



CODE OF CONDUCT

Adopted October 2013

SAFTAA Code of Conduct

1	General Code of Conduct for All Participants	2
2	Administering Code of Conduct Violations	3
3	Team Rules.....	5
4	Dress Code and Team Uniform Policy	7
5	Report of Code of Conduct Violation	9

This constitutes the Code of Conduct of SAFTAA as the National Governing Body for Field Target Shooting in the Republic of South Africa. Sections 1 and 2 shall apply to all participants at any event hosted under the auspices of SAFTAA. Sections 3 and 4 shall only apply to members of the National Team or other team that may be established under the auspices of SAFTAA.

1 General Code of Conduct for All Participants

1.1 General

The Code of Conduct has been established to assist SAFTAA, its members and affiliated shooters bring honour and integrity to our sport. It is intended to enhance the overall experience of field target shooting.

1.2 Application of the Code

This code applies to all member and affiliated shooters of SAFTAA participating in SAFTAA events and activities. Affiliated shooters should become familiar with the rules and standards of this code.

1.3 Participant Commitment and Implied Consent

As a precondition of participation in any SAFTAA event or activity, or event or activity sanctioned by SAFTAA, affiliated shooters agree to uphold the spirit of the code, which guides conduct as a SAFTAA affiliated shooter.

1.4 Members and Affiliated Shooter Agree to:

- a. act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct. Sportsmanlike conduct is defined as, but not limited to: respect for competition officials, staff and the shooting public, respect for facilities, privileges, and operating procedures, the use of courtesy and good manners, acting responsibly and maturely, refraining from the use of profane or abusive language, and abstinence from illegal or immoderate use of alcohol and use of illegal or banned substances
- b. abstain from conduct that is criminal under any applicable laws, including, but not limited to laws governing the possession and use of drugs and alcohol, and providing of drugs to any person and or alcohol to minors
- c. refrain from conduct that detracts from other SAFTAA participants ability to attain peak performances
- d. respect the property of others, whether personal or public
- e. respect other affiliated shooters of SAFTAA, spectators and officials, and shun any form of discriminatory behaviour or verbal, physical, or sexual harassment or abuse

- f. remain compliant with the requirements of the South African Institute for Drug-Free Sports (SAIDS)
- g. realise that misconduct of any person subject to the Code of Conduct may be reported by anyone, by any means to any member of the Executive Committee and that each member has a responsibility to report Code violations
- h. understand that parents or legal guardians of minors will be notified of all written reports of counselling or misconduct
- i. understand that any act, conduct, or personal appearance that violates the spirit and intent of this Code of Conduct or brings disrespect or dishonour to SAFTAA, SASSCo, WFTF or the Republic of South Africa is a Code violation

1.5 Dress Code

Any clothing worn during competition is subject to the following:

- a. It may not display pictures or graphics of a sexual or offensive nature
- b. It may not display words or phrases that include offensive language or political statements

2 Administering Code of Conduct Violations

- 2.1 The Chairman and/or Technical Officer will have broad discretion to enforce this code and correct offences by means of oral or written counselling. Written counselling will be attached to After Action Reports for filing by SAFTAA.
- 2.2 Misconduct of any person subject to the Code may be reported by anyone, by any means, to the Executive Committee of SAFTAA. Offences will be promptly reported either verbally or in writing. Verbal reports must be followed with a written statement within 72 hours. Any Range Officer, Marshal or affiliated shooter observing an alleged violation is required to report a violation (along with statements from appropriate witnesses) to the Executive Committee. The written statement must include the identity of the person filing the report, the identity of the person(s) who has violated the Code, a clear and concise statement of the facts involved, the signature of the person filing the report and date. Offences include, without limitation, repetitive minor infractions, intentional infractions, and failure to correct immediately any correctable infractions (e.g. dress code violations). Where possible, report violations using the form at the end of the Code of Conduct, "Report of Code of Conduct Violation".
- 2.3 Upon receipt of an alleged Code violation, by the Executive Committee, the Chairman shall request the Technical Officer to investigate the alleged violation and file a report with the

SAFTAA Code of Conduct

Chairman. The Chairman may in his/her discretion, where expedient or necessary in the opinion of the Chairman, appoint any other person to act as investigator in the matter.

