

EXAMPLE CV

To:

Date:

TEAM MANAGER CV

NAME:

AGE:

PREVIOUS EXPERIENCE:

WHY DO YOU WANT TO BECOME TEAM MANAGER AT TJR:



APPLICATION: COACH / TEAM MANAGER 2023

Surname: _____

Full Names: _____

Name: _____

Birth date: _____

Cell number: _____

Application for: Forward Coach / Backline Coach / Team Manager (please circle your choice)

Age you apply for: First choice _____

Alternative _____

SHORTENED CV

Years involved with Rugby: _____

Rugby Coaching / Team managing Experience:

(circle what is applicable and complete the remainder info required)

1. Coached/Team managed- Year: _____ Team: _____ Achievement: _____
2. Coached/Team managed- Year: _____ Team: _____ Achievement: _____
3. Coached/Team managed- Year: _____ Team: _____ Achievement: _____
4. Coached/Team managed- Year: _____ Team: _____ Achievement: _____
5. Coached/Team managed- Year: _____ Team: _____ Achievement: _____
6. Coached/Team managed- Year: _____ Team: _____ Achievement: _____
7. Coached/Team managed- Year: _____ Team: _____ Achievement: _____
8. Coached/Team managed- Year: _____ Team: _____ Achievement: _____
9. Coached/Team managed- Year: _____ Team: _____ Achievement: _____



10. Coached/Team managed- Year:_____ Team:_____ Achievement:_____
11. Coached/Team managed- Year:_____ Team:_____ Achievement:_____
12. Coached/Team managed- Year:_____ Team:_____ Achievement:_____
13. Coached/Team managed- Year:_____ Team:_____ Achievement:_____
14. Coached/Team managed- Year:_____ Team:_____ Achievement:_____
15. Coached/Team managed- Year:_____ Team:_____ Achievement:_____

Rugby Coaching Courses completed:

1. Year:_____ Course description:_____
2. Year:_____ Course description:_____
3. Year:_____ Course description:_____
4. Year:_____ Course description:_____
5. Year:_____ Course description:_____
6. Year:_____ Course description:_____
7. Year:_____ Course description:_____
8. Year:_____ Course description:_____
9. Year:_____ Course description:_____
10. Year:_____ Course description:_____

Copies of certificates are attached as Annexure **A**.



BokSmart: Yes / No BokSmart Number: BS_____ Expiry date:_____

Copy of valid BokSmart card is attached as Annexure **B**.

Blue Bulls Rugby Union (BBRU) Code of Conduct:

Herewith I declare that I have read the contents of the Code of Conduct, I am in agreement therewith and I have signed it.

Herewith I declare that I have no transgression or conviction against me to the National Child Protection Register and The National Sex Offenders Register (Affidavit attached).

Completed and signed BBRU Code of Conduct and Affidavit is attached as Annexure **C**.

TuksSport Behaviour Management Policy & Indemnity:

Herewith I declare that I have read the contents of the TuksSport Behaviour Management Policy, I am in agreement therewith and I have signed it.

Completed and signed TuksSport Behaviour Management Policy is attached as Annexure **D**.

TuksYouthRugby Duty Form for Coaches / Duty Form for Team Managers:

Herewith I declare that I have read the contents of the TuksYouthRugby Duty Form for Coaches / Duty Form for Team Managers, I am in agreement therewith and I have signed it.

Completed and signed TuksYouthRugby Duty Form for Coaches / Duty Form for Team Managers, is attached as Annexure **E**.

TuksYouthRugby Code of Conduct for Coaches / Team Managers:

Herewith I declare that I have read the contents of the TuksYouthRugby Code of Conduct for Coaches / Team Managers, I am in agreement therewith and I have signed it.

Completed and signed TuksYouthRugby Code of Conduct for Coaches / Team Managers, is attached as Annexure **F**.



ALL CANDIDATES PLEASE TAKE NOTE OF THE FOLLOWING:

1. All candidates must be available for an interview and will be notified of the date and time.
2. Should your application be approved, an agreement with TuksYouthRugby must be signed. The agreement for signing will be provided.
3. Should your application be approved, you as coach / team manager must be available for scheduled training sessions each Friday evening from 18:00 to 20:00 as well as for scheduled matches during the youth rugby season.
4. All coaches / team managers must be available for scheduled rugby clinics as well as coach / team manager meetings.

Herewith I apply for the position as indicated above and I will be available for the interview that will take place on the day and time as determined by the management committee.

Candidate: _____ Chairman: _____

Date: _____ Date : _____

Closing date of applications: **28 February 2023 at 15:00.**

E-mail to **Rae-marie.Albertyn@up.ac.za** for attention Head of Coaches: Lizanne Jacobs.

Annexure A

World Rugby qualifications (Certificates)

Rugby Ready
Laws of the Game
First Aid in Rugby
Coaching Key Factors Analysis
Coaching Children
Introduction to Coaching
Concussion Management
Coaching Level 1
Coaching Level 2

Annexure B
BokSmart Card

Annexure C

BBRU Code of Conduct
& Affidavit – Child Protection

Annexure D

TuksSport

Behavior Management Policy

Page 18-19 Indemnity Form

Annexure E

TuksYouthRugby

Duty form

Coach / Team Manager

Annexure F

TuksYouthRugby

Code of Conduct

Coach / Team Manager



BLOU BULLE RUGBY-UNIE BLUE BULLS RUGBY UNION



BLUE BULLS RUGBY UNION CODE OF CONDUCT FOR COACHES

1. PREFACE:

As with other sport, rugby contributes positively to the development of the rugby player. It is a vehicle for the mental, physical and emotional development of a player.

It is most important to establish and maintain standards of ethical behaviour especially in the coaching practises. Key principles of responsibility and competence provide the core values of coaching.

2. INTRODUCTION:

This Code of Conduct is written specific reference to Coaches. However, most aspects of this code are also applicable to other people involved in the game. Therefore, all officials should be aware that this code also applies to them.

On receiving and reading this document coaches must sign the "Declaration of Intent" and hand it to the school principal or club manager. All Rugby Coaches are contractually bound by signing this Code of Conduct.

This Code of Conduct is issued by the BBRU to assist, guide and encourage its members, clubs and schools in achieving best practices for the benefit of all involved in the game of rugby.

Members, clubs and schools should however take their own advice as may be appropriate.

The BBRU cannot accept responsibility for supervising members, clubs and schools and in particular disclaim liability for damage, loss or injury to person or property arising from any neglect, default or omission by any member, club or school acting on behalf of any member, club or school.



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3. All coaches:

- 3.1. Must ensure that the Game is played and conducted in accordance with disciplined and sporting behaviour and acknowledge that it is not sufficient to rely solely upon the Match Officials to maintain those principles.
- 3.2. Shall co-operate in ensuring that the spirit of the Laws of the Game are upheld and refrain from selecting players guilty of foul play.
- 3.3. Shall promote the reputation of the Game and take all possible steps to prevent it from being brought into disrepute.
- 3.4. Shall not do anything which affects the Game, SARU, BBRU or any commercial partner of the Game.
- 3.5. Must act in the best interest of BBRU and take all necessary steps to assist the BBRU in achieving its objectives in such a way that the BBRU's credibility and integrity is not compromised.
- 3.6. Shall not do anything which result in negative media publicity of the BBRU.

4. COACHING PRACTICES:

4.1. Coaching and Instruction.

- 4.1.1. Even though the coaching manuals focus on and describe work functions, they are based on a number of accepted assumptions and values which underpin good practice in coaching and instruction.

Throughout the following code the expression "coach" whether used in the single plural shall include all teachers/coaches, assistants and other helpers whose activities are connected with the disciplines regulated by the Blue Bulls Rugby Union. Where the context of the code admits the expression Coach this may also include Officials.

- 4.1.2. The purpose of the Code of Conduct is to establish and maintain standards for coaches and to inform and protect members of the public using their services.

Ethical standards comprise such values as integrity, responsibility, competence and confidentiality. Individuals who are members of the BBRU are deemed to have assented to the code and as such, recognise and adhere to the principles and responsibilities embodied in it.

- 4.1.3. The code creates a framework within which coaches, when engaged in coaching should always work. The code is written as a series of guidelines rather than a set of instructions.



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However, violations of the code may result in complaints being made to the BBRU and, in which case, the relevant committee in determining whether a conduct complaint of has brought the sport into disrepute or amounts to a violation of the BBRU laws.

4.2 Integrity:

Coaches should refrain from publicly criticising fellow coaches, referees, assistant referees, other Match Officials and spectators. Differences of opinion should be dealt with on a personal basis and more-serious disputes should be referred to the school/club or the BBRU of individuals against whom complaints have been made and/or the appropriate sanctions to apply.

4.3 Issues of responsibility:

Coaching is a deliberately undertaken responsibility and coaches are responsible for the observation of the principle embodied in the Code of Conduct.

