JULY 2025
 DATE

I, the undersigned, accept and understand my responsibility and specific duties as Team Manager and undertake to adhere to these strictly, as is expected of me.

Signed at **Menlo Park, Pretoria** on this **26th** day of **July 2025**.

Name in Block Letters : **ELIZABETH DE WET**

Signature : 

Witness : _____