

**DIRECTIVE FROM THE SAEF FOR ELECTION PROCEDURES FOR DISCIPLINE ASSOCIATIONS  
(PROVINCIAL AND NATIONAL).**

**DIR 01/2022**

**This document ONLY APPLIES to the election of the PROVINCIAL AND NATIONAL DISCIPLINE ASSOCIATIONS. The SAEF EXCO, SAEF Provincial and District Federations Elections are held in terms of the SAEF Constitution (and various Provincial and District Federations).**

**The following guidelines and timelines must be used for any elections of committees listed above.**

**1. GENERAL**

- 1.1. In any election discussed in this Directive, all individual members (athletes, officials and/or administrators) are represented by their registered Clubs, chosen Discipline Associations and relevant District and Provincial Federations. Individual Members do not have a personal vote on the Election Day.
- 1.2. The Ordinary Members of the National Discipline Associations are the Provincial Discipline Associations. The Presidents of the Provincial Discipline Associations (or their duly authorised representatives) are the only ones able to cast a vote on National Discipline Association Election Day. Their vote must be in terms of the mandate they received from their Ordinary Members (see below).
- 1.3. The Ordinary Members of the Provincial Discipline Associations are the approved SAEF Clubs that offer the applicable / relevant Discipline in that Province. The Club Chair (or their duly authorised representatives) are the only ones able to cast a vote on Provincial Discipline Association and Provincial District Federation Election Day.
- 1.4. The Ordinary Members of the Provincial Federations are the relevant District Federations and Discipline Associations in that Province.

**CONSTITUENT MEMBERS: All Discipline Associations, Provincial Federations, Associate Members and Athletes' Commission**

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**Vice President:** Sandra Copeland  
**Secretary General:** Sharlene Venter  
**Treasurer:** Helen Thrush  
**Athletes' Rep:** Vacant  
**Associates Rep:** Glynis Fuller

**Legal:** Adv Johann Raubenheimer  
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Douglas Welsh  
**Provincial Federation Rep:** Fiona Ross  
Sakkie van Niekerk

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- 1.5. The Ordinary Members of the Provincial District Federations are the relevant SAEF approved Clubs within that District.
- 1.6. Only individual members in GOOD STANDING with a SAEF approved Club, Discipline Association and the SAEF may nominate and vote in the various Provincial and National Elections.
- 1.7. Members must be over the age of 18 to nominate and vote. Where a member is under the age of 18, such a member's parent / legal guardian may nominate or vote on behalf of such an underage member – as long as the parent / legal guardian is a registered member of the Club where the member is registered.
- 1.8. Voting on Election Day should preferably be conducted in person (unless otherwise stipulated in this Directive). Where voting cannot be conducted in person special permission must be sought from the SAEF Electoral Officer ([elections@saef.org.za](mailto:elections@saef.org.za)). This permission must not be reasonably withheld and can be obtained from the Electoral Officer at any stage prior to the Election Date. Any request for such permission must be supported with the reasons why the elections cannot be held in person. It must be clearly stated on the Election Notice that the elections will be in person or virtual and that the required permission has been obtained. If the manner in which the elections will be held (ie in person or virtual) is changed after the Election Notice has been sent out a further Notice advising of this change must be sent out to all registered members.
- 1.9. All Candidates who are nominated for any position within any of the structures discussed below, must be over the age of 18 and must be a member in GOOD STANDING of a SAEF approved Club, Discipline Association and the SAEF.
- 1.10. Only a Club -with five or more active Members (i.e. athletes not officials or administrators) is recognised for voting and nominating purposes in terms of this Directive.

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- 1.11. This Directive into effect on 15 July 2022. All Elections held after this date will be held in terms of this Directive.

## **2. CLUBS**

- 2.1. Club elections must be held in terms of the Club's approved Constitution.

## **3. PROVINCIAL DA COMMITTEE ELECTIONS**

- 3.1. Any member in GOOD STANDING may nominate a Candidate for any available Position on the Provincial DA as per the Election Notice. The Candidate must be registered and domiciled in the relevant Province and must be registered with a SAEF approved Club within that Province. The Candidate must be a registered member of the relevant Discipline Association and the SAEF.
- 3.2. All Club Nominations Forms (CN1) must be signed by the nominator (i.e. the member nominating the Candidate) and the nominee. The Club where the nominator is registered must confirm – on the Club Nomination Form – that the nominator is a member of that Club, the relevant Discipline Association and the SAEF. The nominee's Club must confirm that the Candidate is a member is in good standing with the club, Discipline Association and SAEF.
- 3.3. All completed Club Nomination Forms (CN1) are sent to the Club Secretary or Treasurer, who will ensure that a record is kept of all nominations received and the Positions for which the Candidates are nominated. The Electoral Officer may, at any stage, inspect all Club Nomination Forms (CN1) and Voting Slips received by any Club in relation to any Election discussed in this Directive.
- 3.4. Any Candidate may be nominated for more than one available Position. Should that Candidate be elected for the highest position nominated for, all other nominated Positions for such Candidate, will fall away.