4.4 Humanity:

- 4.4.1 Coaches must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, coaches must treat everyone equally within the context of their activity, regardless of sex, ethnic origin, colour, religious orientation, physical, mental impediments or political persuasion.
- 4.4.2 Coaches must acknowledge that foul play, as well as any form of violent act, whether unintentional or malicious, will not be tolerated and is a punishable offence.
- 4.4.3 Coaches must discourage and openly condemn any acts of foul play and violence associated with the game, both on and off the field.
- 4.4.4 Coaches must encourage and reinforce respect for the culture, ethos and spirit of rugby in all participants of the game.
- 4.4.5 Will not ridicule or yell at the players for making mistakes or performing poorly.
- 4.4.6 Ensure that all players get equal instructions, support and playing time.



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4.5 Relationships:

- 4.5.1 The good coach will be concerned primarily with the well-being, health and future of the individual player and only secondarily with the optimising of performance.
- 4.5.2 A key element in a coach – player relationship is the development of independence of the player.
- 4.5.3 Players must be encouraged to accept responsibility for their own behaviour and performance in training, in competition and in their social life.
- 4.5.4 The relationship between coach and player relies heavily on mutual trust and respect.
- 4.5.5 In detail this means that the player should be aware of the coaches' qualifications and experience and must be given the opportunity to consent to or decline proposals for training and performance.
- 4.5.6 Coaches must not encourage players to violate the Laws of Rugby and should actively seek to discourage such actions. Furthermore, coaches should encourage players to obey the spirit of such laws.
- 4.5.7 Coaches must not compromise their players by advocating measures which could be deemed to constitute seeking to gain an unfair advantage.
- 4.5.8 Above all, coaches must never advocate the use of proscribed drugs or other banned performance enhancing substances.
- 4.5.9 Coaches must treat opponents, spectators and officials with due respect both in victory and defeat and should encourage their players to act in a similar manner.
- 4.5.10 Coaches must accept responsibility for the conduct of their players insofar as they will undertake to discourage inappropriate behaviour.

4.6 Confidentiality:

- 4.6.1 Coaches inevitably gather a great deal of personal information about players in the course of a working relationship. Coach and players must reach agreement as to what is regarded as confidential information i.e. not divulged to a third party without express approval of the player.
- 4.6.2 Confidentiality does not preclude the disclosure of information, to persons who can be judged to have a right to know, relating to players when relevant to the following:
 - Evaluation of the player for competitive selection purposes.
 - Pursuit of disciplinary action involving players.



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- Pursuit of disciplinary action by the BBRU involving fellow coaches in alleged breaches of this Code of Conduct.

4.6.3 Abuse of privilege:

A coach must not attempt to exert undue influence over the players' performance in order to obtain personal benefit or reward.

4.7 Personal Standards:

- 4.7.1 The coach must consistently display high personal standards and project a favourable image of the game and of coaching – to other players, coaches, officials, spectators, the media and the general public.
- 4.7.2 Personal appearance is a matter of individual taste but the coach has an obligation to project an image of health, cleanliness and functional efficiency.
- 4.7.3 Coaches should not drink alcohol so soon before coaching that their judgement may be impaired and the smell of alcohol will still be on their breath when working with players.
- 4.7.4 Whilst players are present, consumption of alcohol should be avoided. When the event is a social one, with players present, consumption should be moderate.
- 4.7.5 As persons responsible for the well-being of players, especially working with under age players, it is inappropriate to smoke in their presence or to have in any fashion inconsistent with your position of responsibility.
- 4.7.6 Coaches are given a position of trust, and are therefore expected to show the highest standards of behaviour whilst in the company players and spectators.

4.8 Safety:

- 4.8.1 Coaches have a responsibility to ensure the safety of the players with whom they work as far as possible within the limits of their control.
- 4.8.2 All coaches must be Boksmart and have a Boksmart number. All coaches must see when his Boksmart number expires to be relicensed.
- 4.8.3 All reasonable steps should be taken to establish a safe working environment.
- 4.8.4 The work done and the manner in which it is done should be keeping with regular and approved practice within the game.



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- 4.8.5 The activity being undertaken should be suitable for the age, experience and ability of the players.
- 4.8.6 Players should have been systematically prepared for the activity being undertaken and made aware of their personal responsibilities in terms of safety.
- 4.8.7 Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of the player's medical and psychological problems.
- 4.8.8 Consider the players future health and well-being as foremost when making decisions regarding an injured players ability to continue playing or training.

4.9 Issues of Competence:

- 4.9.1 Coaches shall confine themselves to practice in those fields of coaching in which they have been trained/educated, and which are recognised by the BBRU as being valid.

Valid areas of expertise are those directly concerned with rugby coaching. Training includes the accumulation of knowledge and skills through both formal Coach Education courses and by experience at a level of competence acceptable for coaching practice.

- 4.9.2 All coaches must be registered at the Blue Bulls Coaches Association and they must update their details every year before the season starts.
- 4.9.3 To coach rugby in the BBRU Region, a coach must have a minimum World Rugby Level 1 certificate and be legal Boksmart accredited.
- 4.9.4 Coaching a u/16 or/and senior team at High School or/and senior team at a club or universities residential team, he/she must have a minimum of a World Rugby Level 2 and Boksmart accreditation.
- 4.9.5 Coaching at any provincial teams of the schools and clubs, a coach must have a minimum World Rugby Level 2, Boksmart accreditation and also have a forward and backline coaching certificate.
- 4.9.6 Old SARU/SARFU Levels of coaching will not be recognize as from January 2016.
- 4.9.7 Coaches should regularly seek ways of increasing their professional development and self-awareness.
- 4.9.8 Coaches should welcome evaluation of their work by colleagues and be able to account to players, clubs, schools and the BBRU and colleagues for their actions.



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4.9.9 Coaches have a responsibility to themselves and their players to maintain their own effectiveness, resilience and abilities, and to know when their personal resources are so depleted as to make it necessary for them to seek help and/or withdraw from coaching whether temporarily or permanently.

4.10 Good Practice:

- 4.10.1 Coaches are responsible for setting and monitoring the boundaries between a working relationship and friendship with their players. This is particularly important when the coach and players are of opposite sex and/or when players is a young person.
- 4.10.2 The coach must realise that certain situations or friendly actions could be misinterpreted, not only by the player, but by outsiders motivated by jealousy, dislike or mistrust and could lead to allegations of sexual misconduct or impropriety.
- 4.10.3 The coach of underage players acts in “loco parentis”, and to that extent, his/her duty of care is more onerous than that of a coach of an adult team.
- 4.10.4 The coach will on occasion be required to travel and reside with players in the course of coaching and competitive matches. On such occasions, ensure separate sleeping accommodation for officials and players.
- 4.10.5 Where the team is composed of both genders, there should be a male and female official present.
- 4.10.6 The coach should never be alone in a room or similar with a player. Where this is unavoidable, leave the door open and be within earshot of others.
- 4.10.7 Inappropriate physical contact is not advisable except for necessary manipulation of limbs when the teaching technique takes place.
- 4.10.8 Physical contact for testing or para-medical purposes must be done in public and should be appropriate in nature. Any doubts of a medical nature should be passed on to a suitably qualified medical person.
- 4.10.9 Physical relations with underage players are illegal.
- 4.10.10 Officials should avoid situations where they are alone with young players in a changing rooms. Wherever practicable, there should always two or more adults in the changing room.
- 4.10.11 The use of drugs, alcohol and tobacco should be actively discouraged as being incompatible with a health approach to the playing of the game.



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4.10.12 Coaches should be aware of the illegality of proscribed drugs or other banned performance-enhancing substances.

4.10.13 Coaches should strive to eliminate unfair practices, including the use of drugs which effect performance.

4.11 Key points:

4.11.1 Should you witness or receive information that leads you to believe that a serious breach of this code has occurred, you are required to bring the matter to the attention of the relevant management body, be it the school, club or BBRU. No further action is to be taken on your part, and no information is to be provided to others.

4.11.2 If you have evidence of an illegal activity that directly relates to the game, you are obliged to inform the school/club and the BBRU of that fact.

4.11.3 Coaches must condemn, and not participate in, any activities including but not limited to any the following:

4.11.3.1 Illegal betting;

4.11.3.2 Match fixing;

4.11.3.3 Providing any information to bookmakers about match- or participant-related activities that you may be involved in, or connected to, in any capacity.

4.11.4 You are not to discuss the matter with persons not already except with the express permission of the investigating authorities.

4.11.5 You are required to give every assistance to the appropriate committee of the school/club/BBRU in the investigation of the matter and to assist with any necessary steps being taken by them in relation to the matter.

4.11.6 Coaches must positively promote the game of rugby at all times, and to avoid bringing the game into disrepute.

5. BLUE BULLS COACHES ASSOCIATION IS UNDER OBLIGATION TO:

5.1. Comply with and to ensure that each of its members comply with this Code of Conduct.

5.2. Adopt procedures to monitor compliance with and impose sanctions for breaches of the Code of Conduct by coaches under its jurisdiction.