- 2.4 The Technical Officer or appointed investigator will notify the accused of the alleged Code violation. The accused shall have the right to provide a written explanation to the Technical Officer or investigator within a time frame that is fair and reasonable under the circumstances.
- 2.5 The Chairman shall review the report by the Technical Officer or appointed investigator, and notify the accused of the decision in writing within 10 days of receipt of the report.
- 2.6 Disciplinary options shall include:
 - a. No action;
 - b. Counselling;
 - c. R100 – R1000 fine;
 - d. An appropriate letter from the accused addressing the violation, statement of apology, letter of apology or other such non-monetary action appropriate for the situation.
 - e. Suspension or removal from competition, office, position or the National Team.
- 2.7 Parents or legal guardians of minors will be notified of all written allegations of misconduct, all reports on the matter and the decision of the Chairman.
- 2.8 The accused may appeal the Chairman's decision to an appeal panel within ten (10) days from receipt of the Chairman's decision as follows:
 - a. The appeal must be detailed in writing with any supporting documentation.
 - b. A clear and concise statement of any additional facts relevant to the code violation, investigation and/or decision.
 - c. A statement of the specific action or remedy sought.
 - d. The appeal must be signed by the accused, and will include the signature of a parent or legal guardian if the accused is under the age of 18 years.
- 2.9 An Appeal Panel will be appointed by the Chairman within 10 days of receipt of the appeal.
 - a. The Appeal Panel shall consist of at least 3 persons including at least 1 member of the National Team.
 - b. The Chairman will name a chair of the Appeal Panel.
 - c. The Appeal Panel will act on the appeal within a reasonable and expeditious time as determined by the chair of the Appeal Panel and within 30 days from appointment by the Chairman.

- d. The hearing may be conducted electronically or in person, at the election of the chair of the Appeal Panel.
- e. The Appeal Panel has the options of letting stand, overturning, suspending, reducing, increasing, or eliminating the disciplinary action.
- f. The decision of the Appeal Panel is final.

3 Team Rules

Sections 3 and 4 are applicable only to members of the National Team or other team that may be established under the auspices of SAFTAA. As a condition of entry to the National Team or other team established, each participant agrees to abide by all sections of the Code, without alteration.

- 3.1 This Code is in effect for all travel, competitions, training or other SAFTAA designated activities and functions. When travel is involved, this Code is in effect from the time an individual departs for a trip until he/she has returned home or continues on with personal travel.
- 3.2 Team members will maintain a level of fitness and competitive readiness that will permit maximum performances.
- 3.3 SAFTAA sponsors, suppliers, and licensees provide critical support for the Team; therefore, Team members will wear designated apparel at all official events.
- 3.4 Team members will not conceal or cover any SAFTAA sponsor, supplier, or licensee brand or other identification appearing on Team apparel.
- 3.5 Team members will abide by anti-doping standards put forth by the World Anti-Doping Agency (WADA), South African Institute for Drug-Free Sport (SAIDS) and the World Field Target Federation (WFTF). Team members will meet established reporting and testing requirements, and is responsible for requesting clearance of any medication(s) from SAIDS and applying for a Therapeutic Use Exemption (TUE). Team members understand that application for a TUE does not constitute clearance for use of medication(s). The team member must be in receipt of approval of the TUE before the use of any prohibited medicine(s). The team member has ultimate responsibility regarding banned substances. Double-check all medications, supplements and other substances, including unregulated over-the-counter products, to ensure such items will not result in a positive doping test.

SAFTAA Code of Conduct

- 3.6 All team members who compete at a destination requiring a passport will be in possession of a valid RSA passport that will not expire prior to 6 months following the conclusion of the international competition.
- 3.7 All team members are responsible to provide and update rifle descriptions and serial numbers to SAFTAA.
- 3.8 The Elite Performance Coordinator may develop recommendations for a regime of training and conditioning, and appropriate competition experience. Based on those recommendations, each National Team member agrees to work with the Elite Performance Coordinator towards the development of a program focused on improved and sustained elite performance to attain established team goals. A team member's program is expected to include the following elements:
 - a. Range training
 - b. Physical conditioning
 - c. Mental training program
 - d. Formal competition
 - e. Education regarding banned and restricted substances
- 3.9 Media, Appearances, Sponsorships and Promotional Activities
 - a. Team members may contact sponsors of SAFTAA (including their employees, partners, concerned individuals, et al) for the purpose of securing an individual sponsorship outside of the sponsor's agreement with SAFTAA. If a team member contacts a SAFTAA sponsor regarding individual sponsorship, the team member should inform the executive committee of SAFTAA as soon as possible.
 - b. Team members agree to make every effort to participate in promotional appearances on behalf of SAFTAA. These activities include, but are not limited to, clinics, fund-raising programs and speaking engagements.
- 3.10 Team members may not sell, trade, or give away ammunition, rifles, supplies or equipment provided by SAFTAA or sponsors.
- 3.11 Team members are required to attend award ceremonies as designated by the Executive Committee.
- 3.12 Team members may be requested or required to submit periodic reports of competition and training activities to the Elite Performance Coordinator.