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3.5. Should the Candidate not be elected for the highest position nominated for, then the election for such a Candidate continues down the line of nominated positions.

3.6. **Nomination process and timelines are as follows:**

3.6.1. No less than **65 days** (sixty-five) before the Election Date the Provincial DA Secretary or Administrator shall complete the Election Notice (EN) and forward this Notice to the relevant Provincial Federation President. A copy of this Election Notice must also be sent to the SAEF ([elections@saef.org.za](mailto:elections@saef.org.za)). The Election Notice must provide the Election Date, Time and Venue (and other relevant dates as required in terms of the Election Notice), Positions that are available on the Provincial DA; and whether the Elections will be held in person or virtual. The Provincial Federation President shall approve the Election Notice and will provide the Provincial DA with the name and contact details of the Electoral Officer for the Elections. Should the Provincial DA not receive this approval from the Provincial Federation the Provincial DA may approach the SAEF to approve the Election Notice and to act as the designated Electoral Officer.

3.6.2. No less than **60 (sixty) days** before the Election date, the Provincial DA shall send the Election Notice (as approved by the Provincial Federation or SAEF), including the Club Nomination Form (CN1) to its Ordinary Members (Call for Nominations). It is advised that the Provincial DA also send out this Election Notice and Club Nomination Form to their Registered Individuals. It is the responsibility of the Clubs for the relevant Discipline Association to forward the Election Notice and Club Nomination Form to its Club Members who are registered with the relevant Discipline Association. Club Members have 25 days to Nominate a Candidate for the available Position(s) on the Provincial DA.

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- 3.6.3. Up until **25 (twenty-five) days** after the Call for Nominations, all Club Nomination Forms (CN1) must be emailed or hand delivered to the Club. The Club must collate all Nomination Forms received:
- 3.6.3.1. If there is only one Candidate nominated for the available Position on the Provincial DA; the Club must complete and sign the Club Nomination Form (CN2) – which must be forwarded to the appointed Electoral Officer (**30 (thirty) days** after the Call for Nominations);
- 3.6.3.2. If there is more than one Candidate nominated for the available Position on the Provincial DA, the Club must notify all its relevant Club Members that more than one Candidate has been nominated and the Club must call for a vote (see the Voting Slip). It is the responsibility of the Club to ensure that only eligible Club Members vote for a Candidate. Once the Club has collated all votes the Club must complete the Club Nomination Form (CN2) and Nominate the Candidate with the most votes for the available Provincial DA Position.
- 3.6.4. At least **30 (thirty) days** before the Election Date, the Clubs must forward their Club Nomination Forms (CN2) to the appointed Electoral Officer. The Electoral Officer must collate all the Nomination Forms.
- 3.6.5. NO LESS than **25 (Twenty-Five) days** before the Election Date the Electoral Officer shall forward a Notice reflecting all received Nominations Forms (CN2), including the Positions for which the Candidates were nominated for, to the Provincial DA for distribution amongst its Ordinary Members and all its Registered Individuals.
- 3.6.5.1. If there is only one Candidate nominated for the available Position on the Provincial DA, the Candidate is confirmed in the Position he/she was Nominated at the Elections;

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- 3.6.5.2. If there is more than one Candidate nominated for a Position on the Provincial DA, the Clubs will need to obtain a mandate from its Members (who are registered with the applicable Discipline Association) - see the process described in paragraph 3.6.3.2 above). This mandate (voting) needs to be finalised 7 days before the Election Day.
- 3.6.6. At least **7 (seven) days** before Election Day the Club must forward its Mandate Form (CM1) to the Electoral Officer.
- 3.7. The Club Mandate must include how many votes each Candidate received at that Club.
- 3.8. A quorum must be present on Election Day (i.e. 50% plus one of Provincial Discipline Association's Ordinary Members).
- 3.9. Only the relevant Club Representative (or their duly authorised delegate) may vote on the Election Day (this vote must be in line with the Mandate Form submitted to the Electoral Officer). The Club Representative may not vote if the Club does not have a Mandate from its members.
- 3.10. All votes received for a Candidate for a specific position will be added together and the Candidate with the most votes received for that position shall be elected into the position for which such a Candidate was nominated.
- 3.11. It is to be noted that the outgoing Executive of the Provincial DA has no voting rights at the Elections, neither do they have voting rights to vote for a vacant position on the Provincial Council.
- 3.12. If two or more Candidates have the same number of votes, then the Club (Ordinary Member) with the most registered members (representing that Discipline) has the casting vote.