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6. Reference:

- 6.1. RSA – *Constitution of South Africa; 1996*
- 6.2. IRB – *Regulation 20: Misconduct and Code of Conduct.*
- 6.3. SA Rugby – *Code of Conduct SARU; August 2013.*
- 6.4. Boksmart – *Boksmart Code of Conduct 2012.*
- 6.5. SASCOC – *Regulation 12: SASCOC Code of Conduct*

VERY IMPORTANT:

All schools/clubs affiliated to the Blue Bulls Rugby Union are required to furnish all of their members and officials with copies of this Code. Schools/Clubs/Coaches/Officials found to be in breach of this Code will be required to provide an explanation to the Blue Bulls Rugby Union, who, where appropriate will impose disciplinary actions.



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BLOU BULLE RUGBY-UNIE BLUE BULLS RUGBY UNION



BLUE BULLS RUGBY UNION Code of Conduct Declaration of intent:

I _____ (Coach Name and
Surname) of _____ (School/Club
Name), hereby acknowledge that I have received a copy of the Code of Conduct.
I also acknowledge that I have read the document and hereby declare my
intention to adhere to the Blue Bulls Rugby Union's Code of Conduct and other
documents and or policies.

Signed: _____ Date: _____
Coach

Signed: _____ Date: _____
(Club manager / School Principal)

All coaches or assistants to receive a copy of the Code of Conduct and after reading the document sign this page and hand it to the rugby organiser/club manager. Schools and clubs must keep all declarations on record in the school/club.
It is important to note that school/clubs are responsible for the recruiting and screening of volunteers and therefore must have suitable policies in place.

SCHOOL/CLUB STAMP



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INDEMNITY

I, the undersigned (Full names)
ID/StudentNumber.....
Physical Address

hereby declare and agree as follows towards TuksSport:

1. I will be participating in certain activities hosted, facilitated or presented by TuksSport, or otherwise on TuksSport's premises, which may include, without limitation, any internal league programme, exercise, training and or evaluations ('the Activities').
2. I am aware that, as a result of my participation in the Activities described in clause 1, I may be exposed to situations that put me at risk, and I accept said risks voluntarily and undertake at all times to act with all due caution and to take the utmost care to limit the risks involved.
3. I will strictly abide by all applicable TuksSport rules and policies, and otherwise to adhere to any instructions issued by TuksSport relating to my participation in the Activities.
4. I acknowledge and agree that I will not have any action or claim of whatsoever nature against TuksSport or any of its officials, employees or agents, for any injury, illness, damage or loss of any nature whatsoever that I or my property may sustain and which directly or indirectly results from my participation in the Activities, my presence on TuksSport's premises, making use of any TuksSport facilities or equipment, from any act or omission by TuksSport or any of its officials, employees or agents (save for negligence on the part of TuksSport or its such officials, employees or agents), or otherwise. I shall moreover defend, indemnify and hold harmless TuksSport and its officials, employees and agents for and against any action or claim brought by any person (including, without limitation, my spouse, children or any other dependent) as a result of any injury, illness, damage or loss suffered by me in such circumstances as are set out hereinabove.
5. I shall defend, indemnify and hold harmless TuksSport and its officials, employees and agents for and against any claim of whatever nature instituted against TuksSport or any of its officials, employees or agents by any person as a result of any injury, illness, damage or loss caused by my wilful or negligent conduct or omission, or that of any person for whose actions I am or may be deemed to be responsible.
6. I shall be liable to TuksSport for any damage or loss caused to TuksSport as a result my wilful or negligent conduct or omission, or that of any person for whose actions I am or may be deemed to be responsible.
7. I acknowledge and agree that I have read this indemnity form in its entirety, that I fully understand the nature, content and implications hereof and agree hereto, and that I shall be bound thereto from date of signature hereof.

Signed at _____ on this ____ day of 20__.

(Signatory)

(Witness)

If the person signing is under 18 (eighteen) years of age, there must be consent by a parent or legal guardian, as follows:

I hereby certify that I am the parent or legal guardian of _____, named above, and do hereby confirm that the nature, content and implications hereof has been explained to him/her and that he/she understands and agrees hereto, and furthermore that he/she shall be bound hereto from date of signature hereof.

Signed at _____ on this ____ day of 20__.

(Parent / Legal Guardian)

(Witness)













Duty Sheet












COACH

The Coach has the potential to be a highly influential figure in players' lives. The Coach is responsible for training the team in preparation for matches. It's an exciting, rewarding and active way of staying in the game and lets you have a direct influence on performance. The Coach reports to the Coaching Manager and or the Director of Rugby and to the Chairman: Primary Schools or Chairman: High Schools where applicable.

Qualities:

-  Knowledge about the game.
-  Competency and ability to coach.
-  Enthusiastic and passionate about the game.
-  Confident.
-  Good at communication.
-  Willing to set an example through conduct (Role model).
-  Committed to fair play (Honesty), fair treatment and sportmanship.
-  Well-organised and a good timekeeper.
-  Approachable and good with people.
-  Ambitious and eager to learn more about the game and to develop as a coach.

Duties:

-  Plan and run safe, effective training sessions.
-  Recruit and retain players for his/her team.
-  Build team spirit and encourage participation.
-  Develop individuals' skill, confidence and fitness (encouragement of a player to impose self-discipline and work in accordance with a fitness program on his/her own).
-  Draw up a team sheet in co-operation with the team manager.
-  Develop and exercise the tactics and game plan.
-  Work together with the Director of Rugby to learn and develop constantly.
-  Promote fair play, team standards, sportmanship and compliance with the code of conduct.
-  Set an example by complying with the code of conduct at all time on and off the field of play.
-  Draw up a match report in co-operation with the team manager.
-  Assist with fund raisers and obtaining of sponsorships in co-operation with the team manager and the management of the youth club, especially in the case where his/her team is involved.



Duty Sheet

COACH



Arrangements of the annual tour in accordance with the youth rugby club policy in co-operation with the team manager and the management of the youth club.



Report to the Coaching Manager and or the Director of Rugby and to the Chairman: Primary Schools or Chairman: High Schools where applicable.

How much time it will take up:

Approximately 8 to 10 hours per week during the season (July to September), approximately 2 to 3 hours per week during the pre-season (May to June) and on average 1 hour per week off-season (October to April).

What the Coach will get out of it:

Coaching is a great way to stay fit and pass on your knowledge of the game. Acting as a role model and inspiration to a group of young people and seeing them grow and develop is one of the most rewarding things you can do with your spare time. It is a highly respected role in the community and above all, it is really good fun.

Signed on this day of 2015

at

THE COACH: TuksYouthRugby













Duty Sheet








TEAM MANAGER

As Team Manager, you represent the team to the youth club management. It is the Team Manager's responsibility to execute all the team's administrative and logistical obligations and to keep the team informed about the requirements and latest developments at the youth club. The Team Manager is a respected and inspirational figure within the team structure and thereby the defining factor of how well the team is organized or not. Therefore, the Team Manager is also acting as role model in the team. The Team Manager reports to either the Chairman: High Schools or Chairman: Primary Schools where applicable.

Qualities:

-  Competency and ability to manage a team or a group of people.
-  Enthusiastic and passionate about the game and a good motivator.
-  Confidence.
-  Good at communication.
-  A good listener who's easy to approach.
-  Good human relations maintain.
-  Willing to set an example through conduct (Role model).
-  Committed to fair play (Honesty), fair treatment and sportmanship.
-  Well-organised and a good timekeeper.
-  Ambitious and eager to learn more about the organization of the youth club and to develop as a Team Manager.












Duties:

-  Assist with the recruitment of players for his/her team and to retain them.
-  Ensure that all the players in the team are registered and that the registration fees are paid prior to the first match takes place.
-  Obtain the required details of all the players and their parents and to ensure that the information is complete and correct, especially the spelling of the player's name and surname and the contact details. Coordinate the details with the youth club management responsible for Administration and Finance.
-  Ensure that the clothing for all the team members is in place prior to the commencement of the new rugby season.
-  Draw up a team sheet in co-operation with the coach.
-  Submit the team sheet at the technical table on the match day prior to the deadline.
-  Assist the coach with the compilation of the match report.



Duty Sheet

TEAM MANAGER

-  Submit the weekly match report to either the Chairman: High Schools or Chairman: Primary Schools prior to the due date and time.
-  Act as field coordinator in accordance with a predetermined timetable during home fixtures.
-  Ensure that the players and their parents are informed of the dates, time and venue of the weekly practice sessions and matches.
-  Build team spirit and encourage committed participation.
-  Promote fair play, team standards, sportsmanship and compliance with the code of conduct.
-  Set an example by complying with the code of conduct at all time on and off the field of play.
-  Assist with fund raisers and obtaining of sponsorships in co-operation with the coach and the management of the youth club, especially in the case where his/her team is involved.
-  Arrangements of the annual tour in accordance with the youth rugby club policy in co-operation with the coach and the management of the youth club.
-  Assist youth club management with arrangements and duties prior to, during and after the Certificate and Closing Ceremonies.
-  Represents his or her team at the Youth Club Management meetings as and when required and invited.
-  Report to the either the Chairman: Primary Schools or Chairman: High Schools where applicable.