- 3.13 All team members are subject to an 23:00 curfew at any international event. Additional curfews may be established or varied by the Elite Performance Coordinator or team manager. In the absence of the Elite Performance Coordinator and a team manager, the team captain may set or vary curfews in his/her discretion.
- 3.14 Team members below the age of 16 years must be accompanied by a parent or guardian at international events.
- 3.15 Inappropriate, indiscreet, or overindulgent use of alcohol is a Code violation. Use of alcohol in such a manner as to impair or jeopardize the team member's training program or competition performance, or which poses a safety hazard to such person, or other persons, or which reflects poorly on the team or SAFTAA, is strictly prohibited. Under no circumstances is a team member to consume alcohol when in violation of the law or range rules.
- 3.16 Team members are expected to compete in the spirit of fair play and good sportsmanship. False accusations, slanderous remarks, or statements concerning other participants that are inaccurate or untrue are clear violations of this Code.
- 3.17 Team members may not wilfully aid, abet, or conspire with others to engage in any conduct or actions prohibited in any section of the Code.

4 Dress Code and Team Uniform Policy

The Dress Code and Team Uniform policy allows members of the National Team to present a favourable image to the media and the public. One of the strengths of the National Team is its focus on team unity. An important element of that focus is the team uniform. In addition, SAFTAA sponsors, suppliers and licensees who provide critical support for the Association and the National Team deserve the brand exposure and recognition. This policy applies only to members of the National Team or other team that may be established under the auspices of SAFTAA.

- 4.1 The objectives of the National Team uniform are:
- a. Present a distinctive, patriotic, fashionable, and uniform appearance for the team.
 - b. Provide a durable yet affordable design.
 - c. Set up team members to portray the desired image both on the range and on the podium.
 - d. Provide a uniform that does not hinder team members in their individual shooting techniques, and is suitable under varying conditions.

- 4.2 National Team members will participate in the clothing and team uniform evaluation and selection process.
- 4.3 Both team members and officials will abide by the dress code at all official competitions and events unless deviation is authorized.
- 4.4 Competition Clothing:
- a. Polo shirt or T-shirt displaying the National Emblem of the King Protea on the left breast for the National Team. Colours: Green with gold and white.
 - b. Khaki, olive or brown pants as agreed upon by the members of the National Team.
 - c. Headgear; baseball-style caps or visors in the national colours, green, gold and white are recommended but not required.
 - d. Shooting jackets are at the selection of the shooter.
 - e. Appropriate footwear; athletic shoes or boots are permitted in all events.
- 4.5 Travel Clothing:
- a. The National Team will travel in National Colours as prescribed by SASCOG.
 - b. For any other traveling clothing is to meet the standard of "Smart Casual". As such, slacks, pants, skirts, collared shirts (men) or blouses (collared or non-collared for women), and appropriate footwear must be worn. Neat or designer jeans are acceptable. T-shirts, tank tops, and flip-flops are not acceptable.

5 Report of Code of Conduct Violation

To: The Executive Committee, SAFTAA

Date: _____

From: _____

(Name of person reporting code violation)

Subject: _____

(Name of accused)

Place of incident: _____

Date of incident: _____

Description of violation: _____

Attach additional pages or witness statement(s)

Accused Acknowledgement: I have read the code violation alleged above. By signing this statement, I do not admit to guilt or innocence. I further understand that, within a time frame prescribed by the Chairman of SAFTAA that is fair and reasonable under the circumstances, I will have the opportunity to provide a written explanation of facts and/or matters in extenuation or mitigation to the Technical Officer, who will investigate the matter and submit a report to the Chairman. The report will be reviewed by the Chairman within 10 days of its completion and I will be notified in writing of the Chairman's decision regarding my guilt or innocence and penalty if found guilty.

Signed: _____

Date: _____

Notification: I have notified this person of the violation described and advised him/her of his/her rights under this procedure.

Signed: _____

Date: _____