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#### 4. **NATIONAL DA COMMITTEE ELECTIONS**

- 4.1. Any member in GOOD STANDING with a Club, the applicable National Discipline Association and the SAEF, may Nominate a Candidate for an available Position on the National DA Council. The Candidate does not need to be a member of the nominee's Club or Province but must be a registered member of the applicable Discipline Association and must reside in South Africa.
- 4.2. A Candidate can be Nominated for more than one available Position. Should the Candidate be elected for the highest available position all other nominated positions fall away. Should he/she not be elected for the highest position nominated for, such a Candidate continues down the line of available Positions nominated for.
- 4.3. All Club Nominations Forms (CN1) must be signed by the nominator (ie the member nominating the Candidate) and the nominee. The Club where the nominator is registered must confirm – on the Club Nomination Form – that the nominator is a member of that Club, the relevant Discipline Association and the SAEF. The nominee's Club must confirm that the Candidate is a member is in good standing with the Club, Discipline Association and SAEF.
- 4.4. All completed Club Nomination Forms (CN1) are sent to the Club, who will ensure that a record is kept of all nominations received and for which Positions the Candidates are nominated. The Electoral Officer may, at any time, request to inspect all Club Nomination Forms (CN1) received by any Club in relation to any Election discussed in this Directive.
- 4.5. All Provincial DA Nomination Forms (PN1) must be signed off by either the Provincial DA President, Vice President or Secretary in the Nominator position. The Nominee must also sign the form accepting the nomination. Good standing of nominee must be confirmed on all levels.

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4.6. **Nomination process and timelines are as follows:**

- 4.6.1. No less than **65 days** (sixty-five) before the Election Date the National DA Secretary or Administrator shall complete the Election Notice (EN) and forward this Notice to the Electoral Officer at the SAEF ([elections@saef.org.za](mailto:elections@saef.org.za)). The Election Notice must provide the Election Date, Time and Venue (and other relevant dates as required in terms of the Election Notice), Positions that are available on the National Discipline Association Council; whether the Elections will be held in person or virtual. The Electoral Officer shall approve the Election Notice and will provide the National DA with the name and contact details of the Electoral Officer for the Elections.
- 4.6.2. No less than **60 (sixty) days** before the Election date, the National DA shall send the Election Notice (as approved by the Electoral Officer), including the Club Nomination Form (CN1) to its Ordinary Members (Call for Nominations). It is advisable to also send this Election Notice and Club Nomination Form to all the Discipline Associations' Registered Individuals. It is the responsibility of the SAEF Registered Clubs for the relevant Discipline Association to forward the Election Notice and Club Nomination Form to its Club Members who are registered with the relevant Discipline Association. Club Members have 21 days to Nominate a Candidate for the available Position(s) on the National DA.
- 4.6.3. Up until **21 (twenty-one) days** after the Call for Nominations all Club Nomination Forms (CN1) must be emailed or hand delivered to the Club. The Club must collate all Nomination Forms received. The Club must complete and sign the Club Nomination Form (CN2) – which must be forwarded to the Provincial DA **(25 (twenty-five) days** after the Call for Nominations. All nominations received by that Club must be forwarded and included in the CN2.
- 4.6.4. If there is more than one Candidate nominated for the available Position(s) on the National DA, the Provincial Discipline Association must notify all its Registered

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Individuals that more than one Candidate has been nominated for a position and the Provincial Discipline Association must call for a vote (see the Voting Slip). It is the responsibility of the Provincial Discipline Association to ensure that only eligible Registered Individuals with that Discipline vote for a Candidate. Once the Provincial Discipline Association has collated all votes the Provincial Discipline Association (who is the Member of the National Discipline Association) must complete the Provincial Nomination Form (PN1) and Nominate the Candidate voted for by its relevant Registered Individuals for the available National DA Position.

- 4.6.5. At least **30 (thirty) days** before the Election Date, the Provincial DA's must forward their Provincial Nomination Forms (PN1) to the appointed Electoral Officer. The Electoral Officer must collate all the Nomination Forms.
- 4.6.6. NO LESS than **25 (Twenty-Five) days** before the Election Date the Electoral Officer shall forward a Notice reflecting all received Nominations Forms (PN1), including the Position for which the Candidates were nominated for, to the Provincial DA for distribution amongst its members (the Registered Discipline Clubs).
- 4.6.6.1. If there is only one Candidate nominated for a Position on the National DA the Candidate is confirmed in the Position he/she was Nominated at the Elections;
- 4.6.6.2. If there is more than one Candidate nominated for a Position, the Provincial DA's will need to obtain a mandate from its Registered Individuals. This mandate (voting) needs to be finalised 7 days before the Election Day.
- 4.6.7. At least **7 (seven) days** before Election Day the Provincial DA must forward its Mandate to the Electoral Officer. The Provincial Mandate must include how many votes each Candidate for a position received.

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- 4.7. A quorum must be present on Election Day (ie 50% plus one of the total Ordinary Members of the relevant National Discipline Association).
- 4.8. Only the relevant Provincial Discipline Association Presidents (or their duly authorised delegate) may vote on the Election Day (this vote must be in line with the Mandate Form submitted to the Electoral Officer). Should the Provincial DA President not have a mandate from its Registered Individuals it shall not be allowed to cast a vote on Election Day.
- 4.9. It is to be noted that the outgoing Executive of the National DA has no voting rights at the Elections, neither do they have voting rights to vote for a vacant position on the National Council.
- 4.10. The Candidate with the most votes recorded in the Provincial DA Mandate shall be elected for the nominated position.
- 4.11. If there is a tie, then the Provincial DA with the most Registered Individuals (representing that Discipline in that Province) has the casting vote.

Regards



Sharlene Venter  
Secretary General SAEF

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