How much time it will take up:

Approximately 8 to 10 hours per week during the season (July to September), approximately 2 to 3 hours per week during the pre-season (May to June) and on average 1 hour per week off-season (October to April).

What you'll get out of it:

Besides the coach and referee, is this one of the most hands-on ways of staying involved with the game. The influence that the Team Manager has on the players makes it an extremely rewarding and stimulating role. Acting as a role model and inspiration to a group of young people and seeing them grow and develop is one of the most rewarding things you can do with your spare time. The more you put in, the more you get out.

Signed on this day of 2015

at

TEAM MANAGER: TuksYouthRugby



KNOWLEDGE COMPETENCY PASSION TEAM WORK RESPECT JOY DISCIPLINE INTEGRITY FAIRNESS SAFETY SPORTSMANSHIP






CODE OF CONDUCT

COACH







1. Honour the rights, dignity and values of each individual as human being.

-  Treat everyone equal and fair.
-  Honour the talent, the development stage and individual goals of each player to ensure that each player achieve his full potential.

2. Maintain high standards in terms of integrity.

-  Coach within the rules of the sport, club and union and within the spirit of fair play, while you encourage your players to do the same in their play.
-  Be an advocator for an environment free of drugs and other illegal substances that is used to enhance player performance.
-  Do not disclose any confidential information of a player or his parents without the written consent of his parents.

3. Be a positive role model and act accordingly to ensure that a positive coaching image being visible.

-  All players deserve equal attention and opportunities.
-  Ensure that the players' time that is spent with you on and off the field, a positive experience is.
-  Be fair, considered and honest with your players.
-  Encourage and promote a healthy lifestyle – refrain from smoking and the use of alcohol in the presence of and near your players.
-  Remember as a coach of a junior or youth rugby player, you act as an “in loco parentis” (on behalf of the parent) and therefore you have the duty to look after the well-being of the player for the duration that the player is under your supervision.
-  Lead with example – the youth do need a coach, that they can respect as a role model. Ensure by applying and supporting the Code of Conduct in practice that the players and their parents will be encouraged to follow the example set by you as coach.



CODE OF CONDUCT

COACH

- Be generous with the encouragement and complimenting of the players and refrain from shouting or belittling of the players after they have made an error or errors or when they have lost a match etc.








4. Professional Responsibilities.

- A coach will comply with the rules of the game, rugby, the regulations of World Rugby (WR), South African Rugby Union (SARU), Blue Bulls Rugby Union (BBRU), Blue Bulls Youth Rugby Association (BBYRA), Blue Bulls Rugby Coaching Association (BBRCA), TuksRugby and TuksYouthRugby.
- Apply high standards in terms of use of language, manners, punctuality, preparation and performance.
- Apply on and off the field of play, self control, courtesy, respect, honesty, dignity, integrity and professionalism towards everyone involved within the rugby environment – that includes opponents, coaches, referees, assistant referees, officials, administrators, the media, parents and spectators.
- Encourage your players to apply the same qualities.
- Coaches must never discuss each other in the presence of the players, parents or other coaches – especially not negative issues. Coaches must work together. Appropriate channels exist to sort out any disputes or unhappiness. Negativity has a negative impact on players and their performances. Actions must therefore always be positive especially in the presence of the players and their parents.
- Ensure that players and their parents' behavior is acceptable, appropriate and in line with the spirit of the game and the expectations of the youth club.
- Teach your players that the rugby rules are a mutual agreement between opponents that must not be broken by either of the parties involved.
- Be professional and accept responsibility for your actions.
- Accurate display of personal coaching qualifications, experience, competency, and affiliations.
- Maintain a thorough knowledge of the rugby rules and be conversant with the latest trends in rugby coaching methods and the game itself, maintain or enhance your level of coaching continuously.









CODE OF CONDUCT

COACH

-  Refrain from criticizing or insulting referees, other coaches and players.
-  Take all reasonable steps to ensure that players under your control, the referee's calls accept and respect.
-  Commit yourself to take all necessary steps to protect and enhance the game of rugby's reputation and to prevent it from being damaged in any way.
-  As a coach, you have the special responsibility to ensure that through your words and actions, you strive to build the players under your control's character and enhance their skills.
-  Be humble in victory and except a loss with dignity, promote good sportsmanship continuously.
-  Maintain the status quo by including players on the team lists for matches, only those players who are registered with TuksYouthRugby and whose registration fees are paid. A player who's obligations are not adhered to is seen as not a member of the youth club, and may not be included in any of the youth club's teams and given game time at the cost of a registered member who's obligations are all in place and up to date.
-  Maintain applicable documentation.

5. Commit yourself to the provision of quality service to your players.

-  Strive continuously for enhancement through continued coaching tuition, and to attend and utilize other personal and professional development opportunities.
-  Provide to your players well planned and structured training programs that will meet their requirements and goals.
-  Be organised – establish a structure for the season, prepare a coaching plan for each session and ensure that the necessary equipment and clothing is in place.
-  Communicate with the players, their parents and assistant coaches to clarify or explain the expectations for the season ahead.
-  Ensure that your players understand the applicable rugby rules, that they show respect to their opponents, team members, coaches, team manager, referee and other officials.
-  Seek advice and assistance from professional coaches when additional expertise is required.



CODE OF CONDUCT

COACH

- 🏉 Young players develop at different stages, therefore provide a level of coaching and experience in line with the relevant players' age and capabilities as well as their physical and psychological level of development.
- 🏉 Do not over load the young players with too high demands, technical information and tactical play. Remember, the players are still children that want to play the game for the joy of it.
- 🏉 Avoid the exhaustion of the best and talented players in your team, by making use of a group system and thereby providing sufficient game time to each member of the team.
- 🏉 Ensure that your players learn at an early stage that high tackles, dirty and foul play and language will not be tolerated at all. Do not hesitate to take action towards undisciplined players.
- 🏉 Teach your players to participate in rugby firstly to enjoy the game of rugby, to play to the best of their ability and to apply what was coached to them to ensure that they achieve their full potential.

6. Provide a safe environment for training and matches.






- 🏉 Adopt the necessary risk management strategies to ensure that the practice and match environment is safe.
- 🏉 Ensure that the equipment and facilities adhere to the acceptable safety standards.
- 🏉 Ensure that the equipment, rules, training and playing environment suitable is for the age, physical, psychological and emotional maturity, experience and capabilities of the players.
- 🏉 Never force a player or allow a player to practice or partake in a match when the player is sick or injured. Therefore, show your concern and caution towards sick and injured players.
- 🏉 Allow further participation of practices and competition only when it is suitable.
- 🏉 Encourage players to consult medical advice when required.
- 🏉 Provide a revised or an adapted training program when suitable or required.
- 🏉 Show and maintain the same interest and support towards sick and injured players as towards healthy players.
- 🏉 Ensure sufficient supervision over players under your control on and off the field of play.






CODE OF CONDUCT

COACH

7. Protect your players against any form of personal abuse or insult.

-  Refrain from any form of verbal, physical or emotional abuse of or towards your players.
-  Refrain from any form of sexual or racist harassment, verbal or physical.
-  Do not harass, abuse or discriminate towards any player due to their gender, sexual orientation, religion or ethnic belief, race, colour, ethnic origin, physical impediment or various characteristics.
-  Any physical contact with the players must be applicable to the situation and necessary to develop the players' skills.
-  Be aware of any form of abuse directed towards your players from any other resources while the players are under your supervision and care or in your presence.

Coaches must -

-  be treated with respect and openness;
-  have access to opportunities to enhance themselves; and
-  coach on a level that is determined by their ability, experience and rugby qualification.

Signed on this day of 2015

at











THE COACH: TuksYouthRugby



CODE OF CONDUCT

TEAM MANAGER












Code of Conduct for Team Managers

-  A Team Manager will comply with all the rules of the game, rugby, the Regulations of World Rugby (WR), South African Rugby Union (SARU), Blue Bulls Rugby Union (BBRU), Blue Bulls Youth Rugby Association (BBYRA), TuksRugby and TuksYouthRugby.
-  A Team Manager will ensure that the discipline policy of the youth club will be applied should it be necessary.
-  A Team Manager will take all reasonable steps to ensure that his/her team's players will accept and respect referee and assistant referee's authority and calls.
-  A Team Manager will not criticize or argue with the referee or assistant referee, opposition's coach, team manager, youth club official, any player or spectator, but will follow the complaint procedure of the youth club and the union.
-  A Team Manager will always apply self-control in an ethical and professional manner and will observe and maintain the highest standard of integrity and fair conduct.
-  A Team Manager will take all steps to enhance the reputation of the game, rugby, and to prevent it from being discredited in any manner.
-  A Team Manager will not –
-  insult, threaten, intimidate or use abusive language towards a referee or assistant referee on or off the field of play;
 -  use offensive or foul language or hand gestures towards referees, assistant referees or spectators; and
 -  or anything that might intimidate, offence, insult, humiliate or discriminate against a person by virtue of his/her religion, race, colour, nationality or ethnic origin.



CODE OF CONDUCT









TEAM MANAGER

-  The rule that the Coach takes control of what happens on the field of play between the white lines and the Team Manager pays attention to all the other aspects is an acceptable guideline.
-  Never accepts the first option but the right option.
-  Never gets involved in a verbal dispute with a parent. Request a written complaint in case the problem cannot be solved quickly and easily and submit the complaint to the management of the youth club for further attention and handling.
-  Do not disclose any confidential information of players or of their parents without the written consent of the parents involved.
-  Encourage and promote a healthy lifestyle – refrain from smoking and the use of alcohol in the presence of and near your players.
-  Lead with example – the youth do need a Team Manager and leader, that they can respect as a role model. Ensure by applying and supporting the Code of Conduct in practice that the players and their parents will be encouraged to follow the example set by you as Team Manager.
-  Apply on and off the field of play, self control, courtesy, respect, honesty, dignity, integrity and professionalism towards everyone involved within the rugby environment – that includes opponents, coaches, referees, assistant referees, officials, administrators, the media, parents and spectators.
-  Encourage your players to apply the same qualities.
-  Ensure that players and their parents' behavior is acceptable, appropriate and in line with the spirit of the game and the expectations of the youth club.
-  Be professional and accept responsibility for your actions.
-  Be humble in victory and except a loss with dignity, promote good sportsmanship continuously.



CODE OF CONDUCT

TEAM MANAGER

-  Maintain the status quo by including players on the team lists for matches, only those players who are registered with TuksYouthRugby and whose registration fees are paid. A player who's obligations are not adhered to is seen as not a member of the youth club, and may not be included in any of the youth club's teams and given game time at the cost of a registered member who's obligations are all in place and up to date.
-  Maintain applicable documentation, respect deadlines and be precisely.
-  Always be committed to good, effective and positive communication.
-  Refrain from any form of verbal, physical or emotional abuse of or towards your players.
-  Refrain from any form of sexual or racist harassment, verbal or physical.
-  Do not harass, abuse or discriminate towards any player due to their gender, sexual orientation, religion or ethnic belief, race, colour, ethnic origin, physical impeded or various characteristics.
-  Any physical contact with the players must be applicable to the situation and necessary to develop the players' skills.
-  Be aware of any form of abuse directed towards your players from any other resources while the players are under your supervision and care or in your presence.

Signed on this day of 2015

at

TEAM MANAGER: TuksYouthRugby

TuksSport's

BEHAVIOUR MANAGEMENT

POLICY

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I. Introduction

TuksSport has a responsibility to ensure that all participants in sport are provided with a safe and appropriate environment, services and facilities for optimal development in sports. This Behaviour Management Policy is the framework on which to base all aspects relating to providing and managing the total sports programme at the University of Pretoria in a fair, dignified and respectful manner. It is informed by the value that all sporting activities should be managed in a transparent manner for all stakeholders.

The Behaviour Management Policy and Codes of Conduct serve as a guideline to ensure that the sporting environment at UP supports the emotional, social and physical health and well-being of all participants and promotes the best quality of life and achievement possible for individuals and teams. In addition, the Disciplinary Procedures of dealing with transgressions through disciplinary hearings, applying sanctions and appealing procedures.

The policy, codes of conduct and disciplinary procedures relate to the conduct and actions of all elected officials, coaches, officials, players/athletes and all volunteers associated with the TuksSport programme. It is the responsibility of each Head of Programme to ensure that elected executive committees, officials, coaches, players/athletes and volunteers adhere to these principles and procedures.

All violations of these principles will be dealt with as prescribed in this policy, after which the policies and procedures of the University of Pretoria will apply.

II. Rationale

Leading and managing sport at the University involve many challenging situations and liabilities. An ethical approach to the management of and interaction with participants will protect the University, TuksSport, full-time and part-time staff and all participants, and will promote a safe environment in which to engage in sport. Therefore, it is important for all role players and participants to be treated in a respectful and sensitive manner that typifies democracy in its most positive sense.

As a department, TuksSport is committed to working professionally to entrench this policy and codes of conduct, and where necessary, deal with transgressions transparently in accordance to the procedures laid herein. TuksSport will ensure that all participants and all role players in the programme enjoy themselves in a safe and secure environment. As such, the Sports Campus of the University of Pretoria will become a member/user-friendly environment where the rights of all stakeholders will be guaranteed and respect.

III. Objectives

The policy, codes and procedures are aimed at achieving the following objectives:

- 1) To establish standards of behaviour expected of members/participants;
- 2) To establish procedures for dealing with breaches of the policy and codes of conduct;
- 3) To provide all participants with the best possible sport experiences regardless of race, age, gender, creed and ability;

- 4) To provide a supportive environment for enjoyable participation with open pathways for potential high performers to reach their best;
- 5) To provide the safest and friendliest possible environment for all participants;
- 6) To provide equitable opportunities for all students to participate;
- 7) To equip coaches, managers and technical officials with guidelines to utilise in planning, managing and implementing appropriate sport programmes;
- 8) To ensure transparency in the running of the various club programmes;
- 9) To safeguard the rights of all stakeholders (staff, coaches, officials, participants, parents, spectators, and other volunteers) in the various club programmes;
- 10) To prevent bringing the name of TuksSport and the University of Pretoria into disrepute; and
- 11) To protect and provide guidelines to all participants in situations in which decisions regarding improper conduct have to be made.

IV. Scope

The policy, codes and procedures provide a framework that extends to all persons associated with TuksSport clubs. Therefore, its scope spreads across the following constituencies:

- 1) Committees
- 2) Coaches
- 3) Technical officials
- 4) Players/athletes
- 5) Parents and
- 6) Spectators.

Although TuksSport staff's disciplinary issues are dealt with under the policies and code of conduct of the University of Pretoria, they are fully expected to respect and abide by the policy.

V. Roles and Responsibilities of all Stakeholders in Tuks Sport

All persons associated with TuksSport shall:

- 1) Learn and follow the TuksSport Behaviour Management Policy and Codes of Conduct and agree that any breach of the Code may result in disciplinary action taken by a club and/or TuksSport.
- 2) Carry themselves with honesty and integrity, and exhibit true sportsmanship at all times so that their sport, club and members shall represent the honour and dignity of fair play and the normally recognised high standards of behaviour expected in sport.
- 3) Comply with the Policy, Codes of Conduct, and shall not act in a manner injurious on any member, whether physically, mentally or emotionally.
- 4) Respect the integrity and role of each of the other members and shall refrain from any activity that would demean or be injurious to another member, thereby bringing TuksSport and the University of Pretoria into disrepute.

- 5) Manage anger in a healthy way, without being abusive (verbally or in written form) and shall discourage abusive behaviour (sexual harassment, discrimination – gender, culture, race, religion, etc.) both on and off the playing field.
- 6) Conform to the applicable guiding documents (e.g., Constitutions, By-laws, Rules and Regulations of Sports Governing Bodies to which clubs are affiliated).
- 7) Ensure that activities and programmes provide opportunities that emphasise access, diversity and equity; and encourage participants to reach their goals.
- 8) Directly or by implication, not use the name of the University of Pretoria and/or TuksSport or any affiliate in the endorsement of any product or service without prior approval.

The Director, as the Accounting Officer of TuksSport, is responsible for all matters pertaining to the management of TuksSport and will therefore have the final say on all matters relating to the running of each club and the total programme.

A. Role & Responsibilities of the Head of Programme

1. Role

The role of the Head of Programme is the overall management of a club's programme and activities and is accountable to a Deputy Director of TuksSport in all matters of club management. He/she is the main resource person at each club and provides all the support members require to promote a sustainable and professional programme. The Head of Programme will provide all members with copies of the Behaviour Management Policy, and ensures that all members have signed the relevant Code of Conduct on joining the club.

2. Responsibilities

The responsibilities of the Head of Programme are defined in job descriptions approved by the University of Pretoria for TuksSport. In broad terms, the Head of Programme's responsibilities are:

- (a) Governance and functioning of the club
- (b) Club management and operations
- (c) Participation and programme management and
- (d) Performance operations & management support, high performance support and management or performance management¹

B. Role & Responsibilities of Managers/Administrators

1. Role

Club managers/administrators provide direct services to members and maintain a presence in the office while the Head of Programme is in meetings, coaching and working on other management/strategic club related matters.

¹ The Critical Performance Areas will differ depending on whether the Head of Programme is a Sports Manager or Technical Director/Head Coach.

2. Responsibilities

The responsibilities of the Club Administrator are defined in job descriptions approved by the University of Pretoria for TuksSport. In broad terms, the Club Administrator's responsibilities are:

- (a) General administrative tasks and office administration
- (b) Reception duties
- (c) Secretarial duties
- (d) Data and information administration
- (e) Financial management/administration and
- (f) Operations management support

C. Role & Responsibilities of Committees

1. Role

Club Committees, where they are applicable, provide a platform through which the needs of the members are presented to TuksSport. Therefore, the Committee in its functioning is the responsibility of the Head of Programme/Sports Manager. Although the Committee ensures that the club provides optimum opportunities for participation in various programmes in a professional manner, it does not have financial and human resources decision making powers. These responsibilities reside with the Head of Programme, and in a line management manner, revert to the Deputy Directors of Sport, the Director of TuksSport, and the Executive Director responsible for Sport having overall accountability on all sport matters.

2. Responsibilities

The responsibilities of the Committee are stipulated in the Tuks Club Constitution and any other TuksSport policy as the case maybe. In broad terms, the Committee's responsibilities are:

- (a) Participate in the Strategic Planning of the club on an annual basis.
- (b) Give support to the club on administrative matters relating to or participate actively in the organisation of participation in leagues and running of various programmes and projects (fundraising, tournaments, etc.).
- (c) Identifying gaps, problems, challenges and opportunities to make the club more responsive to the reasonable needs of the members, and bring these to the attention of the Head of the Programme and/or TuksSport Management.
- (d) Evaluation of the club from a customer perspective at least twice (2x) a year.
- (e) Meet on a regular basis and ensure that Minutes of such meetings are taken and submitted to club management immediately preceding such a meeting.

- (f) Call and hold an Annual General Meeting at the end of each season where a Chairperson, Secretary/Treasurer or any other relevant reports are submitted.
- (g) Establish any sub-committee as may be needed from time to time, with each sub-committee submitting its report at the end of the year or project.
- (h) Encourage members to pay subscriptions and enforce the “no pay no play” rule.
- (i) Recommend coaches, officials and other needed volunteers for the approval of the Head of Programme/Sports Manager as required.
- (j) Through the Chairperson and/or Treasurer, request regular financial reports from the Head of Programme/Sports Manager as needed.
- (k) Abide by the policies of TuksSport and the University of Pretoria.

D. Role & Responsibilities of Coaches

1. Role

The club coach/coaches' role is to provide a coaching philosophy and to ensure that all coaching is scientifically and developmentally appropriate.

2. Responsibilities

The responsibilities of the coach/coaches are defined in job descriptions approved by the University of Pretoria for TuksSport. In broad terms, the coach/coaches' responsibilities are:

- (a) Possess the minimum qualification/certification that has been set/determined by TuksSport
- (b) Possess a First Aid qualification recognised by TuksSport
- (c) Provide a safe environment in which training, conditioning, practices and matches take place.
- (d) Prepare coaching sessions and maintain record thereof that shows micro, meso and macro planning.
- (e) Enforce the Behaviour Management Policy and Codes of Conduct
- (f) Abide by the policies of TuksSport and University of Pretoria

E. Role & Responsibilities of Officials²

1. Role

The club officials' role is to ensure that games are played in the spirit of true sportsmanship.

² Club Officials refer to referees, umpires, lines persons, and other technical officials with responsibilities of match/game management.

2. Responsibilities

The responsibilities of the officials are defined within the Rules and Regulations of Sport Governing Bodies (federations). In broad terms, the official's responsibilities are:

- (a) Possess the minimum qualification/certification that has been set/determined by a Sport Governing Body (federation).
- (b) Apply the rules of the sport properly and fairly in a match/game/competition situation.
- (c) Submit reports of serious infringements of the Rules and Regulations of the game within 24 hours of the conclusion of a game if disciplinary action may be required.
- (d) Keep abreast of rule changes and modifications, and sound officiating principles.
- (e) Be consistent, fair, courteous and helpful to all participants.
- (f) Abide by the policies of TuksSport and the University of Pretoria

F. Role & Responsibilities of Players/Athletes

1. Role

The role of players/athletes is to represent a Tuks club in a manner that is representative of the image of the University of Pretoria and its values. The players/athletes will avail themselves for all annual and reasonable club activities and programmes, including training and conditioning sessions and practices, and matches.

2. Responsibilities

The responsibilities of the players/athletes are defined in the Rules and Regulations of Sport Governing Bodies (federations); and within TuksSport, the responsibilities are:

- (a) Pay annual subscriptions to become a member of a club
- (b) Attend all training and coaching planned by the coach/coaches in the club that plays in local leagues.
- (c) Attend matches/games as scheduled through the club by the Sport Governing Body.
- (d) Abide by the policies of TuksSport and the University of Pretoria.

G. Role & Responsibilities of Volunteers

1. Role

Volunteers are the backbone of all Tuks clubs and are recognised and appreciated for their continued involvement in events, games/matches and projects.

2. Responsibilities

The responsibilities of the volunteers are:

- (a) Make themselves available to serve in various capacities in the club.
- (b) Get involved in club events, games/matches and projects in whatever role that the club may decide or as per needs and interest of the volunteer.
- (c) Abide by the policies of TuksSport and the University of Pretoria.

H. Role & Responsibilities of Parents

1. Role

Parents are central to the existence of TuksSport for making the decision for their children to become members of clubs. As such, parents can also apply for club membership if they so wish.

2. Responsibilities

The responsibilities of parents are:

- (a) Support and encourage their child to participate in club activities and programmes.
- (b) Ensure that their child is well and healthy to participate.
- (c) Promote and abide by the Code of Conduct while their child is involved in club activities.
- (d) Refrain from interfering with the work of coaches, team managers and other volunteers carrying out their mandates.
- (e) Abide the policies of TuksSport and the University of Pretoria while on the Sports Campus or off-campus activities.

VI. Managing & Monitoring the Code of Conduct

TuksSport, being a proactive organisation, hereby establishes a transparent system for handling breaches of the Behaviour Management Policy and Codes of Conduct to clearly indicate:

- 4.1. The management of complaints and misdemeanour/misconduct
- 4.2. The responsibility for implementing the disciplinary procedure
- 4.3. The responsibility for monitoring the implementation of the disciplinary procedure,
- 4.4. The appeals process, and
- 4.5. The sanction for minor and major misdemeanours/misconduct

These guidelines, principles and procedures are aimed at providing consistency in how TuksSport and clubs deal with misconduct. They are meant to promote fairness and just due process in dealing with misconduct. Above all, the policy and codes of conducts should be seen as a way of ensuring that all participants conduct their activities in a supportive and secure environment that encourages the development of self-worth/esteem, mutual respect and a healthy/supportive community.

A. Misconduct

Misconduct is classified on its' seriousness and frequency. As such some may be classified as minor on a first report, but if a pattern of minor misconducts continues, the next offense may be treated as a major misconduct. There may also be instances where a first offence can be a major misconduct if the matter is serious, e.g., if an injury results from the misconduct.

Misconduct that transgresses UP Rules and Regulations may be referred directly/immediately to the University Disciplinary Process on the recommendation of the Director of Sport.

1. Minor Misconduct and Penalties

NO.	MISCONDUCT	PENALTY
1.	Disrespectful, offensive, abusive, discriminatory or sexist comments or behaviour	May be applied singly or in combination: a) Verbal warning b) Written warning c) Proper verbal warning (witnessed) d) Proper written warning (hand-delivered) e) Suspension from sport activities (may include suspension from the next scheduled competition) f) Community work g) Other penalties as may be considered by the club
2.	Remonstrating or arguing with an official (unsportsmanlike conduct)	
3.	Being late for or absent from sport events, meetings or activities	
4.	Failure to follow dress code at club events	

2. Major Misconduct and Penalties

NO.	MISCONDUCT	PENALTY
a)	Unsportsmanlike conduct involving violence such as fighting	May be applied singly or in combination: a) Removal of privileges/benefits of membership (bursaries, etc.) b) Removal from sport activities for a portion of or all of the season (or specific activities) c) Removal of membership d) Monetary fines e)
b)	Repeated or gross display of offensive, abusive, discriminatory or sexist comments or behaviour	
c)	Repeated disrespectful behaviour toward others	
d)	Repeated lateness for or absence from sport activities, events, functions or meetings	
e)	Criminal activities such as theft	
f)	Minors drinking alcohol at any time	
g)	Adults being under the influence of alcohol while on official duties	
h)	Being under the influence of illicit drugs, possessing or selling drugs	
i)	Being under the influence of other intoxicating substances	
j)	Betting on sport results	
k)	Activity or behaviour that disrupts competition	
l)	Pranks, jokes or other activities that endanger the safety of others	
m)	Any behaviour considered to be harassment	

B. Responsibility for Discipline

The following guidelines will apply when dealing with the responsibility for enforcing discipline:

1. Minor Misconduct

- The coach of a team is responsible to apply discipline for minor misconduct, with the support of the Head of Programme if necessary.
- Where coaches, officials, parents, other volunteers and spectators are involved, the Head of Programme will apply discipline, with the support of TuksSport Deputy Directors if necessary.

2. Major Misconduct

A Disciplinary Committee will apply discipline for major misconduct as outlined in the Code. The Disciplinary Committee will be subject not only to this Code but to the University of Pretoria's Disciplinary Code and Processes.

The Disciplinary Committee will be comprised by the following, and must be unbiased.

- (a) Deputy Director of Sport as Chairperson
- (b) Any two Sports Managers/Heads of Programme of clubs not involved in the matter.
- (c) Sports Manager/Head of Programme of the club involved in the matter.
- (d) A member of the Student Sport Committee/an athlete from another club/Club Executive Committee member from another club within TuksSport.

C. Disciplinary Procedures

1. Minor Misconduct

- (a) A coach must report any minor misconduct on the Incident Report from to the Sports Manager/Head of Programme who will provide a copy to the Deputy Director of Sport.
- (b) In the case involving a coach, administrator, official, parents or spectators, the Sports Manager/Head of Programme must report any misconduct on the Incident Report to the Deputy Director who will provide a copy to the Director of Sport.
- (c) The Coach/Sports Manager/Head of Programme will use this Code as a guideline to decide what, if any, disciplinary action is required.
- (d) The person charged with misconduct must be given a chance to respond to the report.

2. Major Misconduct

- (a) A coach must report any major misconduct on the Incident Report from to the Sports Manager/Head of Programme who will provide a copy to the Deputy Director of Sport who will provide a copy to the Director of Sport.
- (b) In the case involving a coach, administrator, official, parents or spectators, the Sports Manager/Head of Programme must report any misconduct on the Incident Report to the Deputy Director who will provide a copy to the Director of Sport.
- (c) The Coach/Sports Manager/Head of Programme will use this Code as a guideline to decide what, if any, disciplinary action is required.
- (a) Witnesses to a major misconduct must make a written statement of the incident to the coach or Sports Manager/Head of Programme using the Incident Report Form.
- (b) As soon as possible when an Incident Report is received, the Deputy Director of Sport will constitute a Disciplinary Committee to investigate the report.

- (c) The Disciplinary Committee will ensure the accused individual(s):
 - (i) Know they may choose to be accompanied by a representative at the hearing (coach, manager, athlete or club volunteer).
 - (ii) Have an opportunity to address the Disciplinary Committee, including calling witnesses in their own defence, and
 - (iii) Has his/her privacy respected by holding the hearing in private.
- (d) The Disciplinary Committee will, after hearing all information given about the alleged violation:
 - (i) Decide if the incident is a violation of the Code of Conduct and whether it is major or minor;
 - (ii) Consider all facts and circumstances, including past conduct of the accused individual(s); and
 - (iii) Decide on any disciplinary sanctions or corrective action.
- (e) The Disciplinary Committee will provide a written report of its decision on the Disciplinary Hearing Report to the accused, the Sports Manager/Head of Programme and Director of Sport.
- (f) The accused may choose to dispute the decision of the Disciplinary Committee by lodging an appeal as per the Appeals Procedures.

D. Appeals Procedure

Anyone disciplined under this Behaviour Management Policy and its Codes of Conduct may appeal the decision of the Coach, Head of Programme, club and TuksSport. The Appeal of Discipline Form must be used when submitting Appeals.

1. The grounds for appeal are the following:

- a) Decision makers did not have authority or jurisdiction
- b) Failure to follow TuksSport procedures
- c) Decision are biased
- d) Information that was relevant was not considered
- e) Information that was not relevant was considered
- f) Purpose of decision was improper or
- g) Decision was unreasonable.

2. Responsibilities

a) The appellant must

- 1) Give the completed Appeal Form to the Head of Programme, Deputy Director or Director of Sport as applicable according to the misconduct within 7 days of receiving the Coach/Head of Programmes or Disciplinary Committee's written decision.
- 2) Provide copies of the Appeal Form to the Coach, Head of Programme and Deputy Director as the case maybe.

b) Head of Programme, Deputy Director or Director of Sport

- 1) As the case may apply, a Head of Programme, Deputy Director or Director will as soon as possible after receiving the

Appeal Form, appoint an Ad Hoc Committee to hear the Appeal.

- 2) The convenor of the committee shall ensure that it is impartial.

3. Appeals

An Appeals Committee will hear appeals of disciplinary decisions as outlined in this Code. The Appeals Committee will comprise of the following:

- (a) Director of Sport as Chairperson
- (b) Deputy Director of Sport (not involved in Chairing the DC)
- (c) A Sports Manager not involved in the case
- (d) A member of the Student Sport Committee

The Appeals Committee will ensure that:

- a) Appellants know their right to be accompanied by a peer at the hearing who may represent him/her.
- b) Appellants have the opportunity to address the Appeal Committee, including calling witnesses in their own defence, and
- c) The hearing is held in private and the privacy of all those involved is protected.

The Appeals Committee may decide to do any one of the following:

- a) Uphold the decision of the Disciplinary Committee, or
- b) Substitute another decision, or
- c) Modify the penalty or penalties chosen by the Disciplinary Committee.

The decision of the Appeal Committee is final.

E. Confidentiality

TuksSport management and club officers responsible for implementing the Behaviour Management Policy and Code of Conduct will keep confidential the names and details related to breaches of the Codes unless disclosure is necessary as part of the disciplinary, corrective or appeals process.

VII. Conclusion

This policy and code are issued under the authority of the Director of TuksSport. The authority to make exceptions and approve revisions to the policy and code rests with the Director.

Deputy Directors and Head of Programmes are responsible for the implementation of the policy and code.

VIII. Annexures

A. Codes of Conduct

1. Players Code of Conduct

Players will: -

- a) Respect and promote the initiatives and endeavours of TuksSport
- b) Accept responsibility for their participation by following all rules and regulations established by TuksSport and the University of Pretoria and the relevant Provincial and/or National federation
- c) Demonstrate good sportsmanship towards fellow players, coaches, officials, managers, parents and spectators at every game, competition or practice
- d) Attend every practice and game, competition or will notify the coaching staff if he/she cannot be present,
- e) Follow all reasonable instructions of the coaching staff with the aim of listening and learning, from the coaching staff,
- f) Treat coaches, other players, officials, parents and spectators with respect due to them at all times, and avoid using vulgar or foul language when speaking to all other participants, coaches and management
- g) Expect to be treated with respect by other players, coaches, officials, parents and spectators regardless of race, sex, creed or abilities,
- h) Contribute to providing a playing environment free from swearing, smoking and alcohol consumption, as well as drugs,
- i) Contribute to finding a physical environment and facilities that are safe to play in,
- j) Acquire personal sport equipment and supplies that are safe and technically appropriate to use,
- k) Work hard to improve their skills and abilities, through applying themselves in training and through recovery.
- l) Student-athletes shall at all times comply with their academic obligations and seek help immediately when problems are encountered.
- m) The Student will at all times comply with the requirements, policies and rules of the South African Institute for Drug-Free Sport (SAIDS) as well as the World Anti-Doping Agency. The policies and specific information are available on the SAIDS website (www.drugfreesport.org.za) and the Student will familiarise him/herself with the content of these policies and procedures. The policies may also be explained to the Student at information sessions, or is available upon request from TuksSport.
- n) The undersigned Student irrevocably consents to undergo testing or provide a sample to be analysed in order to determine whether the Student has taken prohibited drugs or stimulants. The Student accepts the authority of the SAIDS and the University and understands the refusal to co-operate may result in disciplinary action being taken

against the Student. The Student further accepts that testing positive for the use of banned substances will result in disciplinary action and may result in expulsion from the University or Club and may include being banned from participating in the particular sporting code.

2. Coaches Code of Conduct

Coaches will: -

- a) Respect and promote the initiatives and endeavours of TuksSport
- b) Respect the authority of the respective Head of Program, Club Management, Club Executive, Head Coach and TuksSport Management.
- c) Act with confidentiality with regard to issues surrounding the Club and its individual members
- d) Put winning into perspective for all participants,
- e) Promote fun and enjoyment for the majority of students and youth.
- f) Act as a role model to all players at all times by displaying emotional maturity.
- g) Promote and ensure safety for all the players at all times.
- h) Be generous with praise when it is deserved; be consistent and honest, and fair and just.
- i) Communicate effectively without having to scream and yell at players.
- j) Create an environment in which all players get the opportunity to improve their skills, gain confidence and develop esteem.
- k) Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
- l) Organize practices that are challenging and commensurate with the players' natural abilities while concerned with the overall development of the players.
- m) Stress good health habits and clean living.
- n) Place the emotional and physical well-being of the players ahead of the personal desire to win and avoid exerting undue influence for the coach's own benefit or reward.
- o) Treat each player as an individual while recognizing the large range of emotional and physical development for players at the same age group and skill levels.
- p) Be qualified as First Aid practitioners in order to be able to treat basic injuries that might occur during practice sessions and matches.
- q) Be conversant with the latest coaching methods and techniques by attending symposia, seminars and coach education courses.
- (r) Not act as a scout for player agents nor act as a player agent while performing duties and responsibilities for the club.**

3. Officials Code of Conduct

Officials will: -

- a) Respect and promote the initiatives and endeavours of TuksSport
- b) Respect the authority of the respective Club Management, Club Executive and TuksSport Management

- c) Attend and participate actively in stipulated meetings requested by the Club Executive
- d) Act with confidentiality with regard to issues surrounding the Club and its individual members
- e) Act in a professional and business-like manner at all times.
- f) Strive to provide a safe and sportsmanlike environment in which players can properly display their skills.
- g) Know all playing rules, their interpretation and proper application.
- h) Make calls with confidence and never with arrogance.
- i) Control games to the extent that is necessary to provide a positive and safe experience for all participants.
- j) Be intolerant to violence, lack of respect to the rules and laws of the game as well as verbal abuse.
- k) Answer all reasonable questions, requests and decisions.
- l) Practice fairness and impartiality at all time, and show good judgment.
- m) Avoid using foul or vulgar language when speaking to a player, coach, parent or spectator.
- n) Admit mistakes.
- o) Refrain from criticizing a coach, player or other officials in public.
- p) Apply only the approved sport rules and regulations.
- q) Remain calm under volatile situations.
- r) Dedicate self to personal improvement and maintenance of officiating skills.
- s) Not act as a scout for player agents nor act as a player agent while performing duties and responsibilities for the club.**

4. Administrators Code of Conduct

Administrators will: -

- (s) Ensure that the rules and regulations of TuksSport clubs and those of sport governing body are enforced;
- (t) Support initiatives to train and educate players, coaches, parents, officials and volunteers;
- (u) Promote and publicise club programmes;
- (v) Seek financial support;
- (w) Communicate with all stakeholders and members on a regular basis to inform them regarding club programmes;
- (x) Work to promote fairness in all club programmes, and ensure that club members practice sportsmanship among each other;
- (y) Recruit volunteers who demonstrate an understanding of the TuksSport way, and demonstrate qualities that set them apart as role models to all participants;
- (z) Plan and facilitate the organisation of coaching and officiating clinics, and ensure that club members attend such education and training events;
- (aa) Manage the finances of the club efficiently and effectively; and
- (bb) Be knowledgeable of all club activities at all time.
- (cc) Not act as a scout for player agents nor act as a player agent while performing duties and responsibilities for the club.**

5. Parents Code of Conduct

Parents will: -

- (a) Support their children's desire to play their chosen sport;
- (b) Encourage their children to play by the rules;
- (c) Demonstrate a positive attitude towards and support for all players, coaches, officials at every practice, game and other events;
- (d) Support programmes for the fun of and the skills development of younger children;
- (e) Study and know the rules of the game, and support officials on and off the field of play;
- (f) Applaud a good effort in both victory and defeat, and enforce the positive points of the game;
- (g) Work towards removing the physical and verbal abuse in children and youth sport;
- (h) Recognise, support and appreciate the importance of volunteer coaches in the development of all participants and the sport;
- (i) Communicate with coaches with deference mindful of each person's outlook of life, sport and coaching;
- (j) Volunteer in the running and managing of the sport in which their children participate;
- (k) Provide support, care and encouragement to their children participating in a sport of their (children's) choice;
- (l) Remember that sport is for participants, and not for the parent or adult;
- (m) Demand of their children to treat others with respect regardless of race, gender, creed, or ability;
- (n) Demonstrate positive support for all players, coaches, and officials at every practice, game or event;
- (o) Place the emotional and physical well-being of my child ahead of my personal desire to win;
- (p) Support coaches and officials working with their children in order to encourage a positive and enjoyable experience for all;
- (q) Insist on a safe and healthy environment, and developmentally appropriate equipment and supply for children and youth;
- (r) Actively play a role in the creation and promotion of a drug, tobacco and alcohol free sport environment;
- (s) Endeavour to help children enjoy their sports experience by being a respectable parent and fan, able to assist with coaching and providing transportation when requested;
- (t) Insist that all participants receive developmentally appropriate coaching from well-trained coaches; and
- (u) Play a positive role in ensuring that this code of conduct is implemented and enforced to enhance student sports.

6. Spectators Code of Conduct

Spectators will: -

- (a) Display good sportsmanship by always being respectful to players, coaches and officials;
- (b) Act appropriately by not taunting or disturbing other fans' efforts to enjoy the game;

- (c) Cheer in a positive manner and encourage fair play;
- (d) Avoid profanity and objectionable cheers, gestures and comments that are offensive;
- (e) Support efforts to provide and promote a safe and pleasant environment;
- (f) Empathise with referees and coaches by trusting their judgement and integrity;
- (g) Recognise good effort, teamwork and sportsmanship; and
- (h) Not interfere with the game, referee, umpire on or off the playing field nor act in a hurtful manner towards players or officials.

B. Participant Agreement**Participant Agreement Form**

To be signed by all participants (coaches, officials, administrators, parents, volunteers and spectators)

I, _____ (print name), the undersigned, as an athlete/player, coach, official, administrator, parent, volunteer or spectator affiliated to a Tuks club, have read and understood the Behaviour Management Policy, Disciplinary Procedures and Code of Conduct. I understand that by signing this form I agree that:

- 1) I will be subject to and act in accordance with the Behaviour Management Policy in its totality.
- 2) I will pay the club's annual subscription and any other fees determined by the Head of Programme in consultation with the club committee for specific purposes/projects.
- 3) I will show respect for myself and other participants/people, regardless of age, culture, gender, religion, sexual orientation, social or marital status, disability and race.
- 4) I will participate to the best of my abilities and learn to earn the trust of other participants of the Tuks club programme with which I am associated.
- 5) I will play my part in making my sport environment a place where all club members (managers, coaches, officials, administrators, parents, volunteers and spectators) are treated with respect and consideration.
- 6) I will refrain from any activity that has the potential to bring the club with which I am associated, TuksSport and the University of Pretoria into disrepute.
- 7) I will be subject to and act in accordance with the rules and regulations of my Sport Governing Body (National Federation) at all times while a participant in the club with which I am associated.
- 8) I will indemnify the club, TuksSport and the University of Pretoria or any of its employees, officials or agents for any personal injury, illness, damage or loss of any nature whatsoever that I may sustain (and which includes, without limitation, any loss of property) and which results, directly or indirectly, from my participation in or performance of club activities, presence on University premises, making use of University facilities or equipment, from any act or

omission by the University or its officials, employees, contractors or agents, save for negligence on the part of the University or its officials, employees, contractors or agents, or otherwise.

- 9) I will moreover defend, indemnify and hold harmless the University, its officials, employees, contractors and/or agents for and against any action or claim by any person (including, without limitation, my parents) as a result of any personal injury, illness, damage or loss suffered by me as set out hereinabove;
- 10) I shall be liable to the University for any damage or loss caused as a result of any act or omission on my part;
- 11) I understand that should I choose not to comply with the Behaviour Management Policy and Code of Conduct, I will be subject to disciplinary action, which could result in suspension or have my membership to a Tuks club terminated.

Signed: _____ Date: _____
(Participant)

Signed: _____ Print Name: _____
(Parent/Guardian If a participant is a minor)

C. Forms**1. Incident Form****INCIDENT REPORT FORM****Confidential**

Date: _____

Time: _____ AM/PM

Reported by:

Position: _____

Type of Misconduct (circle one):

Minor

Major

Sport: _____

Location of incident (please, be specific): _____

Who was responsible for misconduct? _____

Witnesses or other involved persons:

Description of incident (be objective, brief and accurate & use more paper if needed):

Signed: _____ Date: _____

Received by:

Date & Time Received:

Report #:

2. Disciplinary Hearing Report

DISCIPLINARY HEARING REPORT

Names of individual/s under review (attach list if needed):

Date of Alleged Incident: _____ **Location:** _____

Results of Hearing:

Date: _____ **Location:** _____

Present: _____

Decision: _____

Reasons for Decision (attach page if needed): _____

Time Frame for Appeal: _____

Committee

Name: _____ **Signature:** _____

Name: _____ **Signature:** _____

Name: _____ **Signature:** _____

Name: _____ **Signature:** _____

Name: _____ Signature: _____

I, the abovementioned individual under review, have received this document, read and understand its contents.

Name: _____ Date & Time Received: _____

Signature: _____ Report #: _____

3. Appeal of Discipline

APPEAL OF DISCIPLINE FORM

NB.: To appeal a decision, complete and return this form to the Head of Programme/Sports Manager, Deputy Director or Director of TuksSport within seven (7) working days of receiving a disciplinary decision.

Name of Appellant: _____

Reasons for Appeal: _____

Signature of Appellant: _____ Date: _____

NB: A copy of this form must also be given to the Coach, Head of Programme or Deputy Director (whichever is applicable – to those who meted the disciplinary decision) on the same day that it is given to the Head of Programme, Deputy Director or Director.

Received by: _____	Date & Time Received: _____	Report #: _____
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4. Appeals Hearing Report

APPEALS HEARING REPORT

Name/s of Appellant/s:

Discipline Decision put forward by: Coach/Head of Programme/Deputy Director

Date of Appeal: _____ Location: _____

Reasons for Appeal (See Appeals Procedures): _____

Results of Appeal Hearing:

Date: _____ Location: _____

Present: _____

Decision: _____

Reasons for Decision (attach page if needed): _____

Committee Members

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

I, the abovementioned individual under review, have received this document, read and understand its contents.

Name: _____ Date & Time Received: _____

Signature: _____ Report #: